

May 15, 2018



AGENDA ITEM 4 B

CITIZENS MULTIMODAL ADVISORY COMMITTEE APPOINTMENTS

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item proposes the appointment of three applicants, Ms. Wanda Carter, Ms. Mary Kay Falconer, and Mr. Roger Holdener, to the Citizen's Multimodal Advisory Committee (CMAC) by the Capital Region Transportation Planning Agency (CRTPA) Board. The Application of Ms. Wanda Carter has been provided as **Attachment 1**, with the application of Ms. Mary Kay Falconer being provided as **Attachment 2**, followed by the application of Mr. Roger Holdener provided as **Attachment 3**.

HISTORY AND ANALYSIS

The CMAC is an advisory committee to the CRTPA composed of volunteers who dedicate their time and advice to the CRTPA on issues pertaining to transportation planning within the region. Pursuant to Article III, Section 2 of the CMAC Bylaws, the CMAC may consist of a maximum of fifteen (15) voting representatives of from the four (4) county region. The bylaws for the CMAC have been provided as **Attachment 4**. Current membership of the CMAC includes four (4) voting members, all of which are men. Of the four voting members, one member represents Wakulla County, and the remainder represent Leon County. Current needs of the CMAC include representatives of the handicapped, minorities, young adults, females, and representatives of Gadsden and Jefferson County.

Three applications for service on the committee have been received by CRTPA Staff, and as the committee is currently in need of additional members it is recommended that all three be appointed to the committee for an initial four (4) year term. Ms. Carter offers to the committee a background in real estate, and is knowledgeable of the neighborhoods within Leon County. Demographically, she adds a female voice as well as a minority voice to the committee, both of which are lacking in the current voting membership. Likewise, Ms. Falconer offers to the committee a voice from the perspective of a female (which is currently lacking) and adds a viewpoint of a cyclist who rides within Tallahassee for both recreation and as a means of transportation. Mr. Holdener provides to the committee the interests and perspective of senior cyclists and pedestrians within the Tallahassee area, and volunteers with Elder Services to deliver meals to the elderly and low income on his bicycle. All three applicants provide valuable perspectives and knowledge to the CMAC Voting membership and have expressed a desire to serve.

RECOMMENDED ACTIONS

- Option 1: Approve the appointments of Ms. Wanda Carter, Ms. Mary Kay Falconer, and Mr. Roger Holdener to the CMAC.

OPTIONS


- Option 1: Approve the appointments of Ms. Wanda Carter, Ms. Mary Kay Falconer, and Mr. Roger Holdener to the CMAC.
(RECOMENDED)

- Option 2: CRTPA Board Discretion.

ATTACHMENTS

- Attachment 1: CMAC Application, Ms. Wanda Carter
Attachment 2: CMAC Application, Ms. Mary Kay Falconer
Attachment 3: CMAC Application, Mr. Roger Holdener
Attachment 4: CMAC Bylaws

Capital Region Transportation Planning Agency (CRTPA) CITIZEN'S MULTIMODAL ADVISORY COMMITTEE (CMAC) APPLICATION

