Broadway Boulevard, Euclid to Country Club

BROADWAY BOULEVARD CITIZENS PLANNING TASK FORCE BYLAWS

Approved December 13, 2012

The following bylaws are a primarily a compilation of documents approved by the City's Mayor and Council, or the Task Force itself: the enabling Ordinance 21508 (approved by the City Mayor and Council on April 13, 2010); Broadway Task Force's Mission Statement (approved 8/30/2012), Broadway Task Force's Consensus Decision-Making guidelines (approved 7/26/2012), and the Broadway Task Force's officer and facilitator responsibilities (approved 10/4/2012). Other protocols called out in these bylaws and not referenced in other documents were included at the request of the Task Force members for transparency and clarity.

MISSION. The Broadway Boulevard CTF has been formed by Mayor and Council to work with the Project Team to evaluate and select alternatives and develop stakeholder supported recommendations regarding:

- roadway width and location of any widening to the north and/or south of the current roadway,
- roadway cross-section and back-of-curb streetscape designed for all users and modes of transportation, and
- an overarching context-sensitive street design addressing the relationship between the street and its adjacent development and uses.

Task Force members will help provide effective communication between the neighborhoods, businesses, and stakeholders they represent and the Broadway Boulevard Project Team.

COMPOSITION. The Task Force shall be composed of thirteen {13) members, who shall serve without compensation, from the following categories:

- Four members representing neighborhoods along Broadway Boulevard between Euclid Avenue and Country Club Road, hereinafter the "Project Corridor".
- Four members representing business interests along the Project Corridor.
- One member representing the Citizens Transportation Advisory Committee ("CTAC").
- One member representing alternative modes of transportation.
- One member representing special needs.
- One member representing regional interests.
- One member representing the Planning Commission.

NOMINATION AND APPOINTMENT. The eight members of the Task Force listed under the first two bullets above shall be appointed by the Director of the Department of Transportation, with input from Wards 5 and 6; the member representing CTAC shall be appointed by the CTAC

Chair; the alternative modes member shall be appointed by the Tucson Pima Bicycle Advisory Committee; the special needs member shall be appointed by the Director of the Department of Transportation, with input from the Commission on Disability Issues ("CODI"); the regional member shall be appointed by the Regional Transportation Authority ("RTA"); and, the Planning Commission member shall be appointed by the Director of the Department of Transportation, with input from the Planning Commission.

VACANCIES. Vacancies may occur throughout the tenure of the Task Force. Resignations submitted by individual members in written format to TDOT staff are forwarded to the City Clerk's Office.

REPLACEMENT APPOINTMENTS. Replacement appointments will be made in the following manner:

- Appointments by the TDOT Director (neighborhood interests, business interests, special needs categories): TDOT created a shortlist of applicants for each of these positions using the applications that were submitted by the deadline in February 2012. TDOT staff will contact these shortlisted individuals first to find a potential replacement appointment. Upon acceptance of appointment as a replacement, the TDOT director will submit an appointment letter to the City Clerk Office for the individual.
- Appointments by other commissions/public bodies (CTAC, Planning Commission, alternative modes categories): TDOT staff will contact the respective nominating body, as listed in the section 'Nomination and Appointment', to request a new nomination. When the replacement appointment is nominated by that body, and TDOT staff and Director are alerted, the TDOT Director will provide a formal letter of appointment to the City Clerk's Office.
- Appointments by RTA (regional interests category): An authorized contact at the RTA will select a replacement appointment from either the list of applicants, or appoint a member from the RTA's Citizens Accountability for Regional Transportation committee. When the replacement appointment is nominated by that body, and TDOT staff and Director are alerted, the TDOT Director will provide a formal letter of appointment to the City Clerk's Office.

TERMS. Tucson Code § 10A-139(b){1)'s presumptive term of twenty-four months applies to the Task Force, which shall automatically terminate December 31, 2012, or the date upon which the Task force files its final report with the City Clerk, whichever is later.

Consistent with the term of the Task Force itself, each member shall serve until either December 31, 2012, or the date upon which the Task Force files its final report with the City Clerk, whichever is later.

OFFICERS. As authorized in Ordinance 21508, the Task Force shall elect from its membership a chairperson and vice chairperson, who shall serve for terms of one year and may both be reelected to those positions.

OFFICER RESPONSIBILITIES. The Task Force members agreed to have a facilitator perform the roles and conduct a variety of tasks traditionally assigned to the chairperson and vice chairperson (approved on 10/4/2012). Some tasks are performed by other support staff provided by TDOT. This decision is at the discretion of the Task Force, which may assign such responsibilities at any time by amendment of these Bylaws at a publicly noticed meeting.

