



METROPOLITAN
TRANSPORTATION
COMMISSION

Agenda Item 3

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Memorandum

TO: Legislation Committee

DATE: April 5, 2013

FR: Executive Director

W.I. 1131

RE: Policy Advisory Council – 2013 Recruitment

Background

In November 2009, the Commission approved MTC Resolution No. 3931, Revised (attached), which defines the roles and responsibilities of MTC's Policy Advisory Council. The composition of the Council is outlined in detail in Attachment A of the resolution. Resolution 3931 was updated last year to extend the terms of the current Council through July of 2013, and again last month to add a conflict of interest policy and ethics training for advisors.

2013 Recruitment Schedule for the Policy Advisory Council

Staff began recruiting for the 2013-2017 Policy Advisory Council on April 5 and will continue through May 10, 2013. In addition to encouraging current members to reapply, we have sent a general recruitment email and postcard to MTC's contact database and to staff at our partner agencies, including transit and congestion management agencies. We have also distributed a press release announcing the recruitment period, placed display ads in minority newspapers, and contacted community groups, chambers of commerce, etc., with recruitment information. We encourage Commissioners to join in this recruiting effort by identifying potential candidates in their counties.

Upon conclusion of the recruitment period in May, staff will meet with the MTC Chair and Vice Chair to review the slate of at-large applications. Simultaneously, staff will send applications for the geographically-based seats to the Commissioners in each county.

The recommended set of candidates will be presented to the Legislation Committee on June 14, 2013, with Commission approval scheduled for June 26, 2013. The last meeting of the current Policy Advisory Council will be on July 10, and the new Council will attend orientation in August and hold its first meeting in September.



Steve Heminger

Attachment

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Date: November 18, 2009
W.I.: 1114
Referred by: Legislation
Revised: 03/24/10-C 02/23/11-C
02/22/12-C 07/25/12-C
03/27/13-C

ABSTRACT

Resolution No. 3931, Revised

This resolution defines the role and responsibilities of the Commission's Policy Advisory Council.

This resolution supersedes Resolution No. 3516. Further discussion of this action is contained in the Executive Director's memorandum dated November 6, 2009. This resolution includes:

- Attachment A, which outlines the mission statement, roles, expectations, procedures, appointment process and membership criteria for the Council;

This resolution was revised on March 24, 2010, to include:

- Attachment B, a table listing the currently appointed advisors and their term.

This resolution was revised on February 23, 2011, to include revisions to Attachment B and:

- Attachment C, a table showing which advisors have been replaced and their replacements.

This resolution was revised on February 22, 2012 to extend the terms of the advisors identified in Attachment B through July 2013.

This resolution was revised on July 25, 2012, to include revisions to Attachment B and Attachment C.

This resolution was revised on March 27, 2013, to add Conflict of Interest and Ethics Training policies to Attachment A.

Date: November 18, 2009
W.I.: 1114
Referred by: Legislation

RE: Commission Policy Advisory Council

METROPOLITAN TRANSPORTATION COMMISSION
RESOLUTION NO. 3931

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Section 66500 *et seq.*; and

WHEREAS, MTC seeks to involve citizens of diverse backgrounds and interests in the development of transportation plans and programs, in a manner consistent with applicable state and federal requirements and Commission policy (Resolution No. 2648); and

WHEREAS, MTC seeks to focus its advisory processes around the “Three E” principles of sustainability outlined in the regional transportation plan: a prosperous and globally competitive economy; a healthy and safe environment; and equity wherein all Bay Area residents share in the benefits of a well-maintained, efficient and connected regional transportation system; and

WHEREAS, MTC seeks to utilize its advisors to ensure that a wide spectrum of views are considered in developing transportation policy, and enhance the contributions and effectiveness of its advisors, now, therefore be it

RESOLVED, that the Commission establishes a Policy Advisory Council; and be it further

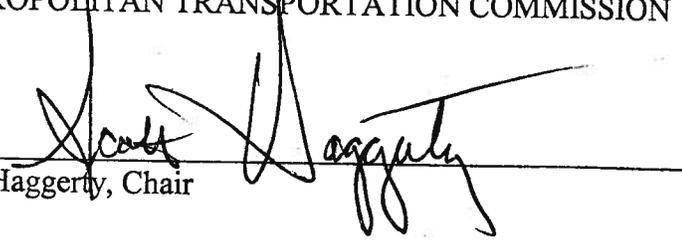
RESOLVED, that the members of the Policy Advisory Council will be appointed according to the process and shall have the role, tasks, membership and meetings as described in Attachment A to this resolution, attached hereto and incorporated herein as though set forth at length; and be it further

RESOLVED, that the Policy Advisory Council roster is contained in Attachment B to this resolution; and be it further

RESOLVED, that the Executive Director is instructed to secure nominations to fill expired terms and other vacancies and present them to the Commission for confirmation by periodically revising Attachment B; and be it further

RESOLVED, that Resolution No. 3516, Revised, is superseded with the adoption of this resolution.