Please return in person to: Capital Region Transportation Planning Agency 300 S. Adams St., 3rd Floor Tallahassee, Florida 32301 Or mail to: CRTPA 300 S. Adams St, Box A-19 Tallahassee, FL 32301		This application will remain in active files for two years. Please contact the CRTPA to advise of any changes regarding the information on this application. Email: lynn.barr@talgov.com PHONE: 850-891-8630
Name: <u>WANDA CARTER</u>		Date: <u>04/04/2018</u>
Work Phone: <u>8503217280</u>	Home Phone: <u>8503217280</u>	Email: <u>realestatepro2008@gmail.com</u>
Please list your specific employer/occupation if employed by a State, Federal, or local government:		
Employer: <u>Realtor Associated with Keller Williams Town & Country Realty</u>		
Please provide your home and work address (if applicable). Please check that box of your preferred mailing address.		
<input type="checkbox"/> Home Address: <u>1831 Larette DR</u>		
City/State/Zip: <u>TALLAHASSEE, FL 32301</u>		
<input type="checkbox"/> Work Address: <u>1520 Killlearn Center Blvd</u>		
City/State/Zip: <u>TALLAHASSEE, FL 32309</u>		
<p style="text-align: center;">The Capital Region Transportation Planning Agency strives to ensure that its citizens multimodal advisory committee is representative of the community's demographic makeup. To assist in this endeavor, please provide the following information (voluntary).</p> <p style="text-align: center;"><i>Please also note if you are physically challenged.</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
Race: <input type="checkbox"/> American Indian or Alaskan Native <input checked="" type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> White		
Gender: <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male		
Identify any potential conflicts of interest that might occur were you to be appointed: <u>N/A</u>		
Do you ride the bus? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you drive a car? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Please circle your age bracket 18 - 25 / 26 - 35 / 36 - 49 / <u>50 and over</u>		
Do you bicycle to work/shopping? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you bicycle for recreation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you walk to work/shopping? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Do you walk for recreation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Can you serve a multi-year term? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Can you regularly attend meetings? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Conflicts:		
Please circle any special population interests you may represent:		
<u>Minorities, Road Cyclists, Off-Road Cyclists,</u>	Transit Riders	Transportation Disadvantaged
<u>Child, Youth, or Senior Pedestrian Advocates</u>	Students	Persons with Disabilities, <u>Seniors</u>

CITIZEN'S MULTIMODAL ADVISORY COMMITTEE APPLICATION

Please tell us something about yourself! This information will help us create an advisory board that is reflective of a broad spectrum of the community. If you have any interests, hobbies, community activities, previous experience on committees, or anything else you would like us to know in consideration of your application please write it here. You may also attach this information.

As someone who is involved in and who promotes active living, I would like to be a part of the conversation about to make such a lifestyle easily accessible to the public throughout the County and City. I would like to promote wider use of buses for accessing recreational venues such as parks, walking trails, and biking trails.

My professional background is varied and ranges from television production, news reporting, cable splicing, legislative policy analysis, legal and regulatory research, and Real estate. As a Realtor, I am constantly moving around the County and the City by car. However, I and my colleagues serve the entire community - we encounter all kinds of commuting needs presented by customers. Customers may want to buy a residence based on walking distance or biking distance to their jobs, bus routes, proximity to recreational facilities, sidewalks, etc. I may be able to contribute some insights on changing public commuting demands.

How did you hear about us????

Transportation workshop held Fall 2017 at Myers Park.

I serve on the County's Affordable Housing Advisory Committee.

All statements and information provided in this application are true to the best of my knowledge.


Signature:

Wanda E. Carter

If you have a disability requiring accommodations, or need assistance filling out this application, please contact the Capital Region Transportation Planning Agency at 850-891-8630.

The telephone number for the Florida Relay TDD Service is #711 or 1-800-955-8771.

Capital Region Transportation Planning Agency (CRTPA) CITIZEN'S MULTIMODAL ADVISORY COMMITTEE (CMAC) APPLICATION

