

CCMPO/CCRPC Joint Board Meeting 11/03/10

Breakout Group Topic: Committee Structure/Workload/Staffing Support

Issues heard: (from outreach feedback, Board, and staff)

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Issues Heard

- All Board members (and Alternates) should serve on at least one Committee in order to increase their knowledge of the activities of the organization.
- Is there a potential for streamlined committee structure(s) in a merged Board?
- Should project teams be created rather than Committees? Could these be appointed for topical areas when needs arise – like a “Task Force” and used only where and when they are needed.
- Who will appoint the Committee/Project Team/Task Force members?
- Make sure that no one Committee has too much power.
- Make sure that Committees are balanced with regard to geographical representation, political persuasion, interests.
- What actions should/can be taken in Committee versus at the Board level?
- If the MPO & RPC Committees are merged, can we still maintain the product/process outcomes needed to meet the various state and federal organizational requirements?
- The workload of the two organizations will have to be balanced between the Board and Committees.
- How will the division of work between the Board level and the Committee level be allocated and managed?
- How will the work of Committee management be addressed by staff?
- Ongoing concerns were expressed with regards to the learning curve for Board members related to transportation and land use planning topics.
- How will Board members learn of the work going on in Committees and what information/activities will be key for them to be aware of?
- Can Committee meetings be held out in the communities?
- Can more work of Committees be done electronically – how does this work in relation to Vermont’s Open Meeting Law(s)?

Other Considerations

- Should there be a new Planning Advisory Committee to address Regional Planning or do we want to have all regional planning (land use and transportation) considered by one Committee?
- Can alternates, former Board members, and non-Board members (professional and interested parties) aid on Committee work?
- Should Committees always include a technical liaison (staff or board)?
- Special interest groups such as CCTA, Smart Growth Vermont, GBIC/LCCC, VEIC and others with vested interests should be included.
- Too many Committees can complicate the process and outcomes.
- What will the role of staff be with regards to Committees?
- The RPC recently eliminated most of their Committees – how does that factor in?
- Is there a need for additional staffing support during the merger process to aid with the merger? How much staff time will the merger take? Will there be a reduction in billable hours?
- Stakeholder groups should be brought into the Committee process.

CCRPC Current Committee Structure

Executive Committee (in bylaws)
~~Nominating Committee (in bylaws)~~

Deleted: this is the only standing Committee of the Board –

All Other Committees are Ad-Hoc – Appointed by the Board Chair (one currently) – typically tied to a deliverable or special project/purpose

- Regional Plan Update Committee

Project Advisory Committees (not Committees of the Board but affiliated)

- Brownfields Advisory Committee (active)
- Climate Advisory Committee (anticipated)

Affiliated Committees staffed by Commission Staff

- Local Emergency Planning Committee (LEPC)
- Regional Stormwater Education Program (RSEP)
- Byways Council

CCMPO Committee Structure (articulated in the bylaws)

7. OFFICERS & EXECUTIVE COMMITTEE

The CCMPO shall annually elect three officers, a Chair, Vice-Chair, and Secretary/Treasurer. Officers may be nominated by a nominating committee appointed by the Chair or from the floor. The election shall take place at the MPO's June Meeting, with the new term beginning July 1st of that year and ending June 30th of the subsequent year.

A) As a qualification for office, the Chair shall have served at least one year as a representative on the CCMPO. The Chair shall have the power to call special meetings, and establish agendas, preside over CCMPO meetings and, with concurrence of the CCMPO, establish and appoint committees and their members. The CCMPO will have at least those advisory committees delineated in Article 13 of these by-laws.

B) The Vice-Chair shall serve in the absence of the Chair, and in his/her absence have the same powers as the Chair.

C) The Secretary/Treasurer shall be responsible for such secretarial and financial duties as are customary to the office.

The purpose of the Executive Committee shall be to facilitate the administration of the CCMPO, ensure that policy and planning recommendations are brought before the Board, and ensure that the decisions of the CCMPO are implemented.

The Executive Committee shall be subject to the orders of the CCMPO voting membership, and none of its acts shall conflict with action taken by the CCMPO. The duties of the Executive Committee will include, but not be limited to, the following:

- (1) to ensure that the instructions of the CCMPO voting membership are carried out;
- (2) to oversee the affairs of the CCMPO between its regular meetings and to act on behalf of the CCMPO Board in emergencies. An emergency is defined as an action required to carry out the

responsibilities of the CCMPO, when waiting for a regular board meeting would jeopardize the CCMPO's ability to carry out its responsibilities.

