

# HRTPO NOMINATING COMMITTEE:

## CITIZEN TRANSPORTATION ADVISORY COMMITTEE GUIDELINES

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Prepared By:  
HRTPO staff  
October 1, 2009

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## NOMINATING COMMITTEE ROLE AND RESPONSIBILITIES

As an Ad-hoc committee of the HRTPO Board, the Nominating Committee is responsible for nominating candidates to serve on the Citizen Transportation Advisory Committee (CTAC). During the May 20, 2009 HRTPO Board meeting, the Nominating Committee was formed and consists of the following members:

|                              |                         |                         |
|------------------------------|-------------------------|-------------------------|
| Douglas L. Smith (PO), Chair | Bruce C. Goodson (JC)   | Stan D. Clark (IW)      |
| Paul D. Fraim (NO)           | Dennis W. Heuer (VDOT)  | Michael S. Townes (HRT) |
| Joe S. Frank (NN)            | William D. Sessoms (VB) | Jeanne Zeidler (WM)     |

During the September 16, 2009 HRTPO Board meeting, Douglas L. Smith was appointed Chair of the Nominated Committee and the HRTPO Board authorized the Nominating Committee to nominate candidates for membership on the CTAC as per the HRTPO Bylaws Article VII Section 6, which state that the CTAC *“members shall be appointed by the TPO Board based on recommendations from the Nominating Committee.”*

Furthermore, HRTPO staff has been directed to coordinate with the Nominating Committee to establish criteria and a membership appointment process to ensure diversity in CTAC membership. It is expected that the Nominating Committee Chair shall provide monthly progress reports to the HRTPO Board, leading to board approval of a slate of CTAC member candidates at the HRTPO Board December 16, 2009.

**ROLE**

- *The CTAC shall serve as an advisory committee to the TPO Board and shall provide public input to the TPO Board on transportation issues.*

**SIZE AND MEMBERSHIP COMPOSITION**

- *The CTAC shall consist of up to 30 members, each of whom shall be a resident of a TPO-member locality, and shall fairly reflect the geographic diversity of the TPO membership.*

**NOMINATIONS AND APPOINTMENTS**

- *Members shall be appointed by the TPO Board based on recommendations from the Nominating Committee.*
- *The TPO Chair shall appoint one of the members of the CTAC as Chair of the CTAC for a three-year term.*

**TERM**

- *Initial terms shall be staggered: one-third of the members shall be appointed for one-year terms; one-third of the members shall be appointed for two-year terms; and one-third of the members shall be appointed for three-year terms. Thereafter, all members shall be appointed to three-year terms.*
- *In the event that an appointed member does not complete his or her term, then the Nominating Committee shall recommend a replacement for appointment by the TPO Board to serve the unexpired portion of the term.*
- *No member shall serve more than two successive terms (even if one of the terms was for less than three years).*

## CTAC MEMBERSHIP CRITERIA, NOMINATIONS AND APPOINTMENTS

Based on a September 2008 MPO citizen advisory committee research performed by HRTPO staff for the TPO Committee (Appendix I) and on recent research on how HRTPO Member Jurisdictions appoint and select members for volunteer committees (Appendix II), HRTPO staff has prepared the following guidelines for the selection and appointment of the HRTPO CTAC members:

**MEMBERSHIP CRITERIA** – Based on staff research of other citizens advisory committees nationwide and in accordance with HRTPO Bylaws, CTAC members should meet the following four preliminary criteria:

1. Reside in one of the jurisdictions located in the Hampton Roads metropolitan planning area;
2. Have an interest in the regional transportation planning process;
3. Have an interest in promoting public involvement and community outreach in transportation planning for the region; and
4. Have time to review pertinent materials and attend and actively participate in CTAC meetings.

**NOMINATIONS AND APPOINTMENTS** - In accordance with the HRTPO Bylaws Article VII Section 6, CTAC members shall be appointed by the HRTPO Board based on recommendations from the Nominating Committee.

