

# Comparison Report for 2024 and 2026 Wake Transit Workgroup Operating Guidelines

June 2026

This is a comparison report of the adopted **2024 Workgroup Operating Guidelines** with the **2026 Draft Workgroup Operating Guidelines**. Discussion of the draft and TPAC adoption was included on the June 25, 2026 TPAC meeting agenda.

There are several substantive changes made, along with some organizational and governance shifts, in the 2026 draft update to the Workgroup Operating Guidelines.

## **Governance Changes**

### **1. Workgroups are now created only through TPAC action**

#### **2024**

Five different entities could convene a workgroup: Lead Agency, Project Sponsor, TPAC, TPAC Cabinet or a TPAC Subcommittee

#### **2026 Draft**

States that: "Wake Transit workgroups are created through TPAC action."

TPAC approves the purpose, scope, schedule, structure, task assignments, and coordinator.

**Impact:** Significant centralization of authority. TPAC becomes the sole approval body for creating and managing workgroups.

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### **2. TPAC approval required for changes to workgroups**

#### **New in 2026**

Scope changes, new tasks, schedule modifications, dissolution decisions, etc. must return to TPAC for approval.

The draft specifically states:

"Any new or revised tasks... or adjustments to the schedule must come back to TPAC for approval."

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### **3. TPAC can dissolve workgroups**

#### **2024**

No formal dissolution authority specified.

#### **2026 Draft**

TPAC formally approves dissolution and may determine a workgroup is no longer needed or effective.

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## **Structural Changes**

### **4. Entire "Applicability of the Guidelines" section removed**

The 2024 version contained a lengthy section defining when the guidelines apply, including four specific applicability criteria. The 2026 draft removes this section entirely and replaces it with a more straightforward process-oriented approach.

**Impact:** Less emphasis on determining whether a group qualifies and more emphasis on TPAC approval regardless of circumstance.

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## **5. Ad Hoc vs. Formal workgroup distinction eliminated**

### **2024**

Defined two categories: Ad Hoc Workgroups and Formal Workgroups with separate descriptions and expectations.

### **2026 Draft**

Eliminates the distinction entirely. Describes workgroups generally as ad hoc groups created to support a task and dissolved when completed.

**Impact:** Simpler framework but less flexibility for recurring or standing workgroups.

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## **New Workgroup Lifecycle Framework**

### **6. Added "Developing and Managing a Workgroup" section**

This is entirely new.

It introduces the purpose of workgroups, shares an example with the Security Funding Policy workgroup, defines a step-by-step lifecycle process including a figure showing the workgroup lifecycle.

The process includes:

- ✓ TPAC assigns task
- ✓ Lead agency determines workgroup need
- ✓ Coordinator is designated
- ✓ Identification Worksheet submitted
- ✓ TPAC approves workgroup
- ✓ Workgroup completes task
- ✓ Results reported back to TPAC

This section did not exist in 2024.

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### **7. New visual lifecycle diagram**

The 2026 draft adds a workflow diagram ("Three core steps in a workgroup's life cycle") illustrating: Request - Approval - Management/reporting process

No comparable diagram existed in 2024.

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## **Coordinator Responsibilities Expanded**

### **8. Coordinator duties significantly increased**

The 2024 version focused on group facilitation, reporting, presentations and point of contact responsibilities.

The 2026 draft clarifies responsibility for maintaining a member roster, scheduling meetings, providing agendas at least 3 days in advance of meetings and producing summary notes/minutes.

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## **Membership Changes**

## 9. Membership approval shifted to TPAC

**2024** - Convening body determined membership roster.

**2026 Draft** - Coordinator drafts membership roster and TPAC approves membership when approving the workgroup's creation or updates.

**Impact:** More formal oversight of membership composition.

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### TPAC Administrator Changes

## 10. Reduced administrative ownership

**2024** - TPAC Administrator maintained workgroup database, maintained guidelines and forms, managed updates, coordinated reporting and supported closeout presentations

**2026 Draft** -

Administrator role is streamlined to support creation process, save identification worksheets, support agenda placement, and manage updates to the Guidelines.

**Impact:** Less operational oversight; more supportive role.

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### Documentation Changes

## 11. Appendix B substantially simplified

**2024**

Included broader explanation of forms and worksheet guidance

Mentioned supplemental materials

Discussed database and filing processes

**2026 Draft**

Reduced to a simpler Identification Worksheet appendix.

Added note:

"Request a copy of the fillable form from the TPAC Administrator."

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### Conclusion

Overall, the 2026 draft shifts the guidelines from a **distributed, convening-body model** to a **TPAC-governed workgroup model**, with clearer approval checkpoints, stronger TPAC oversight, and a simpler lifecycle-oriented structure.