

TPB CITIZENS ADVISORY COMMITTEE

Recommendations for updating the CAC

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Technical Committee
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Updating the committee

The goals of these recommendations are to:

- ensure that committee members represent the variety of jurisdictions and communities in the National Capital Region,
- strengthen the relationship between elected officials on the board and the committee,
- and modernize operating procedures and member expectations.



Recommendations

Change committee name

Staff recommend changing the committee name to Community Advisory Committee (CAC).

Update the mission

Staff recommend adding a statement about equity to the CAC mission.

Make meetings more accessible

Staff recommend making meetings more accessible by hosting a mix of in-person and online meetings.

Increase term-length and meeting schedule

Staff recommend extending the term-length to two-years.

Provide more training

Staff recommend providing more training before the first meeting of the term.

Clarify member expectations

Staff recommend further clarifying and adding to member expectations.

Update committee structure

Staff recommend updating the committee structure by naming five members from each state and naming an additional nine members to incorporate more perspectives and ensure diversity.

Update member selection

Staff recommend updating the selection process to include more staff involvement.



Historic membership data

State	Jurisdiction	Total	2019	2018	2017	2016	2015
DC	District of Columbia	25	5	5	5	5	5
MD	Charles County	1					1
	Frederick County	1	1				
	Montgomery County	11	2	2	3	3	1
	Prince George's County	6	1	1	1	1	2
	City of Bowie	0					
	City of College Park	0					
	City of Frederick	1		1			
	City of Gaithersburg	0					
	City of Greenbelt	0					
	City of Laurel	0					
	City of Rockville	5	1	1	1	1	1
	City of Takoma Park	0					
VA	Arlington County	2	1		1		
	Fairfax County	13	2	4	2	3	2
	Loudoun County	5	1	1	1	1	1
	Prince William County	1	1				
	City of Alexandria	2			1		1
	City of Fairfax	2				1	1
	City of Falls Church	0					
	City of Manassas	0					
	City of Manassas Park	0					
Fauquier County (urbanized areas)	0						



Update committee structure

Staff recommend updating the committee structure by naming members from each state and naming an additional members to incorporate more perspectives and ensure diversity.

This recommendation builds upon the current approach. It starts by selecting five committee members from each of the states. In addition to those fifteen members, nine additional members will be selected. These additional members will be selected to incorporate the perspective of communities in TPB member jurisdictions in the TPB subregions.

The advantage of this hybrid approach is that it builds upon the current committee structure, starting with the state perspective, by adding more perspectives from across the region.



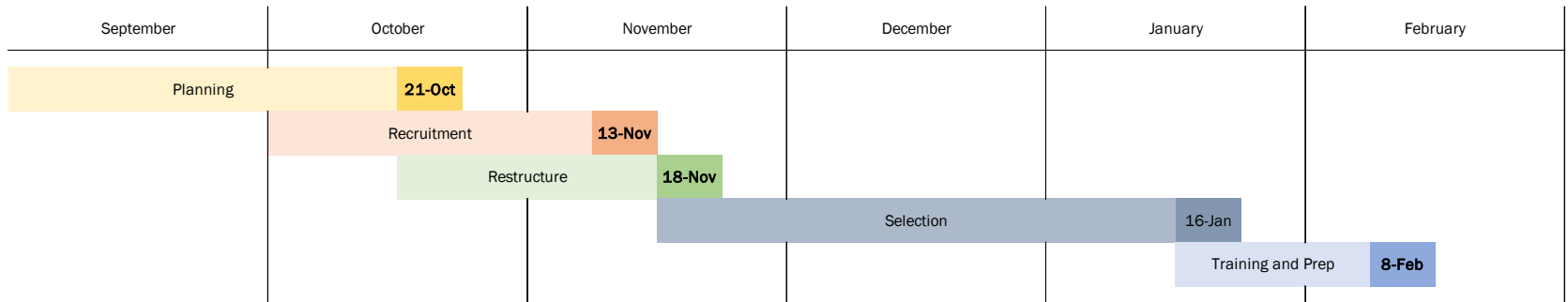
Selection criteria

The selection criteria will be designed to select members to represent the TPB subregions and as many member jurisdictions as possible. They will also seek to balance racial and ethnic diversity and a variety of transportation perspectives. Possible criteria include:

- **TPB member jurisdiction** – when deciding between two similarly qualified applicants, priority may be given to the person who lives in a member jurisdiction that has not recently been represented on the committee.
- **Past CAC service** – priority may be given to members in good standing.
- **Completion of the Community Leadership Institute** – priority may be given to applicants who have completed CLI.
- **Service on another transportation advisory committee** – priority may be given to applicants who have served on local advisory committees
- **Lives in an Equity Emphasis Area**
- **Demographics**



Timeline & Next Steps



- **November 18** – Board approves changes to CAC
- **November 20** – Close application window
- **January 20, 2021** – Board approves appointments
- **February 8, 2021** – First committee meeting



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