**A. Membership Composition** – Per the HRTPO Bylaws, CTAC members shall fairly reflect the geographic diversity of the HRTPO membership. As such, The HRTPO Nominating Committee should seek a balanced socio-economic, demographic, geographic and interest group representation. Therefore, the CTAC should maintain a membership composition where private citizens consist of a 2/3<sup>rd</sup> majority over regional interest groups.

- A **private citizen** will be considered a resident from one of the 13 HRTPO member localities who meet all four of the above Membership Criteria.
- A **representative** from an interest group is a resident of one of the 13 HRTPO member localities who meet all four of the above Membership Criteria and who holds an officer, leadership, or any kind of staff position that permits them to represent their regional-based organization.
- An **interest group** is regional community organization, professional association, the private sector and other transportation-related special interest groups. A sample list of such interest groups can be found on pages 10, 12, and 13 of this document.

**B. Nominations** – Nominations will be made in the following manner:

1. The Nominating Committee, with HRTPO staff, will develop an application to screen interested applicants (See Appendix III for application).
2. Applications from interested applicants will be solicited for a 30-day period, from October 8, 2009 to November 6, 2009.
  - a. The HRTPO will solicit interested applicants through advertisements posted in The Virginian-Pilot, The Daily Press, Tidewater Hispanic and the New Journal and Guide

- newspapers; HRTPO e-mail distribution list; and a public notice posted on the [www.hrtpo.org](http://www.hrtpo.org) website.
- b. All applications will be directed to and assembled by the HRTPO Public Involvement and Community Outreach Administrator.
  3. After the 30-day period, the Nominating Committee will review applications and make recommendations to the HRTPO Board of 21 to 30 CTAC members.
  4. The Nominating Committee will determine which CTAC members will serve staggered terms of one, two, and three years for the first three years. Thereafter, all members shall be appointed to three-year terms.

### **C. Appointments**

1. The HRTPO Board will consider Nominating Committee recommendations and appoint CTAC members.
2. The HRTPO Board Chairman will appoint the CTAC Chair to serve as a non-voting member on the HRTPO Board for a three-year term.

## SCHEDULE ON THE DEVELOPMENT OF THE CTAC

- **October 8, 2009 – CTAC membership application solicitation is issued for a 30-day period**
- **October 21, 2009 – HTRPO Board meeting: Progress Report**  
Nominating Committee Chair provides a status update to the progress of the development of the CTAC to the HTRPO Board.
- **November 6, 2009 – CTAC membership application solicitation 30-day period terminates**
- **November 9, 2009 – HRTPO staff provides summary report to Nominating Committee Chair**  
In preparation for the November 18, 2009 HRTPO Board meeting, the HRTPO staff will provide the Nominating Committee Chair a summary report of the applications received during the 30-day period.
- **November 9, 2009 – HRTPO staff mails package of all applications Nominating Committee members**  
In preparation of the Nominating Committee meeting to take place during the week of November 16<sup>th</sup>, the HRTPO staff will mail out a package of all applications to the Nominating Committee members to review prior to the meeting.
- **November 18, 2009 – HRTPO Board meeting: Progress Report**  
Nominating Committee Chair provides a status update to the progress of the development of the CTAC to the HTRPO Board.
- **Third week of November – Nominating Committee meeting**  
With the assistance of HRTPO staff, the Nominating Committee convenes to select CTAC members. Between November 16<sup>th</sup> and November 20<sup>th</sup>, the Nominating Committee should assemble at the Regional Board Room in Chesapeake to select a slate of CTAC member nominees for board approval at the December 16, 2009 HRTPO Board meeting.
- **First week of December – Nominating Committee meeting (PROVISIONAL)**  
Should the Nominating Committee have the need to have an additional meeting to complete the slate of CTAC member nominees for board approval at the December 16, 2009 HRTPO Board meeting, the Nominating Committee should assemble during the first week of December.
- **December 16, 2009 – HRTPO Board meeting: Appointment of CTAC member nominees**  
Nominating Committee Chair provides a slate of CTAC nominees for HRTPO Board appointments.

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# **MPO ANALYSIS: CITIZEN TRANSPORTATION ADVISORY COMMITTEE**

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Prepared By:  
Hampton Roads MPO staff  
September 2, 2008

# **MPO ANALYSIS: CITIZEN TRANSPORTATION ADVISORY COMMITTEE**

This MPO analysis, conducted August 2008, was designed to obtain information about MPO citizen transportation advisory committees nationwide.

