

TPB CITIZENS ADVISORY COMMITTEE

Recommendations for updating the CAC

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Transportation Planning Board
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Updating the committee

The goals of this update 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

1. Staff recommend changing the committee name to Community Advisory Committee (CAC).
2. Staff recommend updating the mission to reflect the TPB's commitment to equity.
3. Staff recommend making meetings more accessible by hosting a mix of in-person and online meetings.
4. Staff recommend increasing the term-length to two-years.
5. Staff recommend providing more training between the time members are selected and start their first meeting.
6. Staff recommend further clarifying member expectations.
7. Staff recommend updating the committee structure. Fifteen members of the committee will be selected, five each by state. Nine additional members will be selected to ensure diversity and broad regional representation.
8. Staff recommend updating the process for selecting members to add staff recommendations based on selection criteria.



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 are 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 10** – Open recruitment window
- **November 18** – Board approves changes to CAC
- **December 10** – Close application window
- **December 16** – Staff share applications and member recommendations to incoming TPB officers
- **January 20, 2021** – Board approves appointments
- **February 8, 2021** – First committee meeting



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