

**Chittenden County Metropolitan Planning Organization
Citizen Participation Committee
Operating Procedures**

Background:

A Public Involvement Committee met between February and April of 2003 to help develop a Public Involvement Plan (PIP) for the CCMPO. This plan, with expected adoption by the CCMPO Board on September 17, 2003, will form the basis for the CCMPO's outreach and public input activities.

The plan, however, is only a starting point. It makes a series of recommendations to strengthen public input, but does not prescribe actual activities. It recommends a Citizen Participation Committee as a "group that would report to the CCMPO Board and be responsible for reviewing public involvement efforts and providing a feedback loop to staff and consultants."

Committee Purpose:

To assist in the development of a comprehensive public involvement process building off of the adopted Public Involvement Plan (PIP). The focus of the committee's first year of work will be establishing protocols for the review of public involvement activities. It is expected that the committee will work with staff and consultants to devise a meaningful review process that will help to strengthen the CCMPO's public involvement activities.

Membership:

Members of the original committee will be asked to serve on the new committee. The committee shall have no more than twelve people, and at a minimum, the following will be represented:

1. Staff: CCTA, CCMPO, and VTrans;
2. Public: Low income representative, senior representative, minority representative, disabled representative;
3. At-Large Member; and
4. CCMPO Board Member

The committee shall elect one of its members as Chair. The Chair will work closely with the facilitator to develop goals, strategies, and agendas for the committee.

Proposed Meetings:

The Committee will meet beginning in October, 2003. It will meet monthly for one year. The Committee will determine how best to make decisions and will establish its own meeting protocols.

Proposed Schedule:

The Committee members will agree to serve for one year during this planning process. It is expected that by September of 2004, a process will be in place to review public involvement efforts and make recommendations for improvement. The committee is responsible to the CCMPO Board. Regular reports shall be made to the Board by the Board member of the committee and/or the Chair. A report on public participation shall be prepared and submitted to the CCMPO Board no later than September 2004 recommending such things as changes to the PIP, further steps to be taken, and evaluation of the committee and process currently underway.