

ITEM 9 – Action
November 18, 2020

Citizens Advisory Committee: Update Approval and
2021 Recruitment

Action: Adopt Resolution R11-2021 to update the
CAC.

Background: The board will be briefed on updated
recommendations for updating the
Citizens Advisory Committee and will be
asked to approve the recommended
changes.

NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD
777 North Capitol Street, N.E.
Washington, D.C. 20002

**RESOLUTION APPROVING
CHANGES TO THE TPB'S CITIZENS ADVISORY COMMITTEE**

WHEREAS, the National Capital Region Transportation Planning Board (TPB), which is the metropolitan planning organization (MPO) for the Washington Region, has the responsibility under the provisions of the Fixing America's Surface Transportation (FAST) Act for developing and carrying out a continuing, cooperative and comprehensive transportation planning process for the Metropolitan Area; and

WHEREAS, the Citizens Advisory Committee (CAC) held its first meeting in December 1992 and the TPB formalized the CAC structure and operating procedures through a board resolution in 1999; and

WHEREAS, the TPB CAC's mission is to: promote public involvement in transportation planning for the National Capital Region, and to provide independent, region-oriented citizen advice to the TPB on transportation plans, programs, and issues in the region, including to requests from the TPB for comment on specific issues or subject matters; and

WHEREAS, the CAC has provided constructive input to the TPB on topics ranging from transportation funding shortfalls, environmental concerns, transportation safety, emergency preparedness issues and the committee has also identified key opportunities to enhance the TPB's ongoing public participation activities; and

WHEREAS, the 2018 Evaluation of Public Participation Activities of the National Capital Region Transportation Planning Board recommended updating the CAC; and

WHEREAS, the federal certification review in 2019 also recommended making changes to the committee; and

WHEREAS, the 2020 update to the TPB's Participation Plan clarifies the role of advisory committees and provides guidance on how staff should interact with the public;

WHEREAS, these changes reflect input received from the CAC, the State Technical Working Group, the Technical Committee, Streeting Committee, and the TPB.

NOW, THEREFORE, BE IT RESOLVED THAT the NATIONAL CAPITAL REGION TRANSPORTATION PLANNING BOARD approves the following changes.

1. The committee name will be changed to Community Advisory Committee (CAC).

2. The mission will reflect the TPB's 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.*
3. Meetings will be more accessible by hosting a mix of in-person and online meetings.
 4. Committee term-length will be two-years.
 5. More training will be provided, specifically between the time members are selected and start their first meeting.
 6. Member expectations will be further clarified, including but not limited to behavior, attendance, representation, coordination, etc.
 7. The committee structure will be updated so that fifteen members of the committee will be selected equally based on state-level jurisdictions – five members each for the District of Columbia, Maryland, and Virginia – and nine additional members will be selected to incorporate the perspective of communities in TPB member jurisdictions. These additional positions also provide an opportunity to ensure that the committee reflects the region's racial and ethnic diversity as well as different perspectives from people with different ages and experiences getting around the region.
 8. The committee selection process will proceed as follows. Staff will solicit applications in the fall before a new term starts. Once the incoming TPB officers have been appointed, staff will share all completed applications with the officers. Additionally, staff will recommend committee membership based on selection criteria. The officers will be asked to make nominations to the board, which can include changes to staff recommendations. The board will vote to approve nominations at the January meeting and the new committee will begin in February. 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. Criteria include, among other things: TPB member jurisdiction, service on CAC, familiarity with transportation planning, residence in an Equity Emphasis Area, demographics, and community leadership experience.



MEMORANDUM

TO: Transportation Planning Board
FROM: Bryan Hayes, TPB Transportation Planner
SUBJECT: Staff recommendations for updating the Citizens Advisory Committee
DATE: November 12, 2020

This memo describes recommendations for updating the TPB's Citizens Advisory Committee, or CAC. These are the first major updates to the committee structure and operating procedures since the committee was formalized in 1999.

The recommendations include: 1) changing the committee name; 2) updating the mission; 3) increasing the term length; 4) clarifying member expectations; 5) providing more training; 6) making meetings more accessible; 7) updating committee structure; and 8) updating member selection.

