



**Review of Process
for use during
Transportation and Land Use Technical Work Group, Call #13**

Excerpts from Feb. 16 CAPAG Process Memo

Process Design

Activities of the CAPAG process will be:

- **Stepwise:** The process will follow a set master schedule of discussion and decision items and iterate to consensus. As such it will require continuity among participants. CAPAG and technical work groups (TWGs) participants expected to regularly attend meetings. Alternates should attend only as needed due to schedule conflicts.
- **Fact based:** Technical analysis and policy design will be achieved through preliminary and joint fact-finding and, ultimately, joint policy development by CAPAG members. The CAPAG will be assisted by technical work groups (TWGs) and facilitation and technical consulting team provided by CCS.
- **Consensus driven:** The state will seek but not mandate consensus through this process, and final decisions by the CAPAG will be made through decision criteria and voting procedures that allow a full expression of viewpoints. **Four voting categories will be used, including: *unanimous consent (all agree)*, *super majority (80 percent agree)*, *majority (51 percent agree)*, and *minority view (less than 50 percent agree)*.**
- **Informal and nonbinding:** The process will be advisory and nonbinding to the state and provide public input for potential future policy decisions. It is structured as an informal consensus building effort to provide a full opportunity for CAPAG members to make voluntary decisions on recommended policies.
- **Transparent:** The processes will be transparent. Policy options will include clear design parameters (such as levels, timing, coverage and implementation mechanisms) as well as technical analyses with clear data, methods, sources and assumptions.
- **Inclusive:** The process will include CAPAG and TWG members, and opportunities for public input.
- **Flexible:** Throughout the process the facilitation team will check with participants and the state on progress and any potential need for revision. Proposed changes will be shared openly with the group.

CAPAG discussions will explore alternative policy designs and additional analysis, as needed, to address barriers to consensus that may exist. Assistance will be provided to the CAPAG regarding potential alternatives from the CCS team and TWGs.

The final report will document CAPAG recommendations, fact-finding results, and CAPAG views on each policy option, including alternative views as needed.