- (3) to determine, with the assistance of the Executive Director and the UPWP Committee, the Unified Planning Work Program scope and content, and to transmit it to the CCMPO for final approval;
- (4) to oversee the operating expenditures of the CCMPO as recommended by the Executive Director;
- (5) to recommend the annual budget of the CCMPO as drafted by the Executive Director and to transmit it to the CCMPO for approval;
- (6) to determine, with the assistance of the Executive Director, general personnel policies of the CCMPO, including salary categories and amounts, vacation times, and other matters which would tend to promote good working conditions and morale among the CCMPO staff;
- (7) to employ and annually review an Executive Director, subject to CCMPO approval;
- (8) to submit a written report of its activities and/or minutes prior to each CCMPO meeting;

The members of the Executive Committee shall consist of six members: the Chair, Vice-Chair, Secretary-Treasurer, immediate past Chair and two At-Large members elected at the organizational meeting. The Executive Committee shall include representation from both the large and the small communities. No one individual shall serve more than a total of five consecutive years on the Executive Committee, with the exception of someone serving in the capacity of immediate past chair or in the role of Vice Chair in the fifth year of service, in which case the individual may serve an additional year if elected as Chair.

Officers of the CCMPO will serve on the Executive Committee in accordance with their respective terms of office. The At-Large Members of the Executive Committee shall be elected each year for a one-year term commencing after the July 1st of that year. In the event of a vacancy between annual elections, the CCMPO shall elect an At-Large Member of the Executive Committee to serve until the next organizational meeting. Members of the Executive Committee may be nominated by a Nominating Committee that has been appointed by the Chair or may be nominated from the floor, and elected by the CCMPO as a whole at the organizational meeting.

The duly elected CCMPO Chair, Vice-Chair, and Secretary-Treasurer shall also serve as officers of the Executive Committee.

Meetings will be held, at a minimum, in advance of the regular meeting of the CCMPO. Special meetings can be called at the request of the Chair or the Executive Director. A quorum to conduct business shall consist of four members. Notices of Executive Committee meetings shall be sent to all members of the CCMPO.

12. STANDING COMMITTEES

There shall be five standing committees of the MPO as described herein. All CCMPO board members are encouraged to participate in a minimum of at least one standing committee.

- A. There will be a standing committee, which will be called the **Transportation Advisory Committee (TAC)**

The TAC will review and make recommendations to the CCMPO on transportation planning efforts in the Chittenden County area. Staff shall be responsible for having the TAC develop and review documents, amendments, and reports in a timely fashion. All recommendations to the CCMPO Board will be presented by staff, through the Executive Director with a written record of recommendations by the TAC, and/or a formal recommendation signed by the TAC chair.

This committee will include representatives from the eighteen CCMPO communities, Burlington International Airport Commission, Campus Area Transportation Management Association (CATMA), Chittenden County Transportation Authority, Vermont Transportation Authority, Chittenden County Regional Planning Commission, Special Services Transportation Agency, the Vermont Agency of Transportation and representatives appointed by the MPO Chair from each of the following interest groups:

1. Business Community
2. Disabled Community
3. Elderly Community
4. Environmental Comm.
5. Freight shippers and receivers
6. Pedestrian/Biking Community
7. Private and inter-city bus providers
8. Rail Industry
9. Trucking industry

Additionally, the TAC shall include one member of the CCMPO Board, who shall represent the interests and view of the Board, for the purpose of assuring that the flow of information and knowledge between the Board and TAC is consistent in both directions. This member shall be appointed by the Chair of the CCMPO Board.

The terms of all TAC members will be for two years beginning July 1st, so that communities whose beginning letter falls between A and K and interest groups 1-5 shall appoint a representative in odd numbered years and communities whose beginning letter falls from L through Z and interest groups 6-9 shall appoint a representative in even numbered years. Appointments to fill a vacancy shall be for the unexpired term.

It is recommended that not every member of the TAC be required to review every request or report coming before the TAC, but that the Chair of the TAC, with the assistance of staff, appoint a sub-committee of 5 or more members of those municipal or special interest representatives having the greatest interest and/or expertise.

