



MEMORANDUM

TO: TPB Technical Committee
FROM: Brandon Brown, TPB Transportation Planner
SUBJECT: TPB New Member Orientation
DATE: January 10, 2020

For the 2020 calendar year, the TPB will be adding 11 new members, including alternates. These members are from Montgomery, Loudoun, Fairfax, Prince George's, and Prince William counties, in addition to the cities of Greenbelt, College Park, and Bowie.

As we anticipate their attendance at the January 22 meeting of the TPB, new member orientation packets have been compiled to assist them in becoming acquainted with the board, its role as the region's MPO, some of the board's most recent publications, and some of the logistics associated with membership. Please feel free to share this information within any pertinent staff with your agencies and municipal governments.

These packets for new members include the following:

- Committee Member FAQ for COG Website
- Instructions for remote participation in TPB meeting
- Our new one-page overview of the TPB
- Two articles by TPB on Transportation Planning by TPB staff
- The Bylaws of the National Capital Region Transportation Planning Board
- Seven Transportation Initiatives for a Better Future
- Visualize 2045 Plan Document (not included at Technical Committee Meeting)
- The Region – TPB Annual Report 2015 Vol. 55
- Regional Transportation Priorities Plan for the National Capital Region
- The Vision – 10th Anniversary Edition

A few key areas of emphasis for new members and their jurisdictions are the remote participation policy which requires members to contact the staff director at least three days in advance of the monthly TPB meeting, staff's need to receive a letter of appointment or resolution from jurisdiction or municipal leadership and our request for a headshot (optional) and contact information to provide on COG's website and for our external communications distribution list, in addition to the contact information of any pertinent staff who will be in need of receiving meeting notices.

If you have any questions, please do not hesitate to reach me at bbrown@mwkog.org or by telephone at (202) 962-3234.