These recommendations are largely unchanged from the October TPB presentation and reflect input received from the CAC, the State Technical Working Group, the Technical Committee, Streeting Committee, and the TPB. Since the October TPB meeting, additional input was provided by core jurisdictions, including the District of Columbia, Arlington County, and the City of Alexandria, regarding updating the committee structure.

Recruitment for the 2021 CAC started the week of November 9. Members of the Technical Committee and Transportation Planning Board will be called upon to raise awareness about the application process in their jurisdictions and identify possible candidates from their planning areas. Recruitment will occur concurrent with the update so the new CAC can begin its work in February 2021.

BACKGROUND

As presented last month, now is a good time to update the CAC. Staff have completed an update to the TPB Participation Plan, which was approved by the board in October 2020. The updated Participation Plan provides policy guidance for staff interactions with the public and the role of advisory committees in the TPB's process. The role of the CAC was also a subject of a consultant-led evaluation of TPB participation activities that was conducted in 2019. One of the recommendations from that evaluation – supported by committee members and staff – was to update the CAC to clarify member roles and committee purpose at the TPB.

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

The following recommendations draw from discussion with current and past CAC members, discussion from the consultant-led evaluation of participation activities, and the 2020 TPB Participation Plan update. Additional input was provided by core jurisdictions, including the District of Columbia, Arlington County, and the City of Alexandria.

1. **Staff recommend changing the committee name to Community Advisory Committee (CAC).** This change marks a new era for the advisory committee. It is inclusive and describes who sits on the committee and the type of advice, community oriented, that the committee provides to the board.

2. **Staff recommend updating the mission to reflect the TPB's commitment to equity.** The recommended addition to the mission is bold in the text below.

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.*

3. **Staff recommend making meetings more accessible by hosting a mix of in-person and online meetings.** Historically, committee meetings were only held in-person at a COG meeting room. Due to the TPB's large geographic planning area, this makes it difficult and time consuming for members who live in the outer jurisdictions to participate in committee meetings. In-person meetings are preferred because they create more comradery and robust discussion, but there is also a benefit to hosting meetings online, from time-to-time, to increase participation.
4. **Staff recommend increasing the term-length to two-years.** The current term for CAC members is one-year. Based on input from current and past committee members, extending the term-length will allow the committee to track TPB work over multiple years. It will also help smooth the learning-curve for new members.
5. **Staff recommend providing more training between the time members are selected and start their first meeting.** Members report that it can take a year or more before they confidently understand TPB process. To help get new members up to speed, 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.
6. **Staff recommend further clarifying member expectations.** Starting in 2020, CAC members were asked to agree to a list of participation expectations for being a member on the committee. These expectations covered behavior and attendance. Staff recommend 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. Members will also be

expected to coordinate with TPB staff – and when possible Technical Committee members and TPB members – to report to the CAC about transportation issues that are important to their community.

7. **Staff recommend updating the committee structure.** Fifteen members of the committee will be selected equally based on state-level jurisdictions: five members each for the District of Columbia, Maryland, and Virginia. Nine additional members will be selected to incorporate the perspective of communities in TPB member jurisdictions. These additional positions also provide an opportunity to ensure that the committee reflects the region’s racial and ethnic diversity as well as different perspectives from people with different ages and experiences getting around the region. See the November 6 memo to the Technical Committee for more information to support this recommendation: mwcog.org/assets/1/28/11062020_-_Item_6_-_CAC_Update_-_Memo_on_Restructure2.pdf
8. **Staff recommend updating the process for selecting members to add staff recommendations based on selection criteria.** Historically, the incoming TPB officers review all completed applications and select CAC members for their state. Staff recommend updating this process to include more staff involvement and selection criteria. Staff will solicit applications in the fall before a new term starts. Once the incoming TPB officers have been appointed, staff will share all completed applications with the officers. Additionally, staff will recommend committee membership based on selection criteria. The officers will be asked to make nominations to the board at the January TPB meeting. These nominations can include changes to staff recommendations. The board will vote to approve nominations at the January meeting and the new committee will begin in February.

