



MEMORANDUM

TO: TPB Technical Committee
FROM: Bryan Hayes, TPB Transportation Planner
SUBJECT: Recruitment for the 2019 Citizens Advisory Committee
DATE: November 2, 2018

The Citizens Advisory Committee (CAC) is about to launch its annual recruitment for new members. The call for applications launches on November 9 and continues through December 12. This memo describes the CAC recruitment and selection process, describes characteristics of the ideal candidate, and provides guidance on how you can help with recruitment. A copy of the application and the marketing postcard are also attached.

WHAT IS THE CAC?

The CAC is a group of 15 people who represent diverse viewpoints on regional transportation issues, including long-term planning concerns, and short-term policies and programs.

The mission of the TPB Citizens Advisory Committee 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.

Over the years, the CAC has focused on key regional issues, such as the lack of funding for critical infrastructure needs and pedestrian safety concerns. The committee has identified key opportunities to enhance the TPB's ongoing public participation activities. Recently, the committee helped raise awareness about public involvement opportunities for the TBP's latest long-range plan, Visualize 2045.

CAC RECRUITMENT AND SELECTION

Membership on the CAC is renewed annually, when members are either elected by the CAC or appointed by the TPB. Every fall, six members are elected by the current CAC to serve in the coming year. The other nine members are appointed by the TPB each January. The membership is evenly divided between the District of Columbia, Maryland, and Virginia. Additionally, TPB officers may select up to three alternative members each.

The following timeline highlights key events during the CAC recruitment cycle. In addition to these milestones, TPB staff will conduct outreach via TPB News and social media. Staff will also work with past CAC members and others to identify possible candidates.

- Announce 2019 CAC recruitment at Technical Committee (Nov. 2)
- Announce CAC recruitment at CAC meeting (Nov. 8)
- **Open application window (Nov. 9)**
- Letter to board included in Director's report at TPB meeting (Nov. 16)
- **Close application window (Dec. 12)**
- Distribute application packets to 2019 TPB officers (Dec. 19)
- 2019 TPB officers finalize selection (Jan. 7)
- Board votes to approve CAC member selection for 2019 committee (Jan. 16)

CAC MEMBERS

According to the TPB's Participation Plan, CAC 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. Additionally, CAC members:

- Should be able to attend monthly meetings at the Council of Governments.
- Should be willing to serve for a one-year term.
- Should complete the application form.
- Must reside in one of the [TPB member jurisdictions](#).
- Should not be professional-level employees of transportation and planning agencies of TPB members.
- Should declare any ongoing business with COG/TPB.

Additionally, CAC members should be community leaders that have the ability to share information about regional planning and the TPB with their neighbors and be prepared to articulate community perspectives at the monthly CAC meeting.

HELPING WITH RECRUITMENT

As a member of the TPB's Technical Committee, you are uniquely suited to help TPB staff identify and recruit the best candidates to serve on the 2019 CAC. Think about those members of the public who have attended recent planning events in your jurisdiction, and in particular think about those that were engaged and asked questions. If anyone comes to mind, please notify TPB staffer Bryan Hayes, who can reach out to them and encourage them to apply. Also, if there are representatives from neighborhood groups, civic associations, or other groups that might be a good fit for the CAC, let us know.

You can also circulate the attached flier to engaged community leaders in your jurisdiction who might like to serve on the CAC.

Contact Bryan Hayes (bhayes@mwcog.org, 202-962-3273) if you have any further questions.

CITIZENS ADVISORY COMMITTEE 2019 Application

About the Citizens Advisory Committee

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). For the written responses, we recommend typing them in a word processor first, then copying and pasting the text into the form.

What is the CAC?

The CAC is a group of 15 people who represent diverse viewpoints on regional transportation issues, including long-term planning concerns, and short-term policies and programs. The TPB itself 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:

- 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.

The 15 members of the CAC are either elected or appointed. Every fall, six of those members are elected by the current CAC to serve in the coming year. The other nine members are appointed by the TPB each January. The membership is evenly divided between the District of Columbia, Suburban Maryland and Northern Virginia. According to TPB procedures, the CAC 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 on the 2nd Thursday evening of every month, six days prior to the monthly TPB meeting (the TPB always meets on the 3rd Wednesday of the month).

The CAC meetings are from 6:00 p.m. to 8:00 p.m. at the Metropolitan Washington Council of Governments, 777 N. Capitol St, NE, Washington, DC 20002. Dinner is provided.

Recent Committee Activities

The CAC acts in an advisory role to 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. In recent years, the CAC has been an integral player in calling for improved transportation and land-use coordination and in promoting a more robust process for establishing regional transportation priorities. The committee has also consistently called for enhancements in the TPB's public participation activities.

For more information on the CAC's activities, including committee reports and agendas, go to:

www.mwcog.org/transportation/committee/cac.

Applicants:

- Should be able to attend monthly meetings at the Council of Governments.
- Should be willing to serve for a one-year term.
- Should complete the attached application form. Completed applications will be considered by the members of the CAC when they select six individuals to serve on next year's CAC and by the TPB chair and vice chairs when they nominate nine additional individuals to serve on the CAC.
- Must reside in one of the [TPB member jurisdictions](#).
- Should not be professional-level employees of transportation and planning agencies of TPB members.
- Should declare any ongoing business with COG/TPB.

For more information, to submit your application or request a paper application, Please Contact:

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

Deadline for Applications:

December 12, 2018

CITIZENS ADVISORY COMMITTEE
2019 Application

Contact Information

* 1. Name:

* 2. In which state do you live?

- District of Columbia
 Maryland
 Virginia

* 3. What is your mailing address?

Home Address:

Home Address 2:

City/Town:

State:

Zip:

Email Address:

Phone Number:

CITIZENS ADVISORY COMMITTEE
2019 Application

Application

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

No

Yes

If yes, what year(s) did you serve?

* 5. Why are you interested in serving on the TPB's Citizen Advisory Committee?

* 6. What are your public policy and transportation interests? Please briefly describe your experiences related to those interests and how they will help you contribute to the CAC.

7. List any relevant organizations or groups in which you participate that may inform your involvement in CAC discussions.

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

* 9. How did you learn about the CAC opportunity?

* 10. If appointed to the CAC, could you begin your term in February 2019?

Yes

No

* 11. The CAC meets eleven times a year. If appointed to the CAC, can you commit to attend as many as possible?

Yes

No

CITIZENS ADVISORY COMMITTEE
2019 Application

Employment

Please note that professional-level employees of transportation and planning agencies of TPB members and ex-officio members are not eligible to serve on the CAC.

* 12. What is your employment status?

13. Please provide the following employment information.

Employer

Title

Job description

* 14. Are you a transportation or planning professional?

Yes

No

15. If you are a transportation professional briefly describe your current work.

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

Yes

No

Other (please specify)

CITIZENS ADVISORY COMMITTEE
2019 Application

Background information

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

This data will be kept confidential and if reported will not be used to identify any specific individual.

17. Age:

- 18-24
- 25-34
- 35-44
- 45-64
- 65+

18. Sex:

- Male
- Female

Other (please specify)

19. Disability:

- Yes
- No

20. Ethnicity and/or Race

- African American
- American Indian / Alaskan Native
- Asian / Pacific Islander
- Hispanic/Latino
- Multiracial
- White

Other (please specify)

CITIZENS ADVISORY COMMITTEE
2019 Application

Ethics Statement

The National Capital Region Transportation Planning Board Citizens Advisory Committee is called on to promote public involvement and provide advice to the Transportation Planning Board.

* 21. It is the duty of every CAC member 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 should a conflict of interest arise?

Yes

No

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