Please return in person to: Capital Region Transportation Planning Agency 300 S. Adams St., 3rd Floor Tallahassee, Florida 32301 Or mail to: CRTPA 300 S. Adams St, Box A-19 Tallahassee, Fl. 32301		This application will remain in active files for two years. Please contact the CRTPA to advise of any changes regarding the information on this application. Email: lynn.barr@talgov.com PHONE: 850-891-8630
Name: <u>Mary Kay Falwoner</u>		Date: _____
Work Phone: <u>921-4494</u>	Home Phone: <u>850-546-5821</u>	Email: <u>drunkbikes@hotmail.com</u>
Please list your specific employer/occupation if employed by a State, Federal, or local government:		
Employer: <u>Office of Prevention Fund of Florida (private-non-profit)</u>		
Please provide your home and work address (if applicable). Please check that box of your preferred mailing address.		
<input checked="" type="checkbox"/> Home Address: <u>2140 Armistead Rd.</u> City/State/Zip: <u>Tallahassee, Florida 32308</u>		
<input type="checkbox"/> Work Address: <u>111 N. Gadsden Street</u> City/State/Zip: <u>Tallahassee, Fl. 32301</u>		
<p style="text-align: center;">The Capital Region Transportation Planning Agency strives to ensure that its citizens multimodal advisory committee is representative of the community's demographic makeup. To assist in this endeavor, please provide the following information (voluntary).</p> <p style="text-align: center;"><i>Please also note if you are physically challenged.</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
Race: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Hispanic <input checked="" type="checkbox"/> White		Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Identify any potential conflicts of interest that might occur were you to be appointed:		
Do you ride the bus? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you drive a car? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please circle your age bracket 18 - 25 / 26 - 35 / 36 - 49 / <u>50 and over</u>		Do you bicycle to work/shopping? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you bicycle for recreation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Do you walk to work/shopping? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you walk for recreation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Can you serve a multi-year term? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Can you regularly attend meetings? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Conflicts: _____
Please circle any special population interests you may represent:		
Minorities, <u>Road Cyclists</u> , <u>Off-Road Cyclists</u> ,	Transit Riders	Transportation Disadvantaged
Child, Youth, or <u>Senior Pedestrian Advocates</u>	Students	Persons with Disabilities, <u>Seniors</u>

CITIZEN'S MULTIMODAL ADVISORY COMMITTEE APPLICATION

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Occupation: Senior Program Evaluator (work full-time)
FSU - PhD in Demography
Professional Experience: Florida Legislature Staff,
FSU Research Associate, Program Evaluator
Active in Tallahassee Rowing Club (20+ years)
Active in Bolton Hills Neighborhood Assoc. Board (13+ years)
Student Mentoring at Kate Sullivan School

How did you hear about us????

Attended CRTPA meeting and saw the committee listed on the website.

All statements and information provided in this application are true to the best of my knowledge.


Signature: _____

Mary Kay Falcon

If you have a disability requiring accommodations, or need assistance filling out this application, please contact the Capital Region Transportation Planning Agency at 850-891-8630.

The telephone number for the Florida Relay TDD Service is #711 or 1-800-955-8771.

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Please return in person to: Capital Region Transportation Planning Agency 408 N. Adams St., 4 th Floor Tallahassee, Florida 32301 Or mail to: CRTPA 300 S. Adams St, Box A-19 Tallahassee, FL 32301	Capital Region Transportation Planning Agency  • 408 N. Adams St., 4 th FLOOR • TALLAHASSEE, FL 32301	This application will remain in active files for two years. Please contact the CRTPA to advise of any changes regarding the information on this application. Email: lynn.barr@talgov.com FAX: 850-891-6832 PHONE: 850-891-6800						
Name: <u>ROGER V. HOLDENER</u>		Date: <u>1.25.18</u>						
Work Phone: <u>570.6757</u>	Home Phone: <u>656.6521</u>	Email: <u>ROGER.SUNBORN66@Yahoo.com</u>						
Please list your specific employer/occupation if employed by a State, Federal, or local government: Employer: <u>RETIRED</u>								
Please provide your home and work address (if applicable). Please check that box of your preferred mailing address. <input checked="" type="checkbox"/> Home Address: <u>3085 GOVERNORS CT DR</u> City/State/Zip: <u>32301</u>								
<input type="checkbox"/> Work Address: City/State/Zip:								
<p style="text-align: center;">The Capital Region Transportation Planning Agency strives to ensure that its citizens multimodal advisory committee is representative of the community's demographic makeup. To assist in this endeavor, please provide the following information (voluntary).</p> <p style="text-align: center;"><i>Please also note if you are physically challenged.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <table style="width: 100%;"> <tr> <td style="width: 33%;"> Race: <input type="checkbox"/> American Indian or Alaskan Native </td> <td style="width: 33%;"> <input type="checkbox"/> Black </td> <td style="width: 33%;"> <input type="checkbox"/> Other </td> </tr> <tr> <td> <input type="checkbox"/> Asian or Pacific Islander </td> <td> <input type="checkbox"/> Hispanic </td> <td> <input checked="" type="checkbox"/> White </td> </tr> </table> <p style="text-align: right;"> Gender: <input type="checkbox"/> Female <input checked="" type="checkbox"/> Male </p>			Race: <input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Black	<input type="checkbox"/> Other	<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Hispanic	<input checked="" type="checkbox"/> White
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Can you serve a multi-year term? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Can you regularly attend meetings? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Conflicts:							
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Child, Youth, or <u>Senior Pedestrian Advocates</u>	Transportation Disadvantaged Persons with Disabilities <u>Seniors</u>							

