

# **Mobility Coordination Committees Subcommittees**

## **White Paper**

The **purpose and goals** of the MCC created Committees (sub and steering) shall be:

- To provide guidance and exist in accordance with the Mobility Management Program (MMP) MOU and MCC Bylaws.
- To develop and coordinate technical details requiring more robust or concentrated discussion related to the coordination and implementation recommendations outlined in the adopted Coordinated Plan and/or identified in implementation of the Mobility Management Program. Each subcommittee created by the MCC will adhere to and maintain a specific intent relative to the subcommittee's area of expertise as defined by the MCC and/or in the coordinated plan. All work task items developed by the subcommittee shall align with the coordinated plan and MCC's overall intent.
- To serve in an advisory and recommending role to the MCC in its decision-making responsibilities outlined in the MCC Bylaws related to the implementation and ongoing maintenance of recommendations outlined in the coordinated plan and updates to all aspects of the Mobility Management Program.
- To develop timely and efficient processes, as delegated by the MCC, and make timely and efficient recommendations to carry out specific implementation aspects of the Coordinated Plan and the Mobility Management Program.

### **Management of Subcommittees/Chairs**

Each subcommittee as designated by the MCC shall be managed by a Chair and Vice Chair. Each subcommittee Chair and Vice Chair shall be a primary or alternate MCC voting member.

#### *Process for nominations & elections*

The Chair and Vice-Chair shall be elected annually at the first regular meeting of each subcommittee of each calendar year (January 1 – December 31) to serve for the calendar year.

Nominations shall be recorded by the MCC Secretary (or designee) for each position. Elections shall occur at the same meeting at which nominations are made. The MCC Secretary (or designee) shall facilitate the elections process for each subcommittee's Chair and Vice Chair. The results shall be presented by the MCC Secretary (or designee) to the MCC for its confirmation at the first MCC meeting of the calendar year after each subcommittee's elections.

If a Chair or Vice Chair position of a subcommittee becomes vacant, the subcommittee shall hold a special nomination & election process to fill that vacancy. The subcommittee shall work with the MCC Secretary to advertise the vacancy, as well as hold nominations & elections at the first subcommittee meeting following the vacancy advertisement. The MCC Secretary will then present the results of the special nomination & election process for confirmation at the next MCC meeting following the special Chair/Vice Chair election process.

### **Terms & Conditions of Office**

The term of office for the Chair and Vice Chair of each subcommittee shall be one (1) year, with no restrictions on consecutive years. If either position is being filled due to a vacancy mid-year, the new Chair and/or Vice Chair shall serve the remainder of the original term as held by the incumbent individual.

The Chair and Vice Chair of each Subcommittee must be representatives from different MCC voting member organizations. The Chair and/or Vice Chair of a Subcommittee cannot hold Chair/Vice Chair positions on other Subcommittees concurrently.

### **Duties & Responsibilities**

The Chair shall complete the following:

- Develop meeting agendas & schedules in accordance with MCC direction
- Call meetings,
- Notify the subcommittee roster of scheduled meetings,
- Develop Work Task Lists in coordination with Vice Chair & Subcommittee,
- Report regular updates to the MCC, and
- Maintain annual membership roster.

The Chair may choose to coordinate with the Vice Chair on any or all the above required tasks. In the absence of the Chair, the Vice Chair shall preside and complete all other duties of the Chair when necessary. The Chair and Vice Chair shall participate in subcommittee meetings as regular members for voting purposes.

The Chair shall coordinate with the MCC Secretary on the following:

- Ensure that meeting notification and agenda/document distribution is communicated to the greater MCC in accordance.
- The MCC Secretary will maintain records of subcommittee proceedings and discussions, and review with the subcommittee
- The Chair shall coordinate with the MCC Secretary on key decisions requiring MCC action for proper placement on the appropriate MCC agenda.
- The Chair shall coordinate with the MCC Secretary to:
  - Attach a summary report to any key decision/document noting the members present during a vote on key decisions/documents for presentation to MCC, including voting records.
  - As a part of this report, the MCC Secretary should also summarize details of the discussion that led to the vote.
  - Document and maintain a roster of attendees from all interested MCC voting member organizations.

Subcommittee members beyond the Chair shall review agendas and associated documentation to prepare for each subcommittee meeting. Subcommittee members shall participate in meetings. Subcommittee members shall identify themselves as the respective voting individual representing her or his specific MCC voting member organization when action items are discussed.

## **Roster & Voting Procedures –**

### *Roster*

A roster for individuals participating in subcommittees will be maintained:

1. To ensure and acknowledge adequate representation from MCC voting member organizations; and
2. To retain a list of individuals to whom working documents of each sub-committee are to be distributed.

