



**Florida Transportation Plan (FTP)/
Strategic Intermodal System (SIS) Policy Plan Update
Steering Committee
Draft Consensus Decision-Making Process**

What Is the Committee's Charge?

The FTP/SIS Steering Committee will meet throughout 2015 to develop consensus recommendations to the Florida Department of Transportation about the updates of the Florida Transportation Plan (FTP) and the Strategic Intermodal System (SIS) Policy Plan. The Steering Committee will develop a report documenting its recommendations to the Secretary of the Florida Department of Transportation by fall 2015.

What Is Consensus?

Consensus is a participatory process whereby, on matters of substance, Steering Committee members strive for agreements that all members can accept, support, live with, or agree not to oppose. The Steering Committee will develop its recommendations using consensus-building techniques, such as the brainstorming, ranking, and prioritizing of issues and recommendations, with the assistance of a facilitator and other technical staff and consultants. Consensus recommendations in the final Steering Committee report shall not require a unanimous vote.

Roles and Responsibilities

The **Steering Committee Chair** (Chair) will work with the staff and facilitators to design efficient and effective agendas. The Chair will be responsible, in consultation with the Steering Committee members, facilitator, and staff, for proposing the meeting agenda. Steering Committee meetings will be led by the Chair and the use of a facilitator will enable the Chair to participate directly in the substantive process of seeking consensus on recommendations.

The **Steering Committee Vice Chair** (Vice-Chair) will work with the Chair to guide the work of the Advisory Groups. The Vice-Chair will lead Steering Committee meetings in the event that the Chair is absent.

Steering Committee Members (Members) will represent key interests from a statewide perspective. Members will assist in the development of all final recommendations, look to

technical assistance and partner and public input as needed, and make consensus recommendations. Members also will help ensure the organizations and interests they represent are aware of the FTP and SIS update process and assist in providing input from their organizations to the full Steering Committee.

If unable to attend a meeting, a **Member** may designate an **Alternate** to attend the meeting on his or her behalf and exercise all authority of the Member for the purposes of that specific meeting. The Alternate should brief the Member on the presentations and discussions during the meeting. A Member must provide written notice to the Chair in advance of the meeting if an Alternate will be attending.

One or more **Advisory Groups** may be appointed and charged by the Steering Committee to assist in the completion of the work of the Steering Committee. Each Advisory Group will have a Chair and Vice-Chair appointed by the Steering Committee Chair. Individuals who are not on the Steering Committee may be appointed to serve on an Advisory Group. Each Advisory Group will receive guidance from the Steering Committee, consider relevant information from technical staff and partner and public input, and reach consensus on initial recommendations for consideration by the Steering Committee.

Florida Department of Transportation Staff and Consultants will assist the Steering Committee and any Advisory Groups with meetings; support technical and information needs, including data and information gathering and distribution; solicit and compile partner and public input; and assist in drafting the Steering Committee report, as directed by the Chair. Florida Department of Transportation staff also will serve as the Public Records Custodian for the Steering Committee.

The **Facilitator** will assist in the design of the overall process and support the Chair in moderating the Steering Committee and other meetings as directed by the Chair.

The **Public** will be invited to offer input and make suggestions for the Steering Committee to consider at all meetings. The public also will have an ongoing opportunity to provide input and suggestions through statewide and regional meetings and the Steering Committee website.