## **ANALYSIS METHODOLOGY**

There are a total of twenty-two (22) MPOs with citizen transportation advisory committees included in the analysis. To obtain data for 22 MPOs, information from the bylaws and websites of each MPO were gathered. Where information could not be found, email and telephone interviews were conducted.

## **COMMITTEE NAME**

The examination of the 22 MPOs indicate that the committee composed of MPO citizens, special interest group representatives, and other individuals interested in participating in the transportation planning process has many names such as:

- Citizen Advisory Committee
- Citizens Advisory Committee
- Citizen's Advisory Committee
- Citizens' Committee
- Citizens Transportation Advisory Committee
- Community Advisory Committee
- Community Involvement Roundtable
- Metro Committee for Citizen Involvement
- Public Advisory Committee
- Public Involvement Committee
- Regional Citizens Committee
- Transportation Advisory Group

For the purposes of this analysis, the term Citizen Transportation Advisory Committee (CTAC) will be used.

## **ORGANIZATION**

- I. MPO CTAC analysis and tables
- II. Hampton Roads MPO possible CTAC members

## **SECTION 1: MPO CTAC ANALYSIS AND TABLES**

A total of twenty-two (22) MPOs with citizen transportation advisory committees were included in the analysis.

### **ROLE**

The role of a CTAC generally ranges from providing an avenue for obtaining public input for the MPO Policy Board deliberations on transportation issues to promoting public involvement in transportation planning for the region.

### **RELATIONSHIP TO THE MPO POLICY BOARD**

#### **Bylaws**

- CTAC policy and procedures are included in the MPO Policy Board bylaws.
- CTAC has its own set of bylaws.

#### **Communication to the MPO Policy Board**

- CTAC Chair may serve on the MPO Policy Board as a voting or non-voting member to represent the CTAC.
- CTAC may make recommendations to the MPO Policy Board.

### **MEMBERSHIP COMPOSITION**

#### **Table 1.1 page 5**

The CTAC is a volunteer group representing the MPO's population, typically composed of jurisdiction citizens and representatives from community organizations, professional associations, the private sector, and other special interest groups.

### **COMMITTEE SIZE**

#### **Table 1.2 page 6**

- The number of CTAC members range from 6 to 73.
- The average number of members serving on the CTAC is 26.
- The number of CTAC members per population ranges from 1 per 6,400 to 1 per 285,000.

### **MEETINGS**

- CTACs usually meet on a monthly basis, during the afternoon or evening for 1-2 hours.
- All meetings of the CTAC and its sub-committees are open to the public.

### **MEMBERSHIP CRITERIA**

- Members live in the municipalities that they represent.
- Members represent a constituency.
- Members have an interest in the transportation planning process.

- Members have time to review pertinent materials and attend CTAC meetings.

### **MEMBERSHIP SELECTION AND APPOINTMENT**

The selection of CTAC members may fall under the responsibility of the following entities:

- The MPO Policy Board
- CTAC or a CTAC sub-committee
- MPO staff

Generally, the CTAC and/or the MPO staff will screen and/or interview applicants to fill vacancies on the committee and make recommendations to the MPO Policy Board. The MPO Policy Board, thereafter, reviews all applications and appoints members to the CTAC.

### **RECRUITMENT**

- Advertisements in local newspapers
- Application process
- Current CTAC members recruit individuals who would like to participate
- E-mail distribution list
- Member jurisdictions' websites
- MPO Policy Board members publicize the opportunity in their jurisdictions
- MPO/PDC newsletter and/or e-newsletter
- MPO/PDC website
- Public affairs publications (citizen's guide, public involvement brochure, etc.)
- Outreach to area non-profits or special interest groups such as low-income, minority, and people with disabilities, and environmental.
- Word of mouth

