



# Harlem Avenue between 63<sup>rd</sup> and 65<sup>th</sup>

## COMMUNITY ADVISORY GROUP RESPONSIBILITIES

**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 IL 43 (Harlem Avenue) between 63rd Street and 65th Street 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 IL 43 (Harlem Avenue) between 63rd Street and 65th Street study. This may include five weekday meetings during business hours through fall of 2017. 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 IL 43 (Harlem Avenue) between 63rd Street and 65th Street.
- 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.

### CAG GROUND RULES

The following ground rules will be used during the IL 43 (Harlem Avenue) between 63rd Street and 65th Street 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 project must progress at a reasonable pace, based on the project schedule.



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## COMMUNITY ADVISORY GROUP RESPONSIBILITIES

- The Illinois Department of Transportation and Federal Highway Administration will serve as the lead agencies and make final project 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.