

October 7, 2009

Memorandum #2009-168

TO: Nominating Committee

BY: Dwight L. Farmer, Executive Director/Secretary

RE: Nominating Committee Meeting, October 14, 2009

Attached are the agenda and related materials for the Nominating Committee meeting scheduled for **Wednesday, October 14, 2009, 1:30 p.m. – 3:00 p.m.**, in the **Regional Board Room**.

CR/JB/kg

Attachments

Nominating Committee

Douglas L. Smith (PO), Chair

Bruce C. Goodson (JC)

Dennis W. Heuer (VDOT)

Jeanne Zeidler (WM)

Joe S. Frank (NN)

Michael S. Townes (HRT)

Paul D. Fraim (NO)

Stan D. Clark (IW)

William D. Sessoms (VB)

cc: TPO Voting Members
TPO Voting Alternates
TPO Nonvoting Members
Dwight L. Farmer
Camelia Ravanbakht
Carlos Gonzalez
Rob Case

**AGENDA
NOMINATING COMMITTEE
OCTOBER 14, 2009**

CALL TO ORDER 1:30 p.m.

The Regional Building, 723 Woodlake Drive, Chesapeake, Virginia

CALL TO ORDER

PUBLIC COMMENT PERIOD (Limit: 3 minutes per individual)

APPROVAL OF AGENDA

AGENDA

1. Freight Transportation Advisory Committee
2. Citizen Transportation Advisory Committee
3. For Your Information
4. Old/New Business

ADJOURNMENT

ITEM #1: FREIGHT TRANSPORTATION ADVISORY COMMITTEE

As prescribed in the HRTPO Bylaws Article VII Section 8, the Nominating Committee is responsible for nominating candidates for the Freight Transportation Advisory Committee (FTAC). At the September 16, 2009 meeting, the HRTPO Board authorized the Nominating Committee to nominate candidates for membership on the FTAC.

Below is a description of the FTAC, as described in the HRTPO Bylaws Article VII Section 7:

Role:

The Freight Transportation Advisory Committee (FTAC) shall advise the TPO Board on regional freight transportation requirements. The FTAC will conduct public outreach activities that help TPO efforts to explain and help raise awareness of the importance of freight transportation to the region and to collect region-wide public input on these matters.

Size, Nominations, Appointments and Term Limits:

- *The FTAC shall consist of nine members appointed to five-year terms by the TPO Board based on recommendations from the Nominating Committee.*
- *In the event that an appointed member does not complete his or her term, then the Nominating Committee shall recommend a replacement for appointment by the TPO Board to serve the unexpired portion of the term.*
- *Each term may be renewed for an additional five-year term, upon recommendation by the Nominating Committee.*
- *The TPO Chair shall appoint two members of the FTAC to serve as co-chairs of the FTAC for three-year terms; one shall be a private sector freight expert, and one shall be a voting member from the TPO Board.*
- *The private sector co-chair shall be a non-voting member of the TPO Board.*

Staffing:

- *Staff assistance shall be provided to the FTAC as set forth in Article VIII.**

* The Virginia Port Authority has committed to provide staffing assistance to the FTAC and coordinate with the HRTPO staff.

In coordination with the Virginia Port Authority, the Nominating Committee Chair has provided a list of eleven (11) potential FTAC candidates for the Nominating Committee to review and select (Attachment 1). As stated in the HRTPO Bylaws, the Nominating Committee shall recommend nine (9) candidates for HRTPO Board approval and appointment at the October 21, 2009 meeting.

Attachment 1

RECOMMENDED ACTION:

Select and approve the FTAC candidates for HRTPO Board appointment.

ITEM #2: CITIZEN TRANSPORTATION ADVISORY COMMITTEE

As prescribed in the HRTPO Bylaws Article VII Section 8, the Nominating Committee is responsible for nominating candidates for the Citizen Transportation Advisory Committee (CTAC). At the September 16, 2009 meeting, the HRTPO Board authorized the Nominating Committee to nominate candidates for membership on the CTAC. It is expected that the Nominating Committee Chair shall provide a slate of FTAC member nominees for board approval at the October 21, 2009 HRTPO Board meeting and provide CTAC monthly progress reports to the HRTPO Board, leading to board approval of a slate of CTAC member candidates at the HRTPO Board December 16, 2009 meeting.

Furthermore, HRTPO staff has been directed to coordinate with the Nominating Committee to establish criteria and a membership nomination process to ensure diversity in CTAC membership (Attachment 2).

A. MEMBERSHIP CRITERIA

Based on staff research of other citizen advisory committees nationwide and in accordance with HRTPO Bylaws, CTAC members should meet the following four preliminary criteria:

1. Reside in one of the jurisdictions located in the Hampton Roads metropolitan planning area;
2. Have an interest in the regional transportation planning process;
3. Have an interest in promoting public involvement and community outreach in transportation planning for the region; and
4. Have time to review pertinent materials and attend and actively participate in CTAC meetings.

RECOMMENDED ACTION:

Approve the CTAC membership criteria.

B. MEMBERSHIP NOMINATION PROCESS

Nominations by the Nominating Committee for HRTPO Board appointment should be made in the following manner:

1. The Nominating Committee, along with HRTPO staff, has crafted an application to collect candidates from interested persons.
2. Applications from interested persons are under a 30-day solicitation period from October 8, 2009 – November 6, 2009.*

- a. The HRTPO will solicit interested applicants through advertisements posted in local newspapers; HRTPO e-mail distribution list; and a public notice posted on the HRTPO website (www.hrtpo.org).
 - b. HRTPO Board members will be encouraged to announce the application process through their own municipal meetings, web sites, etc.
 - c. All applications will be directed to and assembled by the HRTPO Public Involvement and Community Outreach Administrator.
3. After the 30-day period, the Nominating Committee will review applications and make recommendations to the HRTPO Board for 21 to 30 CTAC members.
 4. The Nominating Committee will determine which CTAC members will serve staggered terms of one, two, and three years for the first three years. Thereafter, all members shall be appointed to three-year terms.
- * Due to the aggressive time schedule, the Nominating Committee Chair has given the HRTPO staff approval to begin the 30-day application solicitation process beginning on October 8, 2009 and running through November 6, 2009.

RECOMMENDED ACTION:

Approve the Nominating Committee CTAC membership nomination process.

C. SCHEDULE NEXT NOMINATING COMMITTEE MEETING

In order to put forth the CTAC candidate nominations to the HRTPO Board for appointment at the December 16, 2009 HRTPO meeting, HRTPO staff recommends the Nominating Committee convene during the third week of November to review applications and select CTAC candidates.

RECOMMENDED ACTION:

Select a date between November 16 – 20, 2009 to convene the Nominating Committee to review applications and select CTAC candidates.

ITEM #3: FOR YOUR INFORMATION

ITEM #4: OLD/NEW BUSINESS