

# US 20 at Shales Parkway Phase I Engineering Study

## Community Advisory Group (CAG) Rules & Responsibilities

Name: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please read and check to confirm your understanding of the following responsibilities required of all CAG members. If I am selected to be a member of the CAG for the US 20 at Shales Parkway Study, I understand that it is my responsibility:

- To attend and be on time to all CAG meetings. I understand that these commitments extend through the completion of the US 20 at Shales Parkway Study. This may include three weekday meetings during business hours through late 2022. I understand that the timing or number of meetings may change.
- To stay well informed of study issues. This may include reviewing informational materials between CAG meetings.
- To assist in planning and design efforts related to proposed improvements at US 20 and Shales Parkway.
- To create awareness of the study and promote open communication within the group and community.
- To provide two-way communication between lead agencies and stakeholders by communicating stakeholder interests and concerns to lead agencies and sharing lead agency concerns and perspectives with stakeholders.
- To be willing to step down from the CAG if I am unable to fulfill my commitment, in order for the CAG to proceed in a timely manner.
  
- I have read and accept the CAG rules and responsibilities.

\_\_\_\_\_  
Signature Date

**Please mail completed form to:**  
Illinois Department of Transportation  
Attn: Bureau of Programming, Lori Brown  
201 West Center Court, Schaumburg, IL 60169-1096

## CAG GROUND RULES

The following ground rules will be used during the US 20 at Shales Parkway Study to form the basis for respectful interaction of all parties involved in the stakeholder process. CAG members will have the opportunity to modify the ground rules at the first CAG meeting, as needed. The ground rules will be included in the study's Stakeholder Involvement Plan.

- Stakeholder input is duly considered in order to yield the best solutions to problems.
- Input from all participants in the process is valued and considered.
- All participants must keep an open mind and participate openly, honestly, and respectfully.
- All participants should work collaboratively and cooperatively to seek a general understanding of agreement.
- A general understanding of agreement is "when a majority of the stakeholders agrees on a particular issue, while the remainder of stakeholders agrees its input has been heard and duly considered and that the process as a whole was fair."
- All participants in the process must treat each other with respect and dignity.
- The study must progress at a reasonable pace, based on the study schedule.
- The Illinois Department of Transportation and Federal Highway Administration will serve as the lead agencies and make final study decisions.
- Meetings will be documented and meeting summaries will be made available to the public.
- Participants should express their ideas, feelings and concerns so that the group can consider them during the study.
- Participants should support the guidance provided by the CAG facilitator.

## MEMBERSHIP

It is important that the CAG be a representative cross section of stakeholder types and groups in the vicinity of the corridor. Membership typically includes volunteers from the following groups:

- Local and County Government
- Area Communities
- Environmental Groups
- Police and Fire Districts
- School Districts
- Business Organizations
- Religious Organizations
- Transportation Related Organizations
- Area Homeowners Associations
- Bicycling Groups
- Individual Residents
- Others, as they are identified

These groups represent large numbers of people who will have a stake in the outcome of the study. Therefore, their representation is an important part of the study process and its ultimate outcome.