



December 8, 2011

To: Citizen Advisory Committee (CAC)  
From: Kathi Wiederhold  
Subject: Agenda Item 4. CAC Recruitment Update

**Action Recommended:**

1. Information only status report on CAC recruitment and selection process.
2. Appoint CAC Recruitment Subcommittee contingent upon Metropolitan Policy Committee (MPC) direction for selection process.

At their November 10, 2011, regular meeting, MPC decided to open recruitment for six CAC positions—one that is currently vacant and an additional five that will become vacant when terms expire at the end of the calendar year. They extended the expiring terms until recruitment could be held and appointments made. MPC also directed staff to present recruitment options at their December 8, 2011, meeting.

Because this agenda packet had to be prepared before receiving additional direction from MPC on December 8<sup>th</sup>, the recommended actions in this memo may change. The four attachments from the December MPC meeting provide background information on the CAC recruitment and selection process. This memo provides background information CAC internal subcommittees.

**Background Information on CAC Recruitment and Selection Process**

Please refer to the attached four items from the MPC December 8, 2011, agenda packet: minutes for the November MPC meeting and the cover memo plus 2 attachments for the item dealing with CAC recruitment.

**Background Information on CAC 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.

### **Next Steps**

After receiving MPC approval of the process and timeline, and direction to open recruitment, staff will conduct the recruitment, follow whatever selection process MPC directs, and present the recommended appointments to MPC. Depending on direction from MPC, this may involve working with a CAC Recruitment Subcommittee and requesting that the CAC make recommendations on the appointments.

Timelines for these steps will depend on direction from MPC, but could mean that the CAC may make recommendations on appointments in January or February for the MPC to consider at their February or March meeting.

### **Recommendations**

1. Information only status report on CAC recruitment and selection process.
2. Appoint CAC Recruitment Subcommittee contingent upon Metropolitan Policy Committee (MPC) direction for selection process.

### **Attachments**

1. MPC Meeting Minutes for November 10, 2011
2. MPC 5f, Cover Memo, CAC Recruitment, December 1, 2011
3. MPC 5f, Attachment 1, CAC Recruitment Options, December 1, 2011
4. MPC 5f, Attachment 2, CAC Recruitment 2009, October 21, 2009