

Transportation Advisory Board of the Metropolitan Council of the Twin Cities

Date: January 7, 2013
To: TAB
From: Bill Hargis, Chair
Subject: TAB Meetings

In response to recent requests and comments regarding TAB agendas and meeting durations, I have considered options to our meetings. The TAB Executive Committee has reviewed and concurs with the following approach to future TAB meetings. The January 16, 2013 agenda and packet reflects the following:

- Priority will be on conducting necessary business in advance of information items. To respect the time of TAB members as well as those presenting, emphasis will be given to planning agendas in which all items can reasonably be accomplished to avoid bumping information items to following meetings. Agendas will be set with the goal of completing the meeting no later than 3 p.m. (assuming a 12:30 p.m. start).
- Consent Items will precede regular Action Items. A Consent list, which is a normal business practice of boards, will allow routine and non-controversial items to be acted on in a time effective manner. I will review the draft agenda proposed by staff and give approval for items to be on the Consent list. However, any item on the Consent list can be moved to the Action Item list by request of any TAB member when the meeting agenda is adopted.
- TAB Consent and Action Items materials have recently been reformatted and streamlined by a staff team with the goal of presenting concise information appropriate for policymakers. The new format identifies:
 - Staff who prepared the information and their contact info
 - Subject
 - Requested action and by whom
 - TAC recommended action
 - Background and Purpose of Action
 - Relationship to Regional Policy
 - Staff Analysis
 - Committee Comments and Actions
 - Routing chart

Staff is requesting feedback on the new format to ensure materials are meeting TAB's needs. For example, I requested that a **Funding** section be added to summarize the funding sources and amounts along with funding impacts associated with the proposed action. You will see this addition in February.

- Staff presentations for most Action Items will be brief, routinely less than five minutes per item, and assume that TAB members have read the meeting packet in advance. Each presentation will focus on any key and controversial issues and the action being requested and be followed by the opportunity for Q&A. TAB members are encouraged to contact staff in advance of the meetings with questions on a particular item. Staff contact information is provided with each Consent and Action item.
- External speakers will be advised of allotted time in advance of the meeting and will be asked to keep to this time frame for their presentation.
- The Chair's Report, Agency Reports and Committee Reports are intended to be brief, 1 to 2 minutes for each report. If the Chair, Agency representative or Committee Chair has an information item that will take more time, they should request that that specific item be an Information and Discussion or Special Agenda item in advance of the agenda being prepared.
- Staff will work toward preparing a list of known upcoming agendas items to provide TAB members with a preview. Information presentations on potentially major and/or potentially controversial action items will precede TAB action by a month, time permitting, to allow members to understand and consider the request prior to taking action at the following meeting.

Thank you for your continued dedication, participation and contributions as TAB members. Please let me know if you have concerns or comments regarding the approach and protocol for our meetings.

cc: Kevin Roggenbuck, TAB Coordinator
Pat Bursaw, TAC Chair