



January 6, 2011

To: Citizen Advisory Committee

From: Kathi Wiederhold

Subject: Subcommittee and Outside Committee Appointments and Process

The CAC often uses internal subcommittees and is increasingly being asked to appoint representatives to outside committees. This memo clarifies the nature of subcommittee and committee appointments, establishes a process for both, and provides guidance to members serving on non-CAC committees.

Internal 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.

The CAC frequently has appointed *ad hoc* CAC subcommittees for such tasks as CAC recruitment and the annual review of the Public Participation Plan. Other *ad hoc* subcommittees the chair has appointed in the past are the Freight Subcommittee and the Comment Form Subcommittee. The Comment Form Subcommittee was reconvened into an Editing Subcommittee to develop a Title VI Fact Sheet. Currently, there are no standing CAC subcommittees and all *ad hoc* subcommittees have been dissolved after completing their tasks.

Outside Committees

Appointment Process

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. CAC representatives generally are expected to carry the interests of the CAC to the outside committees, and to communicate back to the CAC regarding the work of the outside committee.

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:

Lane County Area Commission on Transportation

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

Eugene TSP Department Advisory Committee

Representative: Gary Gillespie
Alternate: Philip Farrington

Committee Updates Agenda Item

The CAC added 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.