Voting on the TAC will be by majority vote of the members present and voting upon a quorum being established. A presence of 9 members of the 35 member TAC shall constitute a quorum for transaction of business. The TAC shall meet monthly or as needed. The Transportation Advisory Committee shall annually elect a Chair and Vice-Chair.

The TAC shall have the following roles and responsibilities:

The Transportation Advisory Committee may review and make recommendations to the CCMPO on:

1. Updates, revisions and amendments to the Metropolitan Transportation Plan.
2. Contents of the annual Transportation Improvement Program update.
3. Technical planning/engineering studies to be considered in the Unified Planning Work Program.
4. Completed scoping reports and planning studies.
5. The development and implementation of the Public Involvement Plan.
6. Any other activities as requested by the CCMPO Board.

The TAC, without CCMPO approval, may:

1. Oversee selection of consultants to be retained for CCMPO technical work based on a recommendation of the Selection Committee after review of proposals.
2. Evaluate and prioritize technical assistance from the CCMPO members.
3. Review and suggest revisions to all staff and consultant technical assistance work.
4. Establish subcommittee(s) to address significant areas of interest

B. There will be a standing committee called the **Unified Planning Work Plan Committee (UPWPC)**

The UPWPC will be responsible to provide recommendations to the Board for the development of the annual work plan, sometimes known as the Unified Planning Work Program (UPWP). Further the UPWPC will assist the board by developing and modifying appropriate indicators to track progress of the CCMPO in accomplishing its work plan.

Staff shall be responsible for having the UPWPC develop and review documents, amendments, and reports in a timely fashion. All recommendations to the CCMPO will be presented by staff, through the Executive Director with a written record of recommendations by the UPWPC.

Membership on the UPWPC will be approved on a yearly basis by the CCMPO Board, with membership generally consisting of the following categories:

- o 3 Board members
- o 2 TAC members
- o 3 – 5 Interest related or public members
- o VTrans
- o FHWA (ex-officio)
- o CCTA (ex-officio)
- o CCRPC (ex-officio)

The UPWPC shall fulfill the following responsibilities:

- o Develop draft UPWP for consideration by the board
 - On an annual basis, develop draft annual work plan for the organization
 - Provide input to the organization in developing performance indicators and tracking same
- o Develop policy recommendations for consideration of the Board

C. There will be a standing committee called the **Metropolitan Transportation Plan Committee (MTPC)**

The MTPC will be responsible to provide recommendations to the Board for the development of the Metropolitan Transportation Plan for the region, sometimes known as the Long Range Plan. Further the MTPC will assist the board by providing input to the other standing committees and Board to assure that recommended activities identified in the MTP are considered in the development of the annual work plan, TIP and other such implementation related tools of the CCMPO.

Staff shall be responsible for having the MTPC develop and review documents, amendments, and reports in a timely fashion. All recommendations to the CCMPO will be presented by staff, through the Executive Director with a written record of recommendations by the MTPC.

Membership on the MTPC will be approved on a bi-annual basis by the CCMPO Board, with membership generally consisting of the following categories:

- o 3 Board members
- o 2 TAC members

- o 5 - 9 Interest related or public members
- o VTrans
- o FHWA (ex-officio)
- o CCTA (ex-officio)_
- o CCRPC (ex-officio)

The MTPC shall fulfill the following responsibilities:

- o At a minimum of every five years develop a new or updated Metropolitan Transportation Plan
- o Develop policy recommendations for consideration of the Board
- o Provide guidance to UPWP and TIP related to issues or projects that arise from the long term planning.
- o Coordinate activities with TAC to assure all are informed and the opportunity for consistent recommendations to Board are achieved

D. There will be a standing committee called the **Public Transportation Committee (PTC)**

The PTC will be responsible to provide recommendations to the Board for the development of a comprehensive public transportation system in the region. This work will include understanding the necessary components of such a public transit system as well as developing funding models and indicators of success.

Staff shall be responsible for having the PTC develop and review documents, amendments, and reports in a timely fashion. All recommendations to the CCMPO will be presented by staff, through the Executive Director with a written record of recommendations by the PTC.

