

# Schedule of ACT Questions

1/13/2010

	January	February	March	April
<b>WHY?</b>	<b>BACKGROUND / RATIONALE / PREAMBLE:</b> What is the reason for establishing an ACT?			
	<b>PURPOSE / MISSION / GOALS:</b> What is the general purpose / mission / goals of the ACT? (I)			
<b>WHAT?</b>	<b>ROLES &amp; RESPONSIBILITIES:</b> What are the specific primary and optional responsibilities of the ACT? (II.A, II.B)			
	<b>WORK PROGRAM:</b> What is the work program of the ACT? (Q5)			
	<b>WORK EFFORTS:</b> What key work efforts will be addressed by the ACT? (Q9)			
<b>WHO?</b>			<b>NAME:</b> What is the name of the ACT?	
			<b>GEOGRAPHIC BOUNDARIES:</b> What are the geographic boundaries of the ACT? (IV.A, Q1, 5.2)	
			<b>MEMBERS:</b> What are the categories of voting and <i>ex officio</i> members in the ACT? How do they ensure coordination with existing public agencies? (IV.B, Q2, 5.3)	
			<b>STAKEHOLDERS:</b> What other key stakeholders and interests should be involved? (IV.B, Q3, 5.3)	
			<b>COORDINATION:</b> Which other ACTs, MPOs, state legislators, etc. with the ACT coordinate with, and how? (c, VII, Q4, 5.1)	
			<b>TECHNICAL ASSISTANCE:</b> How will the ACT secure technical assistance on transportation issues? (IV.C, Q8)	
			<b>STAFF &amp; FINANCIAL SUPPORT:</b> Who will provide support staff and financial to the ACT? (V.B, Q10)	

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**HOW?  
WHEN?  
WHERE?**

	<b>AUTHORITY:</b> By what authority is the ACT established? (III)
	<b>MEMBER SELECTION &amp; TERMS:</b> How are members and alternates selected? What are their terms? (V.A)
	<b>STAKEHOLDER SOLICITATION:</b> How are other key stakeholders and interests solicited? (V.A)
	<b>AGENDA SETTING:</b> Who will guide the work program and agendas of the ACT? (Q7)
	<b>OFFICERS &amp; EXECUTIVE COMMITTEE:</b> What officers does the ACT have? How are they selected and for what terms? (V.A)
	<b>SUBCOMMITTEES:</b> What standing subcommittees does the ACT have? (V.A)
	<b>DECISION MAKING:</b> What decision making process will the ACT use? How will conflicts be resolved? (b, V.A, Q11)
	<b>BASIS FOR DECISION MAKING:</b> On what plans, policies, procedures, etc. will decisions be based? (a, VI, 5.4, 5.5)
	<b>PUBLIC INVOLVEMENT:</b> How will the ACT meet the minimum public involvement standards? (d, V.A, V.C, Q6)
	<b>MEETING TIME &amp; LOCATION:</b> When and where are meetings held? (V.A)

**Sources:**

- a – d: Senate Bill 944 (2009), Section 1(2)
- I – VII: *Policy on Formation and Operation of ACTs*
- Q1 – Q11: *Policy on Formation and Operation of ACTs*, Attachment B: Key questions to be addressed in an ACT proposal
- 5.1 – 5.5: *Oregon ACTs, Cross-Jurisdictional Collaboratoon and Improved Transportation Planning*, Chap. 5: Options for Consideration