

**WILLAMETTE FALLS LOCKS COMMISSION**  
**Operating Protocols**  
*(as adopted on May 2, 2108)*

For the Commission to operate productively, it is helpful to agree at the outset on the purpose of the effort and the protocols the group will use to govern its work.

**Purpose of the Commission**

Senate Bill 256 (2017) established the Willamette Falls Locks Commission to serve as a body to advise state, local and regional government agencies on the development and implementation of state policies relating to the repair, reopening, operation and maintenance of the Willamette Falls navigation canal and locks. In so doing, the Commission is tasked to investigate, address issues, make recommendations and negotiate with the United States Army Corps of Engineers regarding the transfer of ownership, financing, repair, reopening, operation and maintenance of the navigational canal and locks (including possible recommendations for the formation of an intergovernmental agreement). The Commission is also directed to communicate state policies relating to the repair, reopening, operation and maintenance of the navigation canal and locks to the Oregon Congressional Delegation.

**Commission Members**

SB 256 established a membership list and appointment process for the Commission. The Commission membership was designed to be representative of the interests, entities, organizations, and agencies necessary to fulfill the Commission purpose.

Members are to include 17 Governor-appointed voting members representing: the cities of West Linn, Oregon City and Wilsonville; the Clackamas, Marion and Yamhill County Commissions; Metro Council; the Confederated Tribes of the Grand Ronde and the Columbia River Tribes; the Port of Portland, Business Oregon, Oregon Parks and Recreation Department, Oregon Department of Transportation; local businesses and economic development; local tourism and recreation; local residents; and environmental/ecological interests.

Commission members also include 6 non-voting legislator members appointed by the majority and minority leadership of the Oregon Senate and House of Representatives.

**Participation**

Timeline

The Commission is charged to meet at least six times per year.

Member Participation

Commission members agree to:

- Attend meetings and follow through on commitments and tasks;
- Bring up concerns for discussion at the earliest point in the process;
- Share all relevant information that will assist the group in achieving its goals;
- Keep their agencies or organizations informed of potential decisions and actions and;

- Support the eventual outcome if they have concurred in it.

### Attendance at Meetings

*Attendance expected.* To maintain the continuity of the discussion, it is important to have the members attend every meeting. Members are expected to make a good faith effort to attend all meetings. In the event of an unplanned emergency, the Commission staff will take steps to ensure a missing member is provided an update about the meeting.

### Withdrawal from the Commission

Any individual member may withdraw from the Commission at any time. Communication about the reasons for withdrawing, if related to the process, would be appreciated. Good faith provisions (see below) apply to those who withdraw. SB 256 provides that if there is a vacancy for any cause, the relevant appointing authority will make a replacement appointment to become effective immediately.

### Decision Making

The Commission will strive to make decisions and recommendations by consensus. Consensus is defined as “all Commission members can live with the decision or recommendation.” Commission members are assumed to be contributing good faith input, informed by their respective agencies or organizations, but are not committing their jurisdictions, agencies, or government to any decision without approval by their associated decision-making body.

### Good Faith

All members agree to act in good faith in all aspects of the collaborative effort. As such, members will consider the input and viewpoint of other participants and conduct themselves in a manner that promotes joint problem solving and collaboration.

Acting in good faith also requires that:

- Specific information or proposals shared in open and frank problem-solving conversations shall not be used against any other member in the future;
- Personal attacks and prejudiced statements are not acceptable;
- Members with process concerns will raise them in the group (and not via the press and/or other public forums);
- Members commit to keeping their respective agencies or organizations informed in a timely way about the Commission’s efforts and to sharing their organization’s or agency’s concerns or ideas back to the Commission discussions in a similarly timely way.
- Media/Press/Other Public Forums:
  - Members will not represent their personal or agency/organization’s views as views of the Commission;
  - Members will express consistent views and opinions in the Commission meetings and in other forums, including contacts with the press;
  - Members agree to refrain from making negative comments about or representing the views of other Commission members in contacts with the press.
  - Members will not represent or characterize the positions and views of any other party in public forums.
  - Oregon Solutions staff will serve as the primary media contact for Commission activities.

## **Meetings**

### Public Participation

Commission meetings are public meetings under Oregon's open meeting laws. SB 256 specifies that Commission shall include an opportunity for public comment as an item on the agenda at least two meetings per year. Members of the public who wish to share thoughts and information to the Commission will be encouraged to submit written comments on the work of the Commission through the dedicated process email: XXXXXX@pdx.edu which will then be distributed to all members for consideration. Meeting materials will be posted to the project website at <http://orsolutions.org/osproject/XXXXXXXXXX>.

### Agendas

Proposed meeting agendas will be drafted by the facilitation team in consultation with Commission leadership and staff as appropriate, circulated in advance of meetings, and approved or revised at the beginning of each meeting.

## **Process Suggestions/Ground Rules**

Committee members agree to apply the following ground rules during meetings:

- Focus on the task at hand
- Allow for a balance of speaking time – respect time limits and facilitator’s direction
- Be civil
  - Be tough on issues and questions, not on people and organizations
  - No personal attacks
- Listen with respect
  - Keep side conversations to a minimum.
  - One person speaking at a time

Committee members will strive to employ the following process suggestions:

- Seek to learn from each other’s perspective.
- Encourage respectful, candid, and constructive discussions.
- Seek to develop respect for differences of perspective or opinion.
- As appropriate, discuss topics as a full group.
- Make every effort to avoid surprises.