



Department of
Land Use & Transportation

Minor Betterment Program Review and Selection Committee

COMMUNICATION GUIDELINES

- County staff will provide a draft meeting agenda (via email) in advance of Committee meetings for review; Committee may request agenda items. Requests should be made five days before the meeting
- County staff will prepare a summary of each Committee meeting and provide to members (via email) in advance of next meeting for their review and approval
- Time will be provided on each meeting agenda for members of the public to provide comment to the Committee and/or county staff; remainder of meeting will be devoted to presentation and Committee discussion
- Committee members will notify county staff between meetings if information becomes available that should be provided to the county and the rest of the Committee
- Committee members and county staff will communicate effectively with elected officials and other citizens when questions about the program are asked
- Committee members will not represent the Committee if speaking with the media; generally Committee members will refer any media inquiries to the county program manager, [Victoria Saager](#), at 503-846-7616

Reviewed at June 5, 2013 meeting