METROPOLITAN TRANSPORTATION COMMISSION



Scott Haggerty, Chair

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California, on November 18, 2009

Date: November 18, 2009
W.I.: 1114
Referred by: Legislation
Revised: 03/27/13-C

Attachment A
Resolution No. 3931
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Attachment A
Metropolitan Transportation Commission
Policy Advisory Council

A. Mission Statement

The mission of the Metropolitan Transportation Commission's Policy Advisory Council (Council) is to advise the Commission on transportation policies in the San Francisco Bay Area, incorporating diverse perspectives relating to the environment, the economy and social equity. The Council advises the Commission and its staff through the appropriate MTC standing committees on matters within MTC's jurisdiction and as assigned by the Commission.

B. Roles/Expectations

1. Advisors Provide Interest-Based and/or Geographic Perspectives

Advisors should represent the stakeholder interest under which they have been appointed. Although some advisors may be appointed based on an organizational affiliation, they should represent their constituency (not just their individual organization).

2. Responsibilities

Advisors will be expected to regularly attend their Council meetings and to maintain an ongoing engagement with organizations and individuals who make up the advisor's constituency.

3. Council Work Plan

The Commission will hold an annual workshop as a separately agendized meeting with the Policy Advisory Council to set the Council's work plan and schedule for the year. At this meeting, the Commission will identify several priority areas in which it desires feedback and/or research from the Council, and establish appropriate goals and performance measures. Advisors also will be given the opportunity to recommend initiatives of potential relevance to the Commission for inclusion in the work plan.

4. Reporting to the Commission

With the assistance of MTC staff, the Council will report on its work plan progress or present recommendations to the full Commission or MTC's standing committees, as appropriate.

5. Limitations on Advisor Activities

The role of the advisors is to advise the MTC Commission. Advisors are not to convey positions to outside agencies on behalf of the Council, independent of Commission action.

6. Conflict of Interest Policy

In order to avoid potential conflict of interest, no person shall sit on the Policy Advisory Council and concurrently be in a business relationship with MTC/BATA. A member is considered to have a business relationship with MTC/BATA when that member is employed by or serves on the Board of Directors of an organization that has received a grant or contract award from MTC – where MTC staff alone reviews proposals and recommends an organization or organizations for award of that grant or contract. In such cases, the member shall resign from the Council for the duration of the contract or grant, but may reapply for any vacancies upon completion of the contract or grant.

7. Ethics Training

All members of the Council shall complete an ethnics training course within the first year of their term on the Council.

C. Membership

The Council shall be composed of twenty-seven (27) members as follows.

A total of nine (9) members, one from each Bay Area county, shall be selected to represent interests related to the communities of color, environmental justice and low-income issues. A minimum of four members shall represent the communities of color, and a minimum of four shall represent environmental justice/low-income issues. The ninth member shall be selected from either category.

A total of nine (9) members, one from each Bay Area county, shall be selected to represent the interests of disabled persons and seniors. A minimum of four members shall represent senior issues, and a minimum of four shall represent disabled issues. The ninth member shall be selected from either category.

A total of nine (9) members shall be selected to represent interests related to the economy and the environment. A minimum of four members shall represent economy interests and a minimum of four members shall represent environmental interests. The ninth member shall

be selected from either category. Of these nine seats, at least five should be held by residents from each of the five most populous counties. The remaining four seats may be selected at large from throughout the entire Bay Area.

There shall be no alternates to the appointed membership.

D. Appointment Process

1. General

MTC staff shall secure nominations to fill terms and vacancies for the Council and present them to the appropriate Commissioners for confirmation. Appointments for advisors representing a particular county will be made by that county's Commissioners. Appointments for all the at-large advisors will be made by the Commission's chair and vice chair. Nominations for members of the Council will be solicited from a wide range of sources including, but not limited to: MTC Commissioners, current advisors, relevant organizations in the community, and via news releases or display ads sent to media outlets in the nine-county Bay Area.

2. Terms of Appointment

In general, advisors will serve four-year terms. Although there are no term limits, MTC Commissioners are to consider length of service and effectiveness before recommending the reappointment of advisors. All advisors wishing to be reappointed must reapply.

E. Procedures

Attendance and Participation

1. Advisors must attend at least two-thirds of the Council's regularly scheduled meetings each year and make a constructive contribution to the work of the Policy Advisory Council. Those who do not do so may be subject to dismissal from the Council at the discretion of the appointing Commissioner(s).

2. Residency Requirements

Advisors must live or work in the nine-county Bay Area.

