

Metro Policy Advisory Committee: Roles and Protocol

Duties

The Metro Policy Advisory Committee (MPAC) is established by the Metro Charter originally approved by voters in 1992. MPAC's duties, as outlined in the Charter and MPAC's bylaws, are to advise the Metro Council on the amendment or adoption of the Regional Framework Plan including such topics as regional transportation; management of the urban growth boundary (UGB); protection of lands outside the UGB for natural resource, future urban or other uses; planning responsibilities required by state law; and other growth management and land use planning matters determined by the Council to be of metropolitan concern which will benefit from regional planning. MPAC meetings are scheduled for the 2nd and 4th Wednesday's of the month and are usually held from 5 to 7 p.m. at the Metro Regional Center, 600 NE Grand in Portland.

While MPAC is *advisory* to the Metro Council, its transportation companion, the Joint Policy Advisory Committee on Transportation (JPACT) is a product of Metro's Metropolitan Planning Organization (MPO) designation and MPO actions require *approval* of JPACT.

Assumption of Service

Under the Metro Charter, an ordinance authorizing provision or regulation by Metro of a local government service is not effective unless the ordinance is approved by either the voters of Metro or a majority of the members of MPAC.

Membership

MPAC is composed of 21 voting members representing cities, counties, special districts, and the public and six non-voting members including a representative from the Oregon Department of Land Conservation and Development, Port of Portland, city in Clackamas County outside the UGB, city in Washington County outside the UGB, City of Vancouver, Washington and Clark County, Washington. In addition, three Metro Councilors participate as non-voting liaisons.

A chair, 1st vice-chair, and 2nd vice-chair are elected each year as MPAC's officers. The 1st vice-chair moves up to chair and the 2nd vice-chair moves up to 1st vice-chair. The practice is to rotate each position with a representative from a jurisdiction within each county and to rotate between cities and counties. The chair presides at all MPAC meetings, is responsible for the expeditious conduct of MPAC's business, and approves the meeting agenda.

The three officers along with the three Metro Council liaisons comprise the MPAC Coordinating Committee which is responsible for long-term planning of MPAC business and agendas. The Coordinating Committee usually meets once per month. Council liaisons are Metro Councilors who assist in communicating Council topics to MPAC and serve as a bridge between the Council and MPAC.

Metro Technical Advisory Committee

MPAC is assisted in their work by the Metro Technical Advisory Committee (MTAC). MTAC is a 31-member advisory committee to MPAC. Its purpose is to provide MPAC with technical recommendations on growth management subjects. Similar to MPAC, MTAC members represent cities, counties, special districts and the public. In addition, members represent utilities, land use advocacy organizations, environmental organizations, development community, and economic development associations. MTAC is governed by bylaws which are included within MPAC's bylaws. Each of the 31 jurisdictions or

organizations named in the bylaws is required to submit annually the name of their MTAC representative. MPAC may approve or reject any nomination to MTAC. If a MTAC membership category (member and alternate) is absent for three consecutive MTAC meetings, the representatives will lose their voting privilege. They may regain their voting status after attending three consecutive MTAC meetings.

Protocols for scheduling agenda topic

For 2009, MPAC will primarily be addressing Making the Greatest Place topics including local aspirations; outcomes-based urban growth management and performance measures; the regional forecast; a capacity analysis; the Regional Transportation Plan including a long-range High Capacity Transit plan, a Systems Management and Operations Plan, freight plan, and a financing strategy; and urban and rural reserves. Metro staff is responsible for these agenda items.

Other agenda topics may be proposed by MPAC members and will be considered as time permits and with the approval of the MPAC Coordinating Committee. For a topic that is not part of the Making the Greatest Place work plan, a request must be made to the MPAC Coordinating Committee by completing the attached worksheet and sending it to Sherry Oeser, sherry.oeser@oregonmetro.gov and Kelsey Newell, kelsey.newell@oregonmetro.gov. Staff will work with the MPAC Coordinating Committee to determine if and when the topic is scheduled. *If an item is proposed by a MPAC member and approved by the MPAC Coordinating Committee, the MPAC member is responsible for preparing any necessary material, providing it to the Metro staff listed above, leading the discussion of the topic at the MPAC meeting, and providing any necessary follow-up.*

Once a topic is scheduled, the presenter will be notified by staff and must provide any needed material electronically to Kelsey Newell no later than eight days prior to the MPAC meeting for inclusion in the agenda packet. The worksheet serves as an executive summary providing background and context for a topic and specifying what action is needed from MPAC. The worksheet is included in the agenda packet as the introduction to the topic.

MPAC Worksheet

Agenda Item Title (include ordinance or resolution number and title if applicable):

Presenter:

Contact for this worksheet/presentation:

Council Liaison Sponsor:

Purpose of this item (check no more than 2):

Information _____

Update _____

Discussion _____

Action _____

MPAC Target Meeting Date: _____

Amount of time needed for:

Presentation _____

Discussion _____

Purpose/Objective (what do you expect to accomplish by having the item on *this meeting's* agenda):
(e.g. to discuss policy issues identified to date and provide direction to staff on these issues)

Action Requested/Outcome (What action do you want MPAC to take at *this meeting*? State the *policy* questions that need to be answered.)

Background and context:

What has changed since MPAC last considered this issue/item?

What packet material do you plan to include? (must be provided 8-days prior to the actual meeting for distribution)

What is the schedule for future consideration of item (include MTAC, TPAC, JPACT and Council as appropriate):