

December 9, 2010

To: Citizen Advisory Committee

From: Kathi Wiederhold

Subject: Item 4 – Nominate Citizen Advisory Committee Officers

**Action Recommended: Nominate candidates for Citizen Advisory Committee officers. Schedule election for the December or January meeting.**

The terms of office for Chair Dave Jacobson and Vice-Chair Sarah Strand will end at the first meeting of next year, which is scheduled for January 20, 2011. The bylaws direct that “The officers shall consist of a Chair and a Vice-Chair or, alternatively, the Committee may choose to elect two Co-Chairs, who shall rotate the duties of the Chair.” The CAC, in its almost-five years since its first meeting, has successfully used both arrangements.

The bylaws list the duties of the Chair as: “.....preside at all meetings; call special meetings as required; represent the committee before all other bodies and committees as directed by the Metropolitan Policy Committee; and work with staff to set the agenda for all the meetings.” Dave talked at the November meeting about the time commitment required of the officers in addition to attending the monthly CAC meeting, which includes: attending officer meetings to follow-up from the previous meeting and plan for the next one; attending the Metropolitan Policy Committee meetings held monthly on the second Thursday from 11:30 AM to 1:30 PM; serving on outside committees; attending various forums and other community events related to regional transportation planning; and helping staff MPO outreach events such as the Eugene Celebration and open houses. Not every chair who has served has been able to accommodate all of these commitments in their schedule; there is flexibility in how an individual carries out the office. The co-chair option can ease the time commitment required of each officer.

The duties of a Vice-Chair have typically been to provide back-up to the Chair in their absence and to attend monthly officer meetings. Vice-Chair Sarah Strand has also attended monthly MPC meetings as well as occasional TPC meetings as her schedule allows.

**Recommendation**

Chair Dave Jacobson suggests that those interested in seeking office come prepared to make a short statement including why they'd like to serve, their background as it relates to serving as an officer, and highlighting other pertinent points. Staff recommends that the Chair take nominations from the floor, and then sound the members for their preference of whether to hold the election at the December 16, 2010, or January 20, 2011 meeting.

**Next Steps**

Typically, the outgoing Chair has conducted the last meeting of the calendar year, and the incoming Chair will conduct the first and subsequent meetings in 2011.

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