

**Chittenden County Metropolitan Planning Organization (CCMPO)**  
**Public Involvement Plan Principles (DRAFT 2/24/03)**

Public participation is a dynamic activity that requires teamwork and a commitment at all levels of the organization.

**1. Promote Respect.**

- All citizens and the views they promote are respected by the CCMPO.

**2. Provide Opportunities for Involvement.**

- Avenues for involvement should be open, meaningful, and organized to allow people to participate comfortably. Needs for accessibility, scheduling, location, information material formats, and language should be addressed.
- Meetings should be structured to allow informed, constructive exchanges.
- The direction and effectiveness of the public involvement effort should be constantly reviewed to ensure that it meets the needs of the public and the CCMPO.

**3. Be Responsive to Participants**

- CCMPO meetings and events should facilitate discussion that corresponds to participants' level of interest and available time.
- The CCMPO will assure that the results of all public involvement activities are given full consideration in decision making.

**4. Offer Substantive Work**

- Public processes should provide participants purposeful involvement, allowing useful feedback and guidance. Effective public participation is a two-way street – public input must come from informed opinions and ideas.
- A clearly defined purpose and set of objectives are needed for initiating a public dialogue on transportation plans, programs, and projects.
- Participants should be encouraged to grapple with the many competing transportation interests, issues, and needs in the region.

**5. Provide a Predictable Process**

- The planning process should be understandable and known well in advance. This makes the process more coherent and comprehensive, allowing citizens to plan their time and apply their resources effectively.

**6. Outreach & Communication**

- Effective outreach strategies must be tailored to fit the identified audience and the issue at hand. Notification procedures must effectively target the identified audience.
- Outreach and education should be continuous and repetitive to keep the CCMPO in the minds of residents.
- Efforts to reach new constituencies include improved outreach to low-income, senior, youth, minority, refugee, and accessibility-issue communities. These efforts must be tailored to ensure meaningful participation of these constituents.
- The CCMPO should be mindful of the evolution of communications tools and continue to evaluate new tools to expand outreach methods.
- Informational materials should be clear, concise, and address participants' questions.

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## **Public Involvement Plan**

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