



September 16, 2010

To: Citizen Advisory Committee  
From: Kathi Wiederhold  
Subject: Subcommittee and Outside Committee Appointments and Process

The purpose of this memo is to serve as a refresher and future reference. It has some background and guidance about the use of subcommittees by the CAC and about the roles of those serving on subcommittees and outside 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. The CAC agenda has a standing item for brief reports from representatives who serve on 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.

### **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.

Recent examples of *ad hoc* CAC subcommittees are the Annual Review Subcommittee and the Recruitment Subcommittee. Other *ad hoc* subcommittees the chair has appointed in the past are the Freight Subcommittee and the Comment Form Subcommittee. During the 2010 Annual Review, the Comment Form Subcommittee was reconvened into an Editing Subcommittee to develop a Title VI Fact Sheet. 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

Chair: Sarah Strand  
Members: Diana Alldredge  
Bill Morganti  
Edward Winter

**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. For expediency, the first step could be skipped and the second and third steps reversed, with the request for approval going to MPC after CAC appoints subject the MPC approval of the jurisdiction's request.

**Guidance for CAC Representatives on Outside Committees**

The CAC discussed and agreed upon guidance for members serving on outside committees about the nature of their representation at the February 2010 meeting. 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