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. Criteria include: TPB member jurisdiction, service on CAC, familiarity with transportation planning, residence in an Equity Emphasis Area, demographics, and community leadership experience.

PROPOSED UPDATE TO CAC OPERATING PROCEDURES

The following proposed operating procedures update the procedures detailed in the 2014 Participation Plan. These proposed procedures reflect the recommendations made above.

Draft CAC Operating Procedures

The Community Advisory Committee (CAC) shall have 24 members approved by the TPB. Membership appointments shall be recommended to the TPB as follows:

- A two-year term of membership in the CAC will begin in February and end in December of the following calendar year. During a term the committee will meet 21 times – every month except August.
- Staff shall solicit applications in the fall and present the completed applications to the incoming TPB officers after their appointment in December. At that time, staff will make

recommendations for committee membership to the TPB officers who will formally nominate committee membership for approval by the board at the January TPB meeting.

- Fifteen members of the committee will be selected equally based on state-level jurisdictions: five members each for the District of Columbia, Maryland, and Virginia. Nine additional members will be selected to incorporate the perspective of communities in TPB member jurisdictions.
- All members should represent the environmental, business and civic interests in transportation, including appropriate representation from low-income, minority and disabled groups and from the geographical area served by the TPB.
- The chair of the CAC for each calendar year shall be appointed by the incoming TPB chair for that year. The CAC chair shall select two vice-chairs so that the chair and two vice-chairs represent the TPB sub-regions.
- The appointments to the CAC for each term year shall be approved by the TPB no later than the January meeting of the TPB.
- The CAC shall meet at least two days prior to the day of each TPB meeting. Mailout materials for the TPB meeting shall be available for the CAC meeting. The schedule of meeting times for the calendar year shall be developed by the CAC at its first meeting of the calendar year and notice of the schedule shall be provided to the general public.
- The CAC chair shall encourage members of the general public to participate in the discussions at the CAC meetings to the maximum extent possible under the time constraints imposed by the agendas.
- The CAC chair shall prepare a report on the CAC meeting which shall be made available to the TPB members at each TPB meeting. Time (up to ten minutes maximum) shall be reserved on each TPB meeting agenda for the CAC chair to report to the Board on CAC activities.
- TPB staff shall be available at the CAC meetings to brief the CAC on TPB procedures and activities as requested, and to answer questions. TPB staff shall assist the CAC chair in preparing meeting agendas, assembling and mailing meeting materials to CAC members, and preparing the CAC chair's report to the TPB.
- An evaluation of the activities of the CAC shall be provided to the TPB by the chair of the CAC each January.

TIMELINE

- **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

NEXT STEPS

Recruitment for the 2021 CAC started on November 10. Members of the Technical Committee and TPB are called upon to raise awareness about the application process in their jurisdictions and identify possible candidates from their planning areas.



COMMUNITY ADVISORY COMMITTEE 2021 - 2022 Application

Community leaders and interested citizens from across the Washington region are invited to apply for membership on the 2019 Citizens Advisory Committee (CAC) to the National Capital Region Transportation Planning Board (TPB). Applications are due by December 10, 2020.

WHAT IS THE CAC?

The Community Advisory Committee (CAC) is a group of 25 people who represent diverse viewpoints on regional transportation issues, including long-term planning concerns, and short-term policies and programs. The TPB is the body that coordinates transportation planning for the entire metropolitan Washington region. The TPB includes elected local officials, representatives from transportation agencies, and other key officials. Staff for the TPB is provided by the Metropolitan Washington Council of Governments (COG).

The mission of the TPB Citizens Advisory Committee is:

- to ***promote public involvement*** in transportation planning for the region,
- to ***advance equitable representation*** in regional transportation planning, and
- to ***provide independent, region-oriented citizen advice*** to the TPB on transportation plans and issues.

The 21 members of the CAC are appointed. Fifteen members are appointed evenly between the District of Columbia, Suburban Maryland, and Northern Virginia. An additional nine members are appointed to represent TPB member jurisdictions, different perspectives on transportation, and to ensure a diverse committee. According to CAC operating procedures, committee membership should represent environmental, business, and civic interests in transportation, including appropriate representation from low-income, minority, and disabled groups and from the geographical area served by the TPB.

