

**CCMPO/CCRPC Merged Committee Framework**

<b>Committee Name</b>	<b>Executive Committee</b>	<b>Finance Committee</b>	<b>Board Development Committee</b>	<b>Unified Planning Work Plan Committee</b>	<b>Transportation Advisory Committee</b>	<b>Planning Advisory Committee</b>	<b>Long Range Planning Committee</b>
<b>Acronym</b>	EC	FC	BDC	UPWPC	TAC	PAC	LRPC
<b>Prescribed/ Minimum Number of Members (including ex-officio)</b>	6	4	5	Up to 12	Up to 33	Up to 31	Up to 14
<b>Chair</b>	Board Chair	Board Secretary/Treasurer	Immediate Past Chair	Board Member	TAC Member	PAC Member	Board Member
<b>Named Members (* ex-officio members are considered non-voting; for the purposes of Committee assignments "Board Members" shall be voting Municipal Board members)</b>	Vice Chair	Vice Chair	4 Board Members	3-5 Board Members	Board Member	Board Member	3-6 Board Members
	Secretary/Treasurer	2 Board Members		2 TAC Members	Representatives of the 18 Municipalities	Representatives of the 18 Municipalities & Buels Gore	Up to 2 TAC Members
	Municipal Member (>5k population)			2 PAC Members	VTrans	3-5 Interested Members of the Public/Interest Groups	Up to 2 PAC Members
	Municipal Member (<5k population)			VTrans	FHWA	VTrans & Other Interested State Agencies (ACCD, ANR, AOA)	Up to 3 Interested Members of the Public/Interest Groups
	Immediate Past Chair (or Board Appointed Member if Immediate Past Chair Position is Vacant)				FHWA (ex-officio), CCTA (ex-officio)	CCTA, Burlington International Airport, CATMA, SSTA, Business Community, People of the Disabled Community, People of the Elderly Community, Environmental Community, Freight Shippers/Recievers, Bike/Ped Community, Private/Intercity Bus Providers, Rail Industry	FHWA (ex-officio), CCTA (ex-officio)
<b>Meeting Frequency</b>	In Advance of Board Meetings or As Needed	Quarterly or As Needed	Semi-Annually or As Needed	Semi-Annually or As Needed	Monthly or As Needed	Quarterly or As Needed	Semi-Annually or As Needed
<b>Committee Charge</b>	1. Monitor & Assure Implementation of Board Decisions	1. Oversee Organizational Finances	1. Preparation of Slate of Officers	1. Develop Draft Annual UPWP and Report Findings to the Executive Committee in Cooperation with the Finance Committee	1. Review MTP Updates, Revisions, Amendments as Developed by the Long Range Planning Committee	1. Review of Municipal Plans (with ad hoc members from involved/adjacent communities)	1. Develop the MTP at least every 5 Years and Present to the Board for Consideration/ Action
	2. Oversee Board Agenda Development	2. Oversee Annual Budget Development and Report Findings to the Executive Committee in Cooperation with the UPWP Committee	2. Review/Update of Organizational Bylaws and Report Findings to the Executive Committee	2. Develop UPWP Development Process Policy Recommendations and Report Findings to the Executive Committee	2. Review and Recommend to the Board the TIP and TIP Amendments, Sidewalk & Transportation Enhancement Program Priorities, and Other Program Ranking Recommendations as Needed	2. Review and Make Recommendations to the Board Regarding Act 250 & Section 248 Policy & Projects of Regional Significance	2. Develop the Regional Plan at least every 5/8 Years and Present to the Board for Consideration/ Action
	3. Oversee the Affairs of the Organization and Act on Behalf of the Board in Emergencies	3. Oversee Annual Organizational Audit and Report Findings to the Executive Committee	3. Conduct Board Member Recruitment In Coordination with Municipal Legislative Bodies	3. Develop Performance Measures and Monitor the Implementation of the UPWP	3. Review and Recommend Technical Planning/ Engineering Studies for Inclusion in the UPWP	3. View and Recommend Regional Planning Technical Planning/Engineering Studies for the UPWP	3. Develop Policy Recommendations Related to the MTP & RP for Board Consideration/ Action