The following list identifies these tasks, and the parties responsible. Most of the tasks, except where noted, were taken from the *City of Tucson Boards, Committees, and Commissions Handbook*, in the section titled 'Parliamentary Procedures Guidelines'.

TASKS	**SUPPORT STAFF RESPONSIBILITIES**	
FROM BCC HANDBOOK	**Facilitator**	**TDOT / Project Team**
Conduct meetings	☑	
Serves as official representative of the board	N/A	N/A
Sets agendas		☑ (TDOT proj. mgr., with CTF & project team input)
Announces the order of business	☑	
Recognizes the members who would like to speak	☑	
Appoints members to subcommittees	☑	
Facilitates the motions and declares the votes	☑ (using consensus model)	
Presiding over and conducting any meeting at which the chair person is not present.	☑ (will arrange for back-up)	☑ (will arrange for back-up)
Keeping the notes of the meeting	☑ (with Kaneen PR staff)	
Records the attendance and keeps a list of current members and subcommittee assignments	☑	☑
Produces the agenda in conjunction with the Chair person and handles the general correspondences	☑ (with Kaneen PR staff/TDOT proj. mgr.)	☑ (with Kaneen PR staff/facilitator)
Has access to all of the governing documents of the BCC and keeps them current		

TASKS	SUPPORT STAFF RESPONSIBILITIES	
FROM BCC HANDBOOK	**Facilitator**	**TDOT / Project Team**
NOT FROM BCC HANDBOOK		
Obtains quorum confirmation	☑	
Emails materials to Task Force members	☑	
Liaison and advocate on behalf of the Task Force to the project team – when issues arise, feedback needed to give to the project team, etc.	☑	

BYLAWS. The Task Force shall adopt bylaws for its operations that are consistent with this Resolution and other legal authority. The Task Force's bylaws and the minutes of its meetings shall be filed with the City Clerk. This document may be updated or changed at the discretion of the Task Force at any time, with the endorsement of a quorum of the Task Force at a publicly noticed meeting.

CONCURRENT SERVICE PERMITTED. T.C. § 10A-134(c) does not apply to the Task Force. Members of the Task Force may serve concurrently on other City committees, boards or commissions.

TASK FORCE RESPONSIBILITIES. The Task Force shall advise the Department of Transportation and the Mayor and Council on:
(a) Any modifications to the 1989 Mayor and Council approved-roadway alignment to widen Broadway Boulevard along the Project Corridor to six lanes and providing two additional dedicated transit lanes and alternate mode facilities and enhancements;
(b) Complex roadway design cross section and features;
(c) Land use and urban design plans for properties within and near the project boundaries.

DECISION MAKING. A Context Sensitive Solutions approach will be used as the overarching model for the public process used for the Broadway Boulevard: Euclid to Country Club Improvement Project. A significant aspect of this approach is the use of consensus-based decision making. Consensus is an agreement made without voting. It involves everyone clearly understanding the decision being made, analyzing all of the relevant facts together, and then jointly developing solutions representing the group's best thinking. It is characterized by open and active listening, healthy debate, and testing of options.

The goal of consensus is to reach a decision that everyone can accept. Everyone may not like the solution equally well or will have an equal commitment to it. Consensus generates a decision about which everyone, at a minimum, says "I can live with it and move forward."

Levels of Consensus

Consensus is achieved if all participants indicate that they are at levels 1 through 4. When a decision is made, all consensus levels will be recorded.

1. I can say an **unqualified 'yes'** to the decision.
2. I find the decision **perfectly acceptable**. It is the best of the real options we have available to us.
3. I can **live with the decision**; however, I am not especially enthusiastic about it.
4. I will **stand aside** and not block the decision. I will support it because I trust the wisdom of the group; however, I do not fully agree with the decision and need to register my views about it.
5. I do not agree with the decision and feel the need to **block** the decision being accepted as consensus for the following reasons.

Consensus is reached when no one is left in category 5. Consensus is not designed to achieve 100% agreement, rather create an outcome that represents the best feasible course of action, given the circumstances.

LIMITATION OF POWERS. Neither the Task Force nor any of its members may incur governmental expenses without prior authorization of the Mayor and Council, nor may the Task Force or its members obligate the City in any way.

STAFF SUPPORT. As authorized under T.C. § 10A-139(b)(2), the Director of the Department of Transportation shall provide staff from the Department to support the functions of the Task Force. A facilitator role has been created by TDOT staff to support the Task Force in many ways, including taking on functions traditionally performed by officers.

ANNUAL REPORT. In compliance with T.C. § 10A- 139(b)(5), the TDOT project manager shall file an annual report, with input and approval by the Task Force, with the City Clerk summarizing the activities of the Task Force during the preceding year.

FINAL REPORT. The work of the Task Force will conclude upon submittal of the committee's final report, which is similar to an annual report but also declares that the work of the Task Force has been completed.