

METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 North Capitol Street N.E.
Washington, D.C. 20002

DRAFT

Date: January 14th, 2004

To: Members and Alternates
Metropolitan Development Citizens Advisory Committee

From: Joyce Woodson
Chairman, Metropolitan Development Policy Committee

Subject: 2004 MDCAC Appointment/Reappointment

Thank you for your service on the Metropolitan Development Citizens Advisory Committee (MDCAC). As you know, the bylaws of the COG Metropolitan Development Policy Committee (MDPC) established a twelve (12) member MDCAC. MDCAC members are appointed by the MDPC from regional and local civic, business and environmental community/stakeholders organizations.

The MDCAC fulfills three important roles: 1) advising the MDPC and its technical committees on policy and work program activities; 2) sharing information on MDPC policy and work program activities with community/stakeholder organizations; and 3) soliciting stakeholder/community input on MDPC policy and work program activities and providing input back to the MDPC.

Six (6) MDCAC members are appointed by the chair and two vice chairs of the MDPC. The remaining six (6) MDCAC members are appointed from relevant regional stakeholder organizations.

The MDPC proposes to make new appointments/reappointments at its March 10th, 2004 meeting and wishes to ascertain your availability and interest in continued service on the MDCAC, prior to taking this action.

It is very important that individuals serving on the MDCAC commit to support the MDCAC's roles and regularly attend its bi-monthly meetings. Please take a moment to complete the attached form (Attachment A) and return to COG staff by March 3rd, 2004. Staff will brief the MDPC on responses, and working with the MDCAC, recommend new appointments/reappointments at the MDPC's March 10th, 2004 meeting.

**Metropolitan Development Citizens Advisory Committee
2004 Appointment/Reappointment Response Form
Attachment B**

DRAFT

Name: _____

Organization/
Representing: _____

Mailing Address: _____

Telephone: _____

Fax: _____

Email: _____

Please check one of the boxes below:

I am available to actively participate on the MDCAC and wish to be reappointed.

I am unable to actively participate on the MDCAC and recommend the following individual(s)/organization(s) be appointed (please list):

<u>Name</u>	<u>Organization/Representing</u>	<u>Telephone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please return the form by March 3rd, 2004 to:

**Ryan Harris
MWCOG
777 North Capitol Street NE, Suite 300
Washington, DC 20002
FAX (202) 962-3204**