

## TPAC Subcommittee Operating Guidelines

Process Subcommittee Recommendation to TPAC, 3/23/2018

### **Article I – Purpose**

The purpose and goals of TPAC Subcommittees shall be:

- To exist in accordance with TPAC Bylaws, Article VII. These Operating Guidelines also apply to Steering Committees (when created by the TPAC).
- To develop and coordinate technical details requiring more robust or concentrated discussion related to the planning and implementation aspects of the Wake County Transit Plan. Each subcommittee created by the TPAC will adhere to and maintain a specific intent relative to the subcommittee's area of expertise as defined by the TPAC. All work task items developed by the subcommittee shall align with the subcommittee's overall intent.
- To serve in an advisory and recommending role to the TPAC in its decision-making responsibilities outlined in the TPAC Bylaws related to the implementation and ongoing maintenance of and updates to all aspects of the Wake County Transit Plan.
- To develop timely and efficient processes, as delegated by the TPAC, and make timely and efficient recommendations to carry out specific implementation aspects of the Wake County Transit Plan.

### **Article II - Subcommittee Chairs**

#### **Section 1 - Definition**

Each subcommittee as designated by the TPAC shall be managed by a Chair and Vice Chair.

#### **Section 2 - Qualifications**

Each subcommittee Chair and Vice Chair shall be a primary or alternate TPAC member.

#### **Section 3 – Process for nominations & elections**

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

Nominations shall be recorded by the TPAC Administrator (or designee) for each position. Elections shall occur at the same meeting at which nominations are made. The TPAC Administrator (or designee) shall facilitate the elections process for each subcommittee's Chair and Vice Chair. The results shall be presented by the TPAC Administrator (or designee) to the TPAC for its confirmation at the first TPAC meeting of the following 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 TPAC Administrator to advertise the vacancy, as well as hold nominations & elections at the first subcommittee meeting following the vacancy advertisement. The TPAC Administrator will then present the results of the special nomination & election process for confirmation at the next TPAC meeting following the special Chair/Vice Chair election process.

#### **Section 4 – Terms & Conditions of Office**

The term of office for the Chair and Vice Chair of each subcommittee shall be one (1) year, but no more than three (3) 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. When an individual fills a vacated position outside of the defined election timeframe, the remainder of the term being fulfilled shall not count towards the three (3) consecutive years of eligible service.

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

#### **Section 5 – Duties & Responsibilities**

The Chair shall complete the following:

- Develop meeting agendas & schedules in accordance with TPAC 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 TPAC, 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 TPAC Administrator on the following:

- Ensure that meeting notification and agenda/document distribution is communicated to the greater TPAC in accordance with Article V, Sections 1 & 2 of these subcommittee operating guidelines.
- The TPAC Administrator will maintain records of subcommittee proceedings and discussions, and review with the subcommittee Chair no more than seven (7) days after each subcommittee meeting.
- The Chair shall coordinate with the TPAC Administrator on key decisions requiring TPAC action for proper placement on the appropriate TPAC agenda.
- The Chair shall coordinate with the TPAC Administrator to:
  - Attach a summary report to any key decision/document noting the members present during a vote on key decisions/documents for presentation to TPAC, including voting records.
  - As a part of this report, the TPAC Administrator should also summarize details of the discussion that led to the vote.
  - Document and maintain a roster of attendees from all interested TPAC voting member organizations, as defined in Article III, Section 1.

Subcommittee members (as defined in Article III) 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 TPAC voting member organization when action items are discussed.

### **Article III – Roster & Voting Procedures**

#### **Section 1 – Roster**

A roster for individuals participating in subcommittees will be maintained:

1. To ensure and acknowledge adequate representation from TPAC 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 TPAC voting member organizations should endeavor to appoint at least one person to each TPAC-commissioned subcommittee (these do not define minimum roster requirements):

- CAMPO
- City of Raleigh
- GoTriangle
- Town of Cary
- Wake County
- One (1) TPAC voting member organization, at a minimum, not identified in the above

There is no limit on how many individuals from one TPAC voting member organization can be listed on a subcommittee roster. Each TPAC voting member organization that desires to participate in a subcommittee should coordinate with the TPAC Administrator 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.

#### **Section 2 – Voting Procedures**

One vote is allowed per TPAC 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 TPAC voting member organizations. If more than one individual is in attendance from any TPAC voting member organization at a subcommittee meeting, that delegation must indicate to the TPAC Administrator 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 TPAC. In the event that voting is not unanimous for items of consideration that are forwarded to the TPAC, both the majority and minority perspectives on the matter will be provided to the TPAC.

## **Article IV - Work Task List**

### **Section 1 – 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 TPAC for consideration each time they are developed.

### **Section 2 – 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 TPAC for consideration as key tasks furthering the implementation of the Wake Transit Plan.

The work task list shall be separated into the following general tasks:

- Recurring or annual tasks
- Tracking and/or oversight tasks (only as assigned by the TPAC)
- 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 TPAC for approval. The TPAC-assigned lead agency responsible for each item included on work task lists should also be identified.

### **Section 3 – 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 TPAC Administrator to review work task lists from other subcommittees and request coordination when the work task lists are considered by the TPAC.

Subcommittee Chairs & Vice Chairs should endeavor to hold at least four (4) 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 TPAC 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.

## **Article V - Meeting Schedule, Notifications & Agenda/Document Distribution**

### **Section I – Meeting Schedule**

Subcommittees shall establish an annual meeting schedule at the first meeting of each calendar year. 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. Wake Transit Annual Work Plan Development).

## **Section 2 – Meeting Notification**

Subcommittee Chairs shall communicate meeting agendas and associated documents to subcommittee membership as defined in Article III, Section 1 of these subcommittee operating guidelines. The TPAC Administrator will comply with Article VII of the TPAC Bylaws to advertise notice of each subcommittee meeting and ensure that all subcommittee meeting agendas and associated meeting documents are posted to the TPAC website. When possible, subcommittee Chairs should coordinate with the TPAC Administrator to advertise meeting notifications seven (7) days prior to the scheduled meeting date/time.

## **Section 3 – Agenda Development & Distribution**

Subcommittee Chairs shall coordinate with the TPAC Administrator 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 TPAC for its consideration.

Along with the meeting notification, subcommittee Chairs shall coordinate with the TPAC Administrator to publish any and all agendas/documents at least three (3) business days prior to each regularly scheduled meeting on the TPAC website. If and when action items are to be scheduled, subcommittee Chairs shall coordinate with the TPAC Administrator to publish the agenda and any documents accompanying an action item, if included on the agenda, seven (7) days prior to each regularly scheduled meeting on the TPAC website.

## **Section 4 – 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 TPAC voting member organization listed on the subcommittee member roster. These documents should be distributed as soon as possible prior to the meetings, but no less than three (3) days in advance of each meeting requiring discussion of any document related to a work task list item.

Documents prepared for action items should be provided to the individuals listed on subcommittee rosters at least seven (7) days in advance of a meeting and must be specifically listed on an agenda and distributed in accordance with agenda and document distribution timeframes detailed in Article V, Section 2 of these subcommittee operating guidelines.

## **Article VI - Recommendations to TPAC (Record of Decision-Making)**

### **Section I – Summaries & Memorandums to TPAC**

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