



**Metro**

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Metropolitan Transportation Authority

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## **Roles and Responsibilities of the Metro Policy Advisory Council**

### **Overview**

The Metro Policy Advisory Council (PAC) has been established to review, comment and provide input on the draft Measure M Master Guidelines (Guidelines), the Long Range Transportation Plan (LRTP), and possibly other work plans and policy areas that the Metro Board may request. The PAC will report directly to the Board, and its Committees as appropriate, on the issues being addressed at the PAC meetings. In order to ensure an equal, representative voice of all constituencies, the PAC is made up of three major constituency categories, each with 10 representatives reflective of a diverse coalition of stakeholders. The categories include: transportation consumers – those who use or are impacted by our complex transport system; transportation providers – those who supply or regulate transportation infrastructure and services; and jurisdictions – representatives of elected bodies accountable to the needs of consumer and provider constituencies. In total, there are 30 representatives and 30 alternates on the PAC.

The PAC will provide high level policy input on the large policy issues facing mobility in the county. As an example, an area of focus could be on issues of equity, system performance and delivery as it relates to countywide transportation projects or programs, as opposed to promoting project specific advocacy or debate, or addressing technical matters. Members do not represent their individual organization on the council—rather the constituency related to the seat—for example: air passenger and freight issues, not LAX or Burbank airport issues; clean air and water concerns, not EnviroMetro’s agenda; the entirety of cities within the boundaries of the San Gabriel COG, not the COG itself. A member should never advocate for any single or individual agenda when receiving a variety of views from those represented. At its core, the PAC is advisory in nature. There will not be votes on any issues—indeed feedback to the board should reflect the full range of perspectives, not just the “majority” view on any subject. We anticipate robust, vigorous discussions amongst the PAC members where there will be areas of consensus, as well as areas of disagreement.

### **Outreach**

In order to ensure broad input on our policy directives such as the Guidelines and the LRTP, the PAC will be Metro’s partner in providing community outreach. Therefore, a key responsibility of all PAC members will be to outreach and broadly disseminate information to and solicit input from their constituencies and stakeholders. Metro will outreach to its network of organizations, however it is expected that the PAC will provide outreach to their own network and database. Methodologies for outreach can include, but not limited to: social media, eblast messaging,

webinars/virtual town halls, providing information on your organization's website, and holding meetings. Additionally, we strongly encourage the representatives and alternates assigned to each seat of the PAC to work collaboratively to ensure the broadest outreach possible.

- **Commentary vs Comments**

In the course of gathering input, it is important to distinguish between commentary and comments. General commentary through discussion forums, meetings with your stakeholders and constituencies can be brought forth to Metro through the representative/alternate. However, if a stakeholder/constituent wants to make a specific comment on the record that comment needs to be made on the designated comment page of Metro for the policy matter in discussion. In the case of the Guidelines, comments can be submitted at <http://theplan.metro.net/>

- **Outreach by Category**

Outreach is used broadly; however, there may be distinct differences in the categories/constituency as outlined below.

**Consumers** – Consumers comprises a diverse coalition representing the interests of the Older Adults, Individuals with Disabilities, Students, Business and Small Business, Labor, Metro's Citizen Advisory Council, and three representatives in the Enviro/Social Equity community with a focus on Social Justice, Low-Income Communities and the Environment. We encourage Consumer representatives to network and work collaboratively through partnerships with other like organizations in order to maximize participation and input in the process. While each category has its own network and broad base constituency, it is important to highlight specific outreach efforts in the areas of Students and the Business/Small Business Community. The Student representative should make direct outreach to the student community through avenues such as student government, student publications, organizations, and should not be limited to the administrative arm of the academic institution. With the Business/Small Business Community, these representatives are encouraged to work together to ensure a breadth of business interests throughout the county is covered, with particular attention given to the wide network of small business organizations and chambers of commerce.

**Providers** – Providers represent a wide range of agencies and organizations that play a pivotal role in the provision of transportation/transport and planning services. It is important that these representatives keep their constituencies informed and seek input from key stakeholders within their organizations, such as committees, task forces, and key leadership. Additionally, it is requested that the representatives from the Ports and Airports keep their counterparts informed and seek their input.

**Jurisdictions** - Jurisdictions include representation from the seven Councils of Government (COGs), the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA), the County of Los Angeles and City of Los Angeles. The PAC member serves as the voice and conduit for perspectives of all the cities within their COG, and in the case of the City of Los Angeles and County of Los Angeles, all the individual communities within those jurisdictions. It is critical to keep all city/county leadership engaged and informed.

### **Governance**

For governance, there will be three Officers installed in June– Chair, Vice-Chair and Second Vice-Chair. There will be one officer for each of the three major constituency categories. Between now and June, the representatives within each category should communicate with their fellow appointees on making a selection on who will have the role of officer within their specific category. A straw poll will determine the selection of Chair, Vice-Chair and Second Vice-Chair and officers will rotate yearly.

The role of the Officers will be to run the meetings of the PAC, represent the PAC before the Metro Board and, as appropriate, committees; and to coordinate with staff the agenda for PAC meetings and materials that will be distributed.

### **Meetings**

Generally, meetings will occur quarterly on the second Tuesday of March, June, September, and December. During the review of the Guidelines, the PAC will meet monthly. Thereafter, meeting times will be determined by the work plan under review. Additionally, the Officers will present input of the PAC to the Metro Board and committees when appropriate.

### **Metro Support**

Metro staff will assist the PAC by preparing/posting agendas, distributing materials and coordinating meeting spaces as requested. Metro staff will also take minutes for the PAC, should the officers request it. Metro has a webpage dedicated to the various Metro sponsored committees and information regarding the PAC will be posted there. Metro staff will be coordinating the PAC meetings and working with the Officers to prepare accordingly.