

Transportation Advisory Board

of the Metropolitan Council of the Twin Cities

TO: Transportation Advisory Board
FROM: Kevin Roggenbuck, Transportation Coordinator
DATE: July 14, 2010
RE: TAB Public Participation Process.

The TAB is updating its Bylaws. The updated Bylaws include a formal way for the public to participate at TAB meetings. Attached to this memo is a description of a proposed public participation process developed by members of the TAB Executive Committee.

Currently, public participation at TAB meetings is allowed at the discretion of the Chair. The lengthy public comments received at the April 15, 2009 TAB meeting related to the discussion of ARRA transportation funding highlighted the need for a formal and managed process.

Staff will describe the proposed public participation process to the Board as part of the discussion of the updated TAB Bylaws.

TAB public participation process

Accessible TAB meeting materials.

All TAB agendas, previous meeting minutes, action items and other materials will be posted on the Metropolitan Council's website about one week prior to the meeting. Anyone can read and download the same meeting materials provided to the TAB members.

The TAB Coordinator will provide a link to the TAB materials posted on the Council's website to interested parties who have requested notification.

The Metropolitan Council will advertise the TAB meetings through its own public notification process.

Format of public participation at subcommittee meetings.

The format for accepting public comments shall be at the discretion of the subcommittee chair with input from the subcommittee members. The subcommittee chair may elect to simply accept comments in a public hearing format or engage the speaker in a discussion as in a public meeting format.

Public participation at subcommittee meetings.

The more substantive discussion of action items and information items occurs at the standing subcommittee meetings. For this reason, the TAB encourages public participation at the TAB Policy and the TAB Programming Committee meetings. The TAB will provide an online sign-up sheet through the Council's website and outside the meeting room at each subcommittee meeting. The sign-up sheet will include the speaker's name, affiliation with any organization and the agenda item the speaker wishes to address. The online sign-up sheet will be linked from the TAB agenda.

The TAB Coordinator will provide both sign-up sheets to the subcommittee chair before the call to order. The subcommittee chair will call on the speakers and the TAB Coordinator will facilitate public comment, distributing handouts provided by the speaker and enforcing a time limit. Speakers are asked to limit their comments to three minutes and are encouraged not to repeat comments made by previous speakers. If needed, staff from the Met Council Data Center will assist in facilitating public comment.

The TAB will accept public comment only from those who have signed up to speak. Public comments shall be summarized and recorded in the meeting minutes.

Public participation at full TAB meetings.

The full TAB agenda will include an agenda item called "Open Forum" where the public may address the Board about any issue not on the agenda. Speakers will raise their hand to be recognized by the TAB Chair. Speakers are asked to identify themselves and any organization affiliation, and to limit their comments to three minutes. Their comments will be summarized and recorded in the meeting minutes.