

TPB CITIZENS ADVISORY COMMITTEE

Recommendations for updating the CAC

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Transportation Planning Board
Agenda Item 11
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History of the CAC



1992 – Committee established by TPB

1999 – Formalized by board resolution

2007 & 2014 - Operating procedures codified in Participation Plan



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 marking a new era for the advisory committee by updating its name. The most popular new name is Community Advisory Committee (CAC).

Update the mission

Staff recommend that the mission should be updated to reflect this commitment to equity.

The CAC's mission is:

- *to promote public involvement in transportation planning for the National Capital Region;*
- *to advance equitable representation in regional transportation planning;*
- *and to provide independent, region-oriented **community** advice to the TPB on transportation plans, programs, and issues in the region, including responding to requests from the TPB for comment on specific issues or subject matters.*



Recommendations

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. Staff also recommend that the committee meet 21 times during the two-year term, starting in February 2021 and ending in December 2022.

Provide more training

Staff recommend providing more training between the time members are selected and start their first meeting. This training should cover topics including: Metropolitan Planning Organizations, the TPB and its role in the region, past committee accomplishments, understanding their role as a committee member, and how to get their communities involved.



Recommendations

Clarify member expectations

Staff recommend further clarifying and adding to these expectations so that members understand what is expected from them. This would include expectations around attendance and behavior, but also provide more clarity around what it means to be a CAC member, and who CAC members represent.

Update committee structure

Staff recommends increasing the total number of members and treating all participants as members. Specifically, staff recommends having a total of 21 members. Instead of allocations by state, staff recommend distributing the membership based on the TPB's three subregional geographies: core, inner suburbs, and outer suburbs. To ensure that the committee represents the diversity of the region, staff are considering setting aside seats to function as "at-large" appointments.



Recommendations

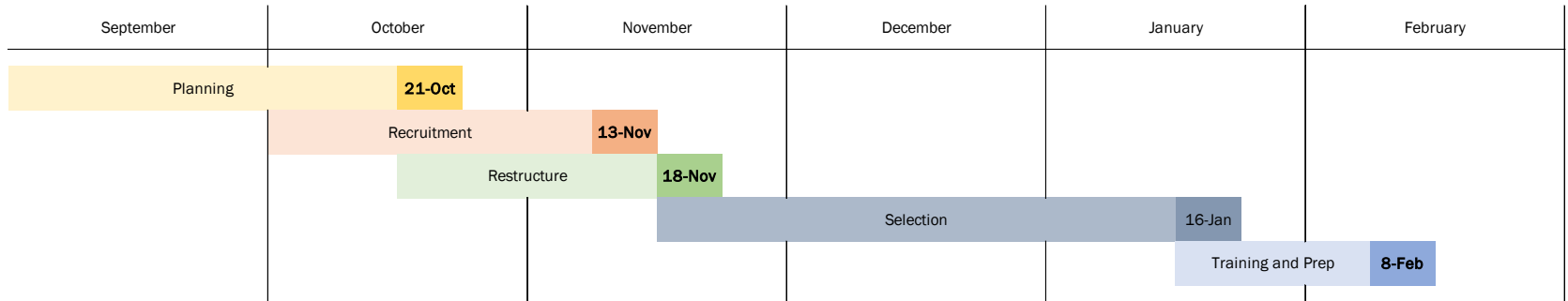
Update member selection

Staff recommend updating the selection process to include more staff involvement, like the process used in selecting projects for the TLC and TAP programs. Staff will use selection criteria to develop recommendations for committee members and share those recommendations with the incoming TPB officers. The officers will then make nominations to the board for approval in January.

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, service on CAC, familiarity with transportation planning, demographics, and community leadership experience.



Timeline & Next Steps



- **October 19** – Open application window
- **October 21** – Present recommendations for updating CAC to TPB
- **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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