

Operating Protocol for the Development of an Expenditure Plan for an Extended and/or Augmented Sales Tax

1. The EPDC is an Advisory Committee to the TAM Board of Directors. The committee is comprised of volunteers who have been selected for the community they represent. The findings of the committee will be reported to the Board, including any relevant majority and minority opinions. The results of this committee will be an important point of input to the Board in their development of a final Expenditure Plan.
2. Committee members are expected to prepare for meetings by reviewing material sent in advance of the meeting and to reach out to members of the community they represent for additional feedback.
3. The goal of this committee is to develop a consensus opinion on a potential expenditure plan for a transportation sales tax in Marin County. The committee should consider both an extension of the current ½ cent tax and an extension with augmentation for a total of ¾ cent.
4. The resulting expenditure plan is expected to reflect the TAM goals and objectives:

TAM Goals and Objectives

Principle	Goal	Objective
Economy	Support a growing and sustainable economy in Marin County.	Contributes to economic vitality
		Contributes to a flexible system that responds to changing technology.
		Contributes to an efficient and effective transportation system.
Environment Health and Safety	Support a healthy and safe quality of life in Marin County.	Promotes a healthy environment and a healthy population.
		Contributes to safer travel.
Equity	Maximize Mobility for all people	Enhances mobility and access for all.

5. The resulting expenditure plan is also expected to reflect the priorities of Marin residents as expressed in the recent poll, which will be provided to committee members at their initial meeting.
6. Meetings are expected to occur up to twice each month on weekday evenings from the end of June through November. The committee will establish a schedule of meetings at their first convening. All meetings will begin and end on time as a sign of respect to committee volunteers.

7. The committee will select a chair person who will work with staff to develop the meeting agendas, background material requirements and will work with staff to conduct the meeting and review the minutes of the meetings. Each member may choose a single alternate who will attend meetings in their absence and will be identified in advance to staff.
8. Committee members are expected to be open and honest in their participation. This requires committee members to share ideas, ask questions and draw on the experience of other committee members and staff. It also requires committee members to hold committee processes confidential.
9. Public comment will be welcomed at the end of the meeting after committee discussion.
10. Committee members will be provided with a wide range of information to support their decision making. Please be respectful of the process and do not share materials without specific approval.
11. All press inquiries will be referred to TAM staff for response.
12. As a general set of operating principles, the committee is asked to adhere to the following.
 - Everyone participate, no one dominate
 - Success depends on participation – share ideas, ask questions, draw others out
 - Seek unity, not separation
 - Share you unique perspective and experience
 - All ideas are valid; speak honestly
 - Critique ideas, not people
 - Listen for understanding – inquire (ask) before you advocate (persuade)
 - Honor time limits
 - Honor the amount of staff work between meetings
 - Whatever is said in the room stays in the room
 - Seek common ground and understanding
 - Have fun while doing hard work!