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WAS A LOCAL BUSINESS OWNER FROM '72-'86
HAVE BEEN AN AVID CYCLIST FOR DECADES
CHARTER MEMBER OF THE COMMITTEE FOR A BIKABLE
COMMUNITY.

COMMUTED TO WORK BY BUS '89-'91
" " " " BIKE '06-'09

CURRENTLY INVOLVED WITH ELDER CARE SERVICES
MEALS ON 2 WHEELS. WE DELIVER MEALS TO THE
ELDERLY AROUND TOWN BY BICYCLE TWICE A
WEEK.

How did you hear about us????

I WAS A PAST MEMBER

All statements and information provided in this application are true to the best of my knowledge.

Signature: _____



If you have a disability requiring accommodations, or need assistance filling out this application, please contact the Capital Region Transportation Planning Agency at 850-891-6800.

The telephone number for the Florida Relay TDD Service is 711 or 1-800-955-8771.

Citizen's Multimodal Advisory Committee Bylaws

Adopted June 2017

Preamble

The Capital Region Transportation Planning Agency (CRTPA) supports full and timely public participation in the transportation decision-making process of the CRTPA. To ensure that participation is reflective of the cross section of residents and interests within the CRTPA area, it has created a Citizens Multimodal Advisory Committee (CMAC) to advise the CRTPA Board.

The following sets forth the Bylaws that guide the proper functioning of the urban transportation planning process for the CMAC of the CRTPA.

ARTICLE I: NAME AND PURPOSE

Section 1. NAME

The name of this committee shall be the Citizens Multimodal Advisory Committee (CMAC).

Section 2. PURPOSE

This Committee was established by the Capital Region Transportation Planning Agency (CRTPA) in May 2012. The tasks of this Committee shall include, but not be limited to the following:

- a. Provide independent citizen advice to the CRTPA Board on issues related to the transportation planning processes in the CRTPA region. This includes but is not limited to: the Long Range Transportation Plan, Unified Planning Work Program, Priority Project Lists, Transportation Improvement Program, Public Involvement Plan, and other regionally significant transportation related issues and projects as requested.
- b. Provide advice to the CRTPA from a balanced mobility perspective considering the needs and safety of all transportation users and modes of transportation in the CRTPA region within fiscal and physical constraints.
- c. Promote equity in the regional transportation planning process.
- d. Promote public awareness and participation in the regional transportation planning process within the region and from professional and citizen-based organizations and employers.
- e. Review and evaluate CRTPA issues as requested by the CRTPA Board, or CRTPA staff.

ARTICLE II: ORGANIZATION

Section 1. AREA

The Committee shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla counties.

Section 2. AUTHORITY

Pursuant to 23 USC 134, 49 USC 5303, 23 CFR 450, and Section 339.175 (6)(e), Florida Statutes, the CMAC is statutorily formulated. The CMAC is also governed by the policies and guidelines set forth by the CRTPA.

Section 3. NONDISCRIMINATION

No organization or person shall, on the grounds of race, color, national origin, religion, creed, or handicap, be excluded from participating in, be denied the benefits of, or be subject to discrimination from the CMAC.