The CAC meets every month on the second Thursday evening, six days prior to the monthly TPB meeting (the TPB always meets on the third Wednesday of the month). The CAC meetings are from 6:00 P.M. to 8:00 P.M. During the pandemic, all meetings will be held online. When it is safe to return for in-person meetings, those meetings will be held at the Metropolitan Washington Council of Governments located at 777 North Capitol Street NE, Washington, DC 20002.

RECENT COMMITTEE ACTIVITIES

The CAC advises the TPB and offers comments to the board reflecting the committee's diverse viewpoints. Over the years, the CAC has focused on key regional transportation issues, such as the transportation funding shortfall, environmental concerns, and emergency preparedness issues. The committee has also identified key opportunities to enhance the TPB's ongoing public participation activities.

For more information on the CAC's activities, including committee reports and agendas, please visit mwkog.org/tpbcac.

APPLICANTS:

- Should be able to attend monthly committee meetings. Meetings will be held online during the pandemic.
- Should be willing to serve for a two-year term.
- Should complete the application form.
- Must reside in one of the [TPB member jurisdictions](#).
- Should not work as a planner or engineer for transportation and planning agencies of TPB members.
- Should declare any ongoing business with COG/TPB.

FOR MORE INFORMATION OR TO SUBMIT YOUR APPLICATION, PLEASE CONTACT:

Bryan Hayes
Metropolitan Washington Council of Governments
777 North Capitol Street NE, Suite 300
Washington, DC 20002
Phone: (202) 962-3273
Fax: (202) 962-3201
bhayes@mwkog.org

DEADLINE FOR APPLICATIONS:

December 10, 2020



Citizens Advisory Committee - 2021-2022 Application

Community Advisory Committee - 2021-2022 Application

Community leaders and interested residents from across the metropolitan Washington region are invited to apply for membership on the 2021-2022 Community Advisory Committee (CAC) to the National Capital Region Transportation Planning Board (TPB).

What is the CAC?

The CAC is a group of people who represent diverse viewpoints and provides advice to the TPB on regional transportation issues. The TPB coordinates transportation planning for the entire metropolitan Washington region. The TPB includes elected officials, representatives from transportation agencies, and other key officials. Staff for the TPB is provided by the Metropolitan Washington Council of Governments (COG).

The mission of the CAC is:

1. to ***promote public involvement*** in transportation planning for the region, and
2. to ***provide independent, region-oriented citizen advice*** to the TPB on transportation plans and issues.

Applicants:

- Should be able to attend monthly committee meetings. Meetings will be held online during the pandemic.
- Should be willing to serve for a two-year term.
- Should complete this application.
- Must reside in one of the [TPB member jurisdictions](#).
- Should not work as a planner or engineer for transportation and planning agencies of TPB members.
- Should declare any ongoing business with COG/TPB.

For more information, to submit your application via email, or to request a paper application, please contact:

Bryan Hayes
(202) 962-3273
bhayes@mwkog.org



Citizens Advisory Committee - 2021-2022 Application

Contact Information

* 1. Name:

* 2. In which TPB member jurisdiction do you live?

- | | | |
|--|--|--|
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> City of Gaithersburg (Maryland) | <input type="checkbox"/> Prince William County (Virginia) |
| <input type="checkbox"/> Charles County (Maryland) | <input type="checkbox"/> City of Greenbelt (Maryland) | <input type="checkbox"/> City of Alexandria (Virginia) |
| <input type="checkbox"/> Frederick County (Maryland) | <input type="checkbox"/> City of Laurel (Maryland) | <input type="checkbox"/> City of Fairfax (Virginia) |
| <input type="checkbox"/> Montgomery County (Maryland) | <input type="checkbox"/> City of Rockville (Maryland) | <input type="checkbox"/> City of Falls Church (Virginia) |
| <input type="checkbox"/> Prince George's County (Maryland) | <input type="checkbox"/> City of Takoma Park (Maryland) | <input type="checkbox"/> City of Manassas (Virginia) |
| <input type="checkbox"/> City of Bowie (Maryland) | <input type="checkbox"/> Arlington County (Virginia) | <input type="checkbox"/> City of Manassas Park (Virginia) |
| <input type="checkbox"/> City of College Park (Maryland) | <input type="checkbox"/> Fairfax County (Virginia) | <input type="checkbox"/> Urbanized area around Warrenton in Fauquier County (Virginia) |
| <input type="checkbox"/> City of Frederick (Maryland) | <input type="checkbox"/> Loudoun County (Virginia) | |
| <input type="checkbox"/> Other / Not sure | | |