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<b>Committee Charge</b>	4. Annually Recommend At-Large Members to the Board	4. Oversee Annual Staff Benefit Structure Recommendations and Report Findings to the Board	4. Oversee Board Training & Development	4. Conduct Other Duties as Assigned by the Board and/or Executive Committee	4. Review and Present Completed MPO Planning & Scoping Studies to the Board	4. Provide Interface Between the Board, Work Groups & Functions Related to Cross Cutting Planning Issues & the Regional Plan	4. Provide Guidance to MTP, Regional Plan, UPWP, and TIP Development, and other Land Use/Transportation Planning Processes On Issues or Projects of a Long Range Planning Nature
	5. Oversee the Activities of the Finance, Board Development, UPWP, TAC, PAC, & LRPC and Review Committee Recommendations Prior to Submission to the Board	5. Oversee Annual Staff Compensation Pool Recommendations and Report Findings to the Board	5. Conduct Board Performance Evaluation	5. Establish Sub-Committees as Needed	5. Oversee the Selection of Consultants to be Retained for MPO Funded Projects & Programs	5. Develop Regional Planning Policy Recommendations for Board Consideration/ Action	5. Coordinate Activities with the TAC & PAC to Assure Consistency in Recommendations to the Board
	6. Oversee Organizational Personnel Policies	6. Oversee the 5 Year Compensation Study Process and Report Findings to the Board	6. Oversee and Conduct Organizational Outreach & Communications (or delegate to ad hoc Community Engagement Committee)		6. Evaluate and Prioritize MPO Technical Assistance	6. Provide Guidance to MTP, UPWP, and TIP Development, and other Transportation Planning Processes On Issues or Projects of a Regional Nature	6. Prepare an Annual Report of Indicators to Benchmark the Region's Progress Towards Meeting Regional and Transportation Planning Goals
	7. Retain, Support and Annually Review an Executive Director	7. Conduct Other Duties as Assigned by the Board and/or Executive Committee	7. Oversee Organizational Marketing & Branding (or delegate to ad hoc Community Engagement Committee)		7. Review & Suggest Revisions to all Staff & Consultant MPO Technical Assistance Work	7. Oversee the Selection of Regional Planning and MTP Consultants to be Retained	7. Conduct Other Duties as Assigned by the Board and/or Executive Committee
	8. Assist in the Hiring of an Assistant/MPO Director	8. Establish Sub-Committees as Needed	8. Review and Recommend to the Board Updates, Revisions, Amendments to the Public Participation Plan (or delegate to ad hoc Community Engagement Committee)		8. Undertake MPO Technical & Policy Activities Similar to the PAC	8. Evaluate and Prioritize Regional Planning Technical Assistance	8. Establish Sub-Committees as Needed
	9. Prepare Planning & Policy Recommendations for the Board In Coordination with Other Board Committees		9. Conduct Other Duties as Assigned by the Board and/or Executive Committee		9. Coordinate Transportation Land Use Activities with the Planning Advisory Committee	9. Review and Make Recommendations to the Board Regarding Regional Plans from Adjacent Regions	
	10. Develop and Update Organizational Strategic Plan and Report Findings to the Board		10. Establish Sub-Committees as Needed		10. Conduct Other Duties as Assigned by the Board and/or Executive Committee	10. Undertake Regional Planning Technical & Policy Activities Similar to the TAC	
	11. Establish Sub-Committees as Needed				11. Establish Sub-Committees as Needed	11. Coordinate Transportation Land Use Activities with the Transportation Advisory Committee	
	12. Submit Minutes of Meetings/Activities to the Board					12. Conduct Other Duties as Assigned by the Board and/or Executive Committee	
						13. Establish Sub-Committees as Needed	