**TABLE 1.1 CTAC MEMBERSHIP**

|                                   |  |
|-----------------------------------|--|
| <b>Business</b>                   | <ul style="list-style-type: none"> <li>• Chamber of Commerce</li> <li>• Realtors Associations</li> <li>• Real Estate Developers</li> <li>• Convention &amp; Visitors Bureau</li> <li>• Office/Industrial Park association</li> </ul>   |
| <b>Civic/Community-Oriented</b>   | <ul style="list-style-type: none"> <li>• Historic neighborhood associations</li> <li>• Civic leagues</li> <li>• Community/Neighborhood associations</li> <li>• Resident associations</li> </ul>  |
| <b>Elderly/Disabled</b>           | <ul style="list-style-type: none"> <li>• AARP</li> <li>• Jurisdiction centers/agencies for people with disabilities</li> <li>• Independent living centers</li> <li>• Elderly/disabled committees</li> </ul>  |
| <b>Environment</b>                | <ul style="list-style-type: none"> <li>• Sierra Club</li> <li>• National Park Service</li> <li>• Watershed coalitions</li> <li>• Environmental protection groups</li> </ul>  |
| <b>Minorities</b>                 | <ul style="list-style-type: none"> <li>• NAACP</li> <li>• League of Women Voters</li> <li>• Urban League</li> <li>• Latin American/Hispanic organizations</li> </ul>   |
| <b>Professional Organizations</b> | <ul style="list-style-type: none"> <li>• American Planning Association</li> <li>• American Society of Civil Engineers</li> <li>• American Society of Landscape Architects</li> <li>• Institute of Transportation Engineers</li> <li>• Trade unions</li> </ul>  |
| <b>Public/Government</b>          | <ul style="list-style-type: none"> <li>• League of Cities</li> <li>• Planning Commissions</li> <li>• Public Works</li> <li>• Neighborhood Design Center</li> </ul>   |
| <b>Transportation Modes</b>       | <ul style="list-style-type: none"> <li>• Bicycling</li> <li>• Freight</li> <li>• Highway</li> <li>• Pedestrian</li> <li>• Rail</li> <li>• Taxicabs</li> <li>• Transit</li> </ul>   |
| <b>Other</b>                      | <ul style="list-style-type: none"> <li>• American Lung Association</li> <li>• Arts</li> <li>• College/University</li> <li>• Healthcare organizations</li> <li>• Hospital</li> <li>• Human Services</li> <li>• Land Use</li> <li>• Poverty advocates</li> <li>• Private/At-Large Citizens</li> <li>• Religious institutions</li> <li>• Rental/Tenant organizations</li> <li>• School Board</li> </ul> |

**TABLE 1.2 MPOS WITH CITIZEN COMMITTEES**

|    | <b>MPO</b>                    | <b>2000 Census Population</b> | <b>No. of Member Jurisdictions</b> | <b>Name of Committee</b>                   | <b>Total Committee Members</b> |
|----|-------------------------------|-------------------------------|------------------------------------|--|--------------------------------|
| 1  | Albuquerque, NM               | 634,118                       | 9                                  | Public Involvement Committee               | 34                             |
| 2  | Baltimore Regional, MD        | 2,515,289                     | 7                                  | Citizens Advisory Committee                | 32                             |
| 3  | Brevard County, FL            | 476,230                       | 12                                 | Citizens Advisory Committee                | 23                             |
| 4  | Charlottesville-Albemarle, VA | 199,558                       | 2                                  | Citizens' Committee                        | 13                             |
| 5  | Chatham County - Savannah, GA | 232,347                       | 9                                  | Citizens Advisory Committee                | 30                             |
| 6  | Chicago Area, IL              | 8,150,000                     | 8                                  | Citizen's Advisory Committee               | 29                             |
| 7  | Colorado Springs, CO          | 507,288                       | 7                                  | Community Advisory Committee               | 21                             |
| 8  | Columbus, OH                  | 1,333,787                     | 11                                 | Citizen Advisory Committee                 | 17                             |
| 9  | Danville, VA                  | 70,321                        | 2                                  | Citizens Advisory Committee                | 11                             |
| 10 | Fort Lauderdale, FL           | 1,602,000                     | 31                                 | Community Involvement Roundtable           | 42                             |
| 11 | Fredericksburg Area, VA       | 202,120                       | 5                                  | Transportation Advisory Group              | 13                             |
| 12 | Memphis, TN-MS                | 1,100,000                     | 15                                 | Citizen Advisory Committee                 | 13                             |
| 13 | Oahu (Honolulu), HI           | 913,000                       | 1                                  | Citizen Advisory Committee                 | 51                             |
| 14 | Orlando Area, FL              | 1,434,033                     | 8                                  | Citizen's Advisory Committee               | 29                             |
| 15 | Philadelphia Area, NJ-PA      | 5,387,407                     | 12                                 | Regional Citizens Committee                | 73                             |
| 16 | Portland, OR                  | 1,281,500                     | 28                                 | Metro Committee for Citizen Involvement    | 20                             |
| 17 | Richmond Area, VA             | 822,416                       | 9                                  | Citizens Transportation Advisory Committee | 20                             |
| 18 | Roanoke Valley Area, VA       | 314,000                       | 6                                  | Community Advisory Committee               | 22                             |
| 19 | Sarasota-Manatee, FL          | 592,649                       | 10                                 | Citizen Advisory Committee                 | 27                             |
| 20 | Washington DC Area, DC-MD-VA  | 4,272,392                     | 20                                 | Citizens Advisory Committee                | 15                             |
| 21 | Wilmington Area, DE-MD        | 587,884                       | 20                                 | Public Advisory Committee                  | 28                             |
| 22 | Winchester-Frederick, VA      | 75,000                        | 3                                  | Citizens Advisory Committee                | 6                              |