ARTICLE III: MEMBERSHIP

Section 1. GEOGRAPHICAL AND SPECIAL INTEREST BALANCE

The CMAC shall represent and serve the CRTPA area, which encompasses all of Gadsden, Jefferson, Leon, and Wakulla Counties. The CMAC will be made up of a cross-section of citizens who represent the four-county region. Pursuant to Section 339.175(e), Florida Statutes, the membership on the citizen's advisory committee must reflect a broad cross-section of local residents with an interest in the development of an efficient, safe, and cost-effective transportation system. Minorities, the elderly, and the handicapped must be adequately represented. The CRTPA Executive Director or his /her designee may recommend appointment to the CMAC with approval of the CRTPA Board to balance the geographical or special interest/diversity of the committee.

Section 2. MAXIMUM MEMBERSHIP

The CMAC will consist of a maximum of fifteen (15) voting representatives from the four (4) county region.

Section 3. TERMS OF MEMBERSHIP AND REAPPOINTMENT PROCEDURES

Terms of membership are based on the calendar year, and are renewable in January 1 of any given year, regardless of when appointments were made. Further details of term conditions are outlined below.

- a. Application - Anyone serving on the CMAC must have a completed application on file to be considered for appointment to the committee.
- b. Terms - CMAC members are appointed by and serve at the pleasure of the CRTPA Board. CMAC Members may be replaced at the will of the CRTPA Board, however, the anticipated term of service of a CMAC member shall be four years.
- c. Reappointments - A CMAC Member may be reappointed by the CRTPA Board to one or more four-year terms. Terms are reconsidered for renewal at the end of each calendar year, no later than the last CRTPA Board Meeting of a calendar year, regardless of the date of initial appointment.

Section 4. RESIGNATIONS

CMAC members are expected to send written notice of intent to resign their position to the CRTPA Executive Director, as soon as practical, but at least one (1) month prior to their expected resignation from attendance at any meeting, if possible.

Section 5. VACANCIES

When vacancies exist, the CRTPA Executive Director or his/her designee will review the current demographics and representation on the committee and advise the CRTPA Board of any specific representation that is needed. Board Members will be given an opportunity to forward applications to any individuals they know to have an interest in serving on the CMAC for upcoming CRTPA Board consideration. Completed applications will be forwarded to CRTPA Board Members for consideration, and Board approval will be sought for any suggested appointments.

ARTICLE IV: VOTING

Section 1. VOTING AUTHORITY

Only the appointed members are entitled to vote at any meeting of the CMAC.

Section 2. VOTING WEIGHT

Each CMAC member shall have one vote. Votes shall be weighted equally.

Section 3. QUORUM

The calculations for determining a quorum of the CMAC will consider only appointed voting members and not eligible vacancies. A quorum and the recommendations of the CMAC are subject to the following conditions:

- a. A majority vote (50% of the appointed membership plus 1) of the CMAC shall constitute a quorum. An affirmative vote shall consist of a majority vote of the total quorum present.
- b. In the absence of a quorum at any scheduled meeting, the members present shall function as a full subcommittee, electing an interim chair, if necessary, and the consensus of the group, as determined by a majority vote per item, is forwarded to the CRTPA Board as a recommendation without a quorum.

ARTICLE V: REGULAR AND SPECIAL MEETINGS

Section 1. MEETING SCHEDULE

The meeting schedule is designed to complement the meeting schedule of the CRTPA, such that recommendations from the committee can be considered by the CRTPA Board. The regular meeting of the CMAC will typically be held on the first Tuesday of each month, with the exception of July and August and such other times as scheduled by the Chairperson. Meeting dates will be adjusted by the Chairperson or CRTPA Staff to accommodate holidays or other conflicts.

Section 2. MEETING ATTENDANCE

Each member of the CMAC is expected to demonstrate interest in the CMAC's activities through attendance at the regularly scheduled meetings except for reasons of an unavoidable nature. The CRTPA Executive Director may recommend the removal of any member who fails to attend 50% or more regularly scheduled meetings in a one-year period. A request for removal and replacement of any CMAC member shall be sent to the CRTPA Board from the CRTPA Executive Director at the last scheduled meeting of each year.