3. Compensation

Subject to the Commission Procedures Manual (MTC Resolution No. 1058, Revised, Appendix D), advisors will receive a stipend per meeting and be reimbursed for actual expenses for travel, with a maximum of three meetings per month. Meetings are defined as a) publicly noticed meetings or meetings of ad hoc working groups of the Council; b) noticed MTC Commission or committee meetings; or c) attendance at a community meeting at the request of the Commission or MTC staff to provide outreach assistance

(i.e., when he/she attends a community meeting with MTC staff to provide an introduction to a particular community).

4. Meeting Frequency and Location of Meetings

The Council will meet regularly as required by its annual work plan. Public meetings will be held at the MTC offices or other locations at a regular time to be agreed upon by the members of the Council.

5. Ad Hoc Working Groups

To implement its work plan, the Council may establish working groups, with participation from MTC staff, on an ad hoc basis.

6. Quorum Requirements

At least 50 percent plus one of the Council's appointed membership must be present to constitute a quorum and vote on issues. The Council can hold discussions in the absence of a quorum, but cannot vote.

7. Election of Council Chair and Vice Chair

The Council will have a chair and a vice-chair, to be elected by the council for a one-year term. Although Council officers may be reelected, regular rotation of these positions among the Council membership is strongly encouraged.

8. Public Meetings

All Council meetings and any ad hoc working group meetings will be noticed and open to the public.

Date: March 24, 2010
 W.I.: 1114
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 02/22/12-C
 07/25/12-C

Attachment B
 Resolution No. 3931
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**Metropolitan Transportation Commission
 Policy Advisory Council
 Term: April 2010 – July 2013**

Advisor Name	Representing	County	Appointing Commissioner(s)
Naomi Armenta	Disabled	Alameda	Commissioners Bates and Haggerty
Cathleen Baker	Low-Income	San Mateo	Commissioners Lempert and Tissier
<i>Vacant</i>	Senior	Marin	Commissioner Kinsey
Richard Burnett	Disabled	Solano	Commissioner Spering
Joanne Busenbark	Senior	Napa	Commissioner Dodd
Carlos Castellanos	Economy	Alameda	Chair Haggerty, Vice Chair Tissier
Bena Chang	Economy	Santa Clara	Chair Haggerty, Vice Chair Tissier
Wilbert Din	Minority	San Francisco	Commissioners Daly and Rubin
Sandi Galvez	Environment	Alameda	Chair Haggerty, Vice Chair Tissier
Richard Hedges	Economy	San Mateo	Chair Haggerty, Vice Chair Tissier
Jim E. Blacksten	Disabled	San Francisco	Commissioners Campos and Wiener
Dolores Jaquez	Senior	Sonoma	Commissioner Mackenzie
Linda Jeffrey Sailors	Economy	Alameda	Chair Haggerty, Vice Chair Tissier
Tina King Neuhausel	Environment	Contra Costa	Chair Haggerty, Vice Chair Tissier
Randi Kinman	Low-Income	Santa Clara	Commissioners Chu and Yeager
Federico Lopez	Disabled	Contra Costa	Commissioners Glover and Worth
Marshall Loring	Senior	San Mateo	Commissioners Lempert and Tissier
Yokia Mason	Low-Income	Alameda	Commissioners Bates and Haggerty
Elizabeth A. Clary	Low-Income	Sonoma	Commissioner Mackenzie
Tanya Narath	Environment	Sonoma	Chair Haggerty, Vice Chair Tissier
Alan R. Talansky	Economy	San Mateo	Chair Tissier, Vice Chair Rein Worth
Kendal Oku	Minority	Marin	Commissioner Kinsey
Lori Reese-Brown	Minority	Solano	Commissioner Spering
Gerald Rico	Minority	Napa	Commissioner Dodd
Frank Robertson	Minority	Contra Costa	Commissioners Glover and Rein Worth
Dolly Sandoval	Senior	Santa Clara	Commissioners Chu and Yeager
Egon Terplan	Environment	San Francisco	Chair Haggerty, Vice Chair Tissier

Date: February 23, 2011
 W.I.: 1114
 Referred by: Legislation
 Revised: 07/25/12-C

Attachment C
 Resolution No. 3931
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**Metropolitan Transportation Commission
 Policy Advisory Council
 Former Advisors and Their Replacements**

Former Advisor	Time Served	Representing	Replaced By
Andrew Casteel	March 2010 – June 2010	Environment	Sandi Galvez on February 23, 2011
Ann Hancock	March 2010 – July 2010	Environment	Tanya Narath on February 23, 2011
Allison M. Hughes	March 2010 – September 2011	Disabled	Jim E. Blacksten on July 25, 2012
Evelina Molina	March 2010 – February 2012	Low-Income	Elizabeth A. Clary on July 25, 2012
Cheryl O'Connor	March 2010 – February 2012	Economy	Alan R. Talansky on July 25, 2012
Carmen Rojas	March 2010 – November 2010	Alameda Low-Income	Yokia Mason on February 23, 2011
Abigail Thorne-Lyman	March 2010 – June 2010	Environment	Tina King Neuhausel on February 23, 2011