



February 11, 2010

To: Citizen Advisory Committee

From: Kathi Wiederhold

Subject: Item 8: Subcommittee and Outside Committee Appointments and Process

**Action Recommended: Address the following key issues with respect to subcommittees:**

- **Review current subcommittee and committee appointments.**
- **Clarify subcommittee process.**
- **Agree on the process for appointments to non-CAC committees.**
- **Discuss guidance to committee appointments.**
- **Add a standing agenda item for reports from representatives appointed to non-CAC committees.**

The CAC is using subcommittees and being asked to appoint representatives to outside committees more often. In light of that, this item clarifies the nature of subcommittee and committee appointments and suggests the CAC establish a process for both.

**Subcommittees**

The CAC bylaws provide for the formation of subcommittees to carry out the work of the CAC and direct that subcommittees are advisory to the committee. Parliamentary procedure provides further guidance on how subcommittees operate. Subcommittees may be standing or *ad hoc*. The CAC chair appoints the members and a chair of the subcommittee. The subcommittee makes a recommendation to the full CAC, which then takes action and forwards a recommendation on to MPC as appropriate.

A recent example of an *ad hoc* CAC subcommittee is the Recruitment Subcommittee. Other *ad hoc* subcommittees the chair has appointed in the past are the Freight Subcommittee and the Comment Form Subcommittee. Recently, the Comment Form Subcommittee was reconvened into an Editing Subcommittee to develop a Title VI Fact Sheet. Another agenda item for this CAC meeting includes a recommendation to appoint an *ad hoc* subcommittee to conduct the Annual Review of the Public Participation Plan. Currently, there are no standing CAC subcommittees.

### **Current *Ad Hoc* CAC Subcommittees**

#### Editing Subcommittee

Chair: Wendy Butler-Boyesen  
 Members: Diana Alldredge  
 Gary Gillespie  
 Bill Morganti

#### PPP and Title VI Annual Review Subcommittee

To be appointed February 18, 2010

### **Committee Appointments**

Appointments of CAC members to represent the CAC on outside (non-CAC) committees require action by both the MPC and the CAC.

The Metropolitan Policy Committee must approve any activities of the CAC beyond the two pronged charge listed in the bylaws:

1. Involve the public
  - Solicit and consider input
  - Disseminate information
  - Ensure involvement of the public
  - Develop associations with other organizations
2. Inform decision-making by providing recommendations to MPC on:
  - Regional Transportation Plan
  - Metropolitan Transportation Improvement Program
  - Prioritization of projects for state or federal funding
  - Priorities for the Statewide Transportation Improvement Program
  - Public Involvement Plan

A 3-step process has been used to date to appoint CAC members to outside committees. First, an informal heads-up is provided to let the CAC know about the purpose and scope of the committee being formed and the upcoming request for an appointment. The next step is to place an item on the MPC agenda requesting approval of the jurisdiction's request for a MPO CAC member and alternate to serve on a committee. The third step, after receiving MPC approval, is for the jurisdiction to request an item on the CAC agenda to appoint a representative and alternate to serve on the outside committee.

### **Guidance for CAC Representatives on Outside Committees**

Staff suggests the CAC discuss guidance for members serving on outside committees about the nature of their representation. For example, a CAC representative on an outside committee should clearly state when they represent the majority view of the CAC, as opposed to presenting their own opinion. Also, when a CAC representative on an outside committee resigns from the CAC, the CAC should move to replace that representative on the outside committee, as the person withdrawing from the CAC can no longer represent the CAC itself.

As a reminder, these provisions only apply when membership on another committee comes about because of an individual's membership on the CAC. This is not meant to restrict CAC members from serving individually on other committees and groups, however when they do so, they should make it clear they are not representing the CAC.

### **CAC Representatives on Outside Committees**

The appointment process for CAC members to serve as representatives to three MPO partner committees followed the 3-step process outlined above. The committees and representatives are:

Forum on an Area Commission on Transportation for Lane County

Representative: Dave Jacobson

Alternate: Eleanor Mulder

ODOT Beltline Facility Plan Stakeholder Advisory Committee

Representative: Sarah Strand

Alternate: Dick Beers

Springfield TSP Stakeholder Advisory Committee

Representative: Dave Jacobson

Alternate: Diana Alldredge

### **Committee Updates Agenda Item**

Staff suggests the CAC add a standing agenda item for brief reports from representatives of outside committees. Reports from CAC members who serve as individuals, rather than as a CAC representative, on a committee would continue to provide updates under the general "Updates" item, which is placed second-to-last on the agenda immediately before the "Wrap-Up" item.