Section 3. MEETING LOCATION

Regular meetings of the CMAC shall be held at a location agreed to by the members and accessible by the public.

Section 4. SPECIAL MEETINGS

Special meetings may be called by the Chairperson or CRTPA Staff.

Section 5. MEETING NOTIFICATION

- a. Notice of the time, place and purpose of all regular meetings shall be provided to each member of the Committee, not less than seven (7) days before such meeting. Special meetings will provide notice not less than three (3) days before such meeting.

- b. CMAC meetings shall be advertised on the CRTPA web site at least one week prior to the scheduled meeting date. Special CMAC Meetings will provide notice not less than three (3) days before the special meeting date.
- c. Meetings will be open to the public. Any group which so requests in writing will be notified of CMAC meetings.

Section 6. MEETING MATERIALS

- a. Agenda materials for the CMAC meetings shall be posted on the CRTPA webpage no later than seven (7) days prior to the meeting.
- b. Supplemental materials shall be provided to the CMAC members as soon as practicable and no later than the Friday before a scheduled meeting. These materials shall also be posted on the CRTPA webpage on the same date.

Section 7. MEETING MINUTES

CMAC meetings will be recorded and minutes will be prepared. CMAC Minutes will be posted on the CRTPA website for public review.

ARTICLE VI: OFFICERS & DUTIES

Section 1. Committee Leadership and Selection

The members of the CMAC shall elect from their own membership the following officers no later than the last meeting of the calendar year:

A: Chairperson

B: Vice-Chairperson

Officers shall be elected by a majority vote of the quorum present.

Section 2. Leadership Terms

The terms of office for all officers shall be one year beginning at the first CMAC meeting of the calendar year and terminating at the last CMAC meeting of the year, or until their successors are elected at the next regular meeting of the committee. Any officer may be re-elected for the same office.

Section 3. Leadership Duties:

The Chairperson shall preside at all meetings of the CMAC and conduct all meetings of the CMAC. In the event of the Chairperson's absence, or at the Chairperson's direction, the Vice-Chairperson shall assume the powers and duties of the Chairperson. In the absence of both a Chairperson and Vice-Chairperson at a regular or special CMAC meeting, a temporary Chair

shall be elected by majority vote at the meeting to serve as Chairperson of that meeting, for that meeting alone.

ARTICLE VII: RULES OF PROCEDURE

Section 1. MEETING CONDUCT

All meetings of the CMAC shall be conducted in accordance with the most current edition of Roberts Rules of Order Revised. The Chairperson (or the Vice Chairperson when serving as Chairperson) shall preside at all meetings and shall either serve as the “parliamentarian” or designate another CMAC member to serve as “parliamentarian”.

Section 2. CONFLICT OF INTEREST

Whenever a CMAC Member has cause to believe that a matter to be discussed would involve him/her to be in a conflict of interest, he/she shall announce the conflict of interest and refrain from voting on any such matter.

ARTICLE VIII: BYLAW AMENDMENTS

The CMAC Bylaws may be amended by a majority vote of the CRTPA. A thirty (30) days’ public review period shall be provided prior to final adoption.

ARTICLE IX: PUBLIC PARTICIPATION

Comment will be accepted by individuals during the course of CMAC meetings as set forth below:

- a. Members of the public may speak on items on the approved agenda after a motion has been made on that item and the Chairperson calls for public comment.
- b. Members of the public may speak on items which are not on the agenda during the “Public Comment” section of the agenda.
- c. Individuals are encouraged to complete a separate “Request to Speak” card for each item they wish to address. If they are unable to complete the card, or do not wish to, then his/her concerns will be noted by the CRTPA staff.
- d. Individuals will be allowed to speak up to three minutes on each agenda item or “Public Comment” topic for which they have indicated a desire to speak. Additional time may be allotted at the discretion of the CMAC Chairperson.

- e. Large groups wishing to speak are encouraged to designate a spokesperson to represent their views. Additional time may be allotted at the discretion of the CMAC Chairperson when such a situation arises.