## SECTION 2: HAMPTON ROADS MPO CTAC

In addition to private citizens who are interested in participating in the transportation planning process and individuals appointed by the MPO Policy Board members, the following table includes, but is not limited to, possible representation from regional special interest groups.

|                                   |  |
|-----------------------------------|--|
| <b>Business</b>                   | <ul style="list-style-type: none"><li>• Hampton Roads Chamber of Commerce</li><li>• The Greater Hampton Roads Black Chamber of Commerce</li><li>• The Hampton Roads Hispanic Chamber of Commerce</li><li>• The Hampton Roads Partnership</li><li>• Virginia Peninsula Chamber of Commerce</li></ul>  |
| <b>Civic/Community-Oriented</b>   | <ul style="list-style-type: none"><li>• Boys &amp; Girls Clubs of the Virginia Peninsula</li><li>• Empower Hampton Roads</li><li>• Future of Hampton Roads, Inc</li><li>• Hampton Roads Center for Civic Engagement</li><li>• Jurisdiction civic leagues</li><li>• Rotary Club</li><li>• United Way</li></ul>                                    |
| <b>Elderly/Disabled</b>           | <ul style="list-style-type: none"><li>• AARP</li><li>• National Federation of the Blind</li><li>• The Arc of the Virginia Peninsula, Inc.</li><li>• The Endependence Center</li><li>• The Virginia Coalition for Students with Disabilities</li></ul>  |
| <b>Environment</b>                | <ul style="list-style-type: none"><li>• Chesapeake Bay Foundation</li><li>• Hampton Roads Clean Cities Coalition</li><li>• Hampton Roads Sanitation District Commission</li><li>• Sierra Club</li><li>• The Chesapeake Bay Group</li><li>• Virginia Department of Environmental Quality Tidewater Regional Office</li></ul>                      |
| <b>Minorities</b>                 | <ul style="list-style-type: none"><li>• Friends of Hampton Roads, Inc.</li><li>• League of Women Voters of South Hampton Roads</li><li>• NAACP</li><li>• The Junior League of Norfolk - Virginia Beach</li><li>• The League of Women Voters (Williamsburg, James City County, and York County)</li><li>• Urban League of Hampton Roads</li></ul> |
| <b>Professional Organizations</b> | <ul style="list-style-type: none"><li>• American Society of Highway Engineers</li><li>• Hampton Roads Association for Commercial Real Estate</li><li>• Hampton Roads Realtors Association</li><li>• The Virginia Section of the Institute of Transportation Engineers</li><li>• Tidewater Builders Association</li></ul>                         |







