

June 3, 2004

To: Metropolitan Policy Committee
From: Paul Thompson
Subject: Item 4.d: Public Involvement – Formation of Citizen Advisory Committee

Action Recommended: Appoint MPC subcommittee to develop recommendations on formation of Citizen Advisory Committee.

Issue Summary

In July 2003, MPC received a recommendation from the MPC Public Involvement Subcommittee to “Add citizen and stakeholder representation to the MPO’s Transportation Planning Committee.” After reviewing several options for citizen representation, MPC decided on April 8, 2004, to appoint a standing Citizen Advisory Committee (CAC) representing a diverse range of interests in the community. The committee would make recommendations to MPC on policy, project prioritization, public involvement, and other issues.

To facilitate rapid progress on the establishment of the CAC, staff recommends the appointment of an MPC subcommittee to carry out the work of CAC member recruitment and drafting CAC bylaws. This subcommittee could meet more frequently than the complete MPC, and, especially given MPC’s full agendas, could make progress on a number of tasks simultaneously at a quicker pace than the complete MPC.

Subcommittee Work Tasks

Staff recommends that MPC direct the subcommittee to work with staff to:

- Design and conduct a recruitment process
- Decide how to screen applicants
- Draft bylaws, including the mission, objective, responsibilities and duties and other components of the functioning of the CAC
- Screen and recommend applicants

The subcommittee would recommend bylaws and a membership slate to MPC.

A tool such as Attachment 1 could assist the subcommittee in screening applicants to ensure the representation of a diverse range of interests. The list of interests in Attachment 1 includes those from the April 8, 2004, MPC minutes and suggestions from staff, such as freight. Staff recommends a two month recruitment period and would work with the subcommittee to design a recruitment process consisting of techniques such as a mailed postcard, display ad, and outreach to specific groups.

Staff has reviewed bylaws of various citizen advisory committees, including local, regional, and other national MPOs as well as examples from other CAC structures not specifically related to transportation. The bylaws of these groups provide ideas for structuring the draft bylaws and starting points for crafting specific language. Attachment 2 summarizes the components of sample advisory committee bylaws which staff has reviewed.

The following could also provide guidance to the subcommittee: the March 4, 2004, memo to MPC titled "Options for Citizen Representation" (this memo was the basis for MPC action on April 8, 2004); and the April 8, 2004, MPC minutes summarizing discussion of MPC direction to appoint a Citizen Advisory Committee.

Subcommittee Schedule

Staff suggests an ambitious schedule for the subcommittee's work. Staff has already begun work that can assist the subcommittee, such as drafting a screening tool and collecting sample bylaws. The proposed schedule would be as follows:

June	Design recruitment and screening process
July	Open recruitment for two months Draft CAC bylaws
August	Close recruitment Present draft CAC bylaws to MPC for adoption
September	Screen applicants Present a CAC membership slate to MPC for appointment Sunset subcommittee
October	Hold first meeting of the Citizen Advisory Committee