

# Transportation Advisory Board

of the Metropolitan Council of the Twin Cities

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**TO:** Transportation Advisory Board Executive Committee  
**FROM:** Kevin Roggenbuck, Transportation Coordinator  
**DATE:** August 7, 2012 (*updated Sept. 12, 2012*)  
**RE:** Changing TAB subcommittee structure to Committee of the Whole.

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During the one-on-one visits with TAB members earlier this year, several members asked to the Board to consider eliminating the standing subcommittees, the TAB Policy Committee and the TAB Programming Committee, and having all discussion and action take place at the full TAB as a Committee of the Whole. The reason for this request is mainly because much of the discussion at the subcommittee meetings is repeated at full TAB meeting. Chair Hargis agreed to discuss and directed staff to develop a format for a Committee of the Whole structure and list of advantages/disadvantages for discussion at the August 15 TAB meeting. *Due to time constraints, this item was carried over to the September TAB meeting.*

## Proposal.

To eliminate the standing subcommittees, TAB Programming Committee and TAB Policy Committee; to appoint ad hoc committees for the largest action items and work tasks (e.g. regional solicitation funding options, Transportation Policy Plan update, etc...) and function as a TAB Committee of the Whole. Information items, action items and special agenda items will be fully discussed at the full TAB meeting. The advantages come mainly from time savings and the disadvantages are mainly shortened process.

## TAB Committee of the Whole Format

The TAB agenda would have to be revised to fit the new format without the Policy and Programming subcommittees. Without subcommittee chairs to report action and discussion items to the full TAB, these items would be presented to the TAB by the appropriate agency staff. One possible format for TAB meetings could be the following:

- I. Call to Order
- II. Adoption of the Agenda
- III. Approval of the Minutes
- IV. Public Forum (currently for items not on the agenda. ~~The public addresses the Policy and Programming Committee on agenda items. Could be modified to allow comment on anything, on or off the agenda~~)
- V. TAB Chair Report
- VI. Technical Advisory Committee Report
- VII. Business Items (TAB action items with an action transmittal, presented by staff *or TAC Chair with opportunity for public comment*)
- VIII. Information Items (Any item just for discussion, could also include the Special Agenda items, presented by staff)
- IX. Items of TAB Members
- X. Agency Reports
- XI. Other Business
- XII. Adjourn

### Ad-Hoc Committees

The elimination of the Policy and Programming subcommittees removes one opportunity for TAB members to discuss and comment on a topic. The TAB may give itself the option of forming ad-hoc committees to report to the TAB Committee of the Whole on the more important or complicated action and information items. Staff would present directly to the ad-hoc committee, and the committee chair would then report to the TAB Committee of the Whole, much the way the subcommittee chairs do now.

### Advantages

- Full discussion of each item by the full body leads to better understanding of the issues by the full membership. Discussion blends policy and programming topics since policy decisions affect how funding is allocated and the allocation of funds can be considered a policy issue.
- Less travel time for half of the TAB members, support staff and presenters. *Potentially less staff time is needed preparing for meetings and attending meetings. Also less meeting preparation time for support staff. Attend one meeting per month instead of two.*

### Disadvantages

- TAB meeting days are long days; likely more than three hours.
- TAB member absences are magnified because the Board meets only one each month. Members could miss an opportunity to weigh in on a topic.
- No opportunity to mull over an issue or answer questions between subcommittee meeting and the full TAB meeting. This is the current situation in January through June with TAB Programming Committee and July through December with TAB Policy Committee.
- *TAB may miss hearing presentations from Council staff or outside presenters due to schedule conflicts and miss an opportunity to provide informed comments on a transportation issue.*