Each of the following MCC voting member organizations should endeavor to appoint at least one person to each MCC-commissioned subcommittee (these do not define minimum roster requirements):

- CAMPO
- City of Raleigh
- GoTriangle
- Town of Cary
- Wake County
- One (1) MCC voting member organization, at a minimum, not identified in the above preferably a rural agency- EX JCATS, HARTS, KARTS

There is no limit on how many individuals from one MCC voting member organization can be listed on a subcommittee roster. Each MCC voting member organization that desires to participate in a subcommittee should coordinate with the MCC Secretary and the respective Subcommittee Chair to have all desired individuals listed on each subcommittee roster. Each roster shall serve as the official communication list for the subcommittee.

### *Voting Procedures*

One vote is allowed per MCC voting member organization in attendance at each subcommittee meeting when an action item is on an agenda. While subcommittee meetings are recognized as open and public meetings, voting only applies to MCC voting member organizations. If more than one individual is in attendance from any MCC voting member organization at a subcommittee meeting, that delegation must indicate to the MCC Secretary and the respective subcommittee Chair who will be the voting individual at that meeting. A majority vote of those present voting individuals shall be sufficient for approval of matters coming before each subcommittee and any recommendations made by the subcommittee to the MCC. If voting is not unanimous for items of consideration that are forwarded to the MCC, both the majority and minority perspectives on the matter will be provided to the MCC

## **Work Task List**

### *Cycle for Work Task List Creation*

All subcommittees are required to develop at least two (2) work tasks lists per calendar year. One should address tasks from February through July; the other should address tasks from August through January. These work task lists shall be submitted to the MCC for consideration each time they are developed.

### *Structure & Content of Work Task List Creation*

Items included on work task lists shall specifically be denoted as products that will be presented to the MCC for consideration as key tasks furthering the implementation of the Coordinated Plan and/or the MMP.

The work task list should be separated into general tasks, for example:

- Recurring or annual tasks
- Tracking and/or oversight tasks (only as assigned by the MCC)
- Specialized tasks

Prioritization with respect to the order or timing of items included on work task lists shall be considered when creating the list before presenting to the MCC for approval. The MCC-assigned lead agency responsible for each item included on work task lists should also be identified.

### *Joint Subcommittee Work*

Certain tasks on a subcommittee work task list will require collaboration by multiple subcommittees. These tasks should be clearly noted on each subcommittee's work task list, if applicable.

Subcommittee Chairs should coordinate with the MCC Secretary to review work task lists from other subcommittees and request coordination when the work task lists are considered by the MCC.

Subcommittee Chairs & Vice Chairs should endeavor to hold inter-subcommittee meetings per year to allow for adequate coordination.

If inter-subcommittee collaboration is required or requested by a subcommittee Chair, the subcommittee Chair shall develop a process and schedule to allow for proper coordination.

The MCC has final approval over work task lists, prioritization of work task list items, as well as proposed processes and schedules for task list item collaboration and coordination among subcommittees.

## **Meeting Schedule, Notifications & Agenda/Document Distribution**

### *Meetings Schedule*

An Annual Meeting Schedule/calendar will be developed and voted on at the full MCC first annual meeting each calendar year. Any requested Subcommittee changes should be voted on at the MCC level. This schedule shall identify a regular meeting time and set expected meeting dates, times and locations.

The annual calendar will constitute the minimum number of meetings expected to be consistently scheduled throughout a calendar year. There may be times additional meetings are needed due to increased task

list work volume (i.e. Coordinated Public Transit -Human Services Transportation Plan/ Plan updates.)

### *Meeting Notification*

Subcommittee Chairs shall communicate meeting agendas and associated documents to subcommittee membership as defined in the By-laws.

### *Agenda Development & Distribution*

Subcommittee Chairs shall coordinate with the MCC Secretary for agenda development. Through agenda development, agendas should note action items to be made by the subcommittee which are anticipated to lead to a recommendation from the subcommittee to the MCC for its consideration.

### *Work Task List Item Document Development & Distribution*

Working documents or documents requiring discussion amongst subcommittee members shall be distributed directly to the individuals from each MCC voting member organization listed on the subcommittee member roster. These documents should be distributed as soon as possible prior to the meetings for adequate discussions.

### **Recommendations to MCC (Record of Decision-Making)**

#### *Summaries & Memorandums to MCC*

Subcommittee Chairs shall coordinate with the MCC Secretary to attach summary notes on any action items, as well as noting the members present during the discussion and voting on said action item, for presentation to the MCC. This summary minutes should include voting records. At the discretion of subcommittee Chairs, they may also coordinate with the MCC Secretary to document pertinent details of the discussion that led to the vote.