* 3. Where do you live?

Home address 1:	<input type="text"/>
Home address 2:	<input type="text"/>
City/Town	<input type="text"/>
State/Province	-- select state -- <input type="button" value="v"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>



Citizens Advisory Committee - 2021-2022 Application

Application

* 4. Are you a current or former member of the CAC?

- Yes
- No
- If yes, what year(s) did you serve?

* 5. Have you completed the TPB's Community Leadership Institute?

- Yes
- No

If yes what year did you graduate?

* 6. How do you normally get around the Washington region? Select your three primary modes of transportation.

- | | |
|---|---|
| <input type="checkbox"/> Walk | <input type="checkbox"/> Subway or streetcar |
| <input type="checkbox"/> Bike | <input type="checkbox"/> Commuter rail |
| <input type="checkbox"/> Drive alone | <input type="checkbox"/> Taxi or ride hailing |
| <input type="checkbox"/> Carpool | <input type="checkbox"/> Other |
| <input type="checkbox"/> Bus | |
| <input type="checkbox"/> Other (please specify) | |

* 7. Why are you interested in serving on the TPB's CAC?

* 8. Please list any associations, committees, nonprofits, or other groups you have served on, volunteered for, or worked with. These do not have to be transportation groups.

One

Two

Three

Four

Others

9. Is there anything else that you'd like us to know related to your interest in serving on the CAC?

10. How did you learn about the CAC opportunity?



Citizens Advisory Committee - 2021-2022 Application

* 11. Are you a transportation or planning professional?

Yes

No

If yes, please briefly describe your current work.

* 12. Are you currently involved in any professional capacity with the TPB or COG? This includes representing a private firm on any COG/TPB committee or contract.

Yes

No

If yes, please briefly describe your current work.



Citizens Advisory Committee - 2021-2022 Application

Collecting demographic information for committees helps the TPB understand who is participating in the regional transportation planning process.

The TPB seeks a committee that represents the broad diversity of the Washington region.

While no members will be selected based upon their demographic information, this information may be used to help select a committee that represents the region's racial and ethnic diversity, as well diversity in age and gender. This information also helps the TPB understand who is participating in the regional transportation planning process and can be used to help the TPB conduct representative engagement.

13. What is your age?

- Under 18
- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+

14. I identify my gender as...

15. Do you have a disability?

- Yes
- No

16. What is your race or ethnicity? Select all that apply.

White or Caucasian

Black or African American

Hispanic or Latino

Asian or Asian American

American Indian or Alaska Native

Native Hawaiian or other Pacific Islander

Another race or ethnicity (please specify)



Citizens Advisory Committee - 2021-2022 Application

The CAC is called upon to promote public involvement and to provide advice to the Transportation Planning Board.

* 17. Members of the CAC are required to avoid conflicts of interest. If selected to serve on the CAC, are you prepared to disclose all possible conflicts of interest, and recuse yourself from discussion or action should a conflict of interest arise?

Yes

No

TPB CITIZENS ADVISORY COMMITTEE

Recommendations for updating the CAC

Bryan Hayes
TPB Transportation Planner

Transportation Planning Board
November 18, 2020



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



Bryan Hayes

TPB Transportation Planner

(202) 962-3273

bhayes@mwkog.org

mwkog.org/TPB

Metropolitan Washington Council of Governments

777 North Capitol Street NE, Suite 300

Washington, DC 20002



National Capital Region
Transportation Planning Board