Membership on the PTC will be approved on a bi-annual basis by the CCMPO Board, with membership generally consisting of the following categories:

- o 3 Board members
- o 2 TAC members
- o 3 – 7 Interest related or public members
- o VTrans
- o SSTA or para-transit provider (ex-officio)
- o CCTA (ex-officio)_
- o CCRPC (ex-officio)

The PTC shall fulfill the following responsibilities:

- o Develop policy recommendations related to the public transportation system(s) in the region
 - How to improve the system
 - How to fund the system
- o Provide opportunity for participants to learn of existing or new issues or opportunities in the public transportation sector
- o Provide input and ideas into the MTP, TIP and or UPWP as is requested or deemed relevant

E. There will be a standing committee called the **Regional Initiatives Committee (In-Active)**

The RIC will be responsible to provide recommendations to the Board for the development of and coordination of projects and issues that are of regional significance and or require the perspective that spans communities.

Staff shall be responsible for having the RIC develop and review documents, amendments, and reports in a timely fashion. All recommendations to the CCMPO will be presented by staff, through the Executive Director with a written record of recommendations by the RIC.

Membership on the RIC will be approved on a bi-annual basis by the CCMPO Board, with membership generally consisting of the following categories:

- o 3 Board members
- o 3 – 5 Interest related or public members
- o VTrans
- o FHWA (ex-officio)
- o CCTA (ex-officio)
- o CCRPC (ex-officio)

The RIC shall fulfill the following responsibilities:

- o Provide interface between the Board and work groups and functions related to issues that cut across the region.
- o Develop policy recommendations for consideration of the Board
- o Provide guidance to MTP, UPWP and TIP related to issues or projects of a regional nature.
- o Coordinate activities with TAC to assure all are informed and the opportunity for consistent recommendations to Board are achieved

F. The Board may designate **other advisory committees.**

Note – Most general plan updates (Park & Ride, Bike & Pedestrian, etc.), Scoping Studies & Corridor Studies have their own work groups made up of municipal staff/officials, Board/TAC members, state & federal resources agencies (VTrans, FHWA, others), regional technical representatives (CCRPC, CCTA, Local Motion, etc.), and other interested parties.

Work Group Discussion 10/13/11

- The TAC is the only statuatorily required Committee of the MPO
- During the transition period does it make sense to retain the existing committees of each organization and then once a period of time has elapsed, there should perhaps be reconsideration of the committee structure
- There would need to be a procedure developed for the manner in which ad hoc committees are appointed and charged
- Should most all committees be ad hoc committees since the committees are typically all for specific special purposes and each must report their recommendations to the full board for any decision making function
- ? Regional Initiatives (Issues) Committee – maybe should be a “Planning Advisory Committee” to address the review of municipal plans (with ad hoc members (Board) from adjacent communities), review Act 250 issues or regional significance, land use and transportation related matters within the various transportation planning documents; also to address issues in the regions adjacent to Chittenden County (also the adjacent Regional Plan reviews); policy recommendations and roles similar to the TAC.
- Should the Public Transportation Committee be changed to an ad hoc committee
- Can the MTP committee be appointed to be ad hoc and be repurposed to include the update of the Regional Plan.
- Can the MTP be a more integrated part of the Regional Plan and can this “combined” planning document be administered by one committee – the Long Range Planning Committee
- Similarly the UPWP activities would be integrated committee and document outputs that clearly outline the topical areas for the purposes of federal or state reporting, budgeting, tracking etc.
- For the next Working Group meeting staff can make recommendations on the structure and responsibilities of the newly recommended committees
- Are there activities that the Board(s) currently undertake that could be shifted to committees
- Should the “ex-officio” members of the various committees have full voting powers on the various committees
- TAC, UPWP, Long Range Planning Committee, PAC, Executive Committee, Finance Committee, Governance Committee (Nominating, Bylaws, Board Recruitment & Development), ad hoc committees as needed – staff will develop the suggested membership, charge, activities, and an organizational chart to articulate these committees – articulation of how all of the activities of these committees flow to the full board for final resolution/approval
- Outreach & Evaluation (potential ad hoc Committee), communications, branding, “customer feedback”, performance evaluation.

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Member Workload Concerns

- Power and authority (committees/board)
- Balance (ex-officio/at-large)
- Recruitment (profile of skills and talent (for committees too), job description)
- Technology – use for board member communications, use of technology-digital communications for participation in committee & board meetings (open meeting law) – cost of printing versus supplying i-pads, training and internet access.

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