

# Fairfax County Board of Supervisors

## Transportation Advisory Commission

### *Bylaws Update*

Prepared by Jd Walter, Providence District  
March 3, 2020

# “Advice and Counsel”

The Commonwealth of Virginia defines an advisory board as follows:

- **Advisory:** an advisory board, commission or council serves as a formal liaison between the agency and the public, ensuring the agency understands and responds to public concerns and that the activities of the agency are communicated to the public. **Advisory boards provide advice and counsel to an executive branch agency.**

In accordance with its charter (resolved December 4, 1989), the Transportation Advisory Commission (TAC) shall *advise the board and provide information and comments on major transportation issues*, and *provide to the board recommendations regarding the overall planning and programming of transportation improvements*.

RESTATED: The purpose of the TAC is to provide **advice and counsel** to the Board of Supervisors on major transportation issues, initiatives and opportunities to inform transportation policy making and program funding by providing information, insight and comment.

In accordance with its charter and bylaws (redrafted March 3, 2020), the TAC would be required to produce both an Annual Work Plan of *major topics* and a *schedule of activities* for Board approval, and an Annual Report of activities for distribution to the Board and County Executive.

# Organization

To accomplish the work annotated in the TAC charter and restated bylaws, the TAC may be organized into three standing committees, of four members each (*per VFOIA recommendation*). The Chairperson would serve as the fourth member of each committee, though their role would be to provide oversight and guidance rather than conduct activities in accordance with the work plan.

TAC **committees** may then comprise three key areas of transportation **planning** focus with Ad Hoc committees being stood up on demand for terminal activities (i.e. Achievement Award):

- **County**
  - Review and provide comment on transportation and mobility sections of FC plans, to include (but not limited to) Comprehensive and Strategic Plans, Master Plans and Capital Improvements Plans
- **Regional**
  - Explore and provide comment on opportunities to participate, collaborate and be informed by regional transportation and mobility initiatives, programs and activities, to include (but not limited to) Greater Washington Board of Trade, Greater Washington Partnership, Mobility Lab, etc.
- **Future(s)**
  - Study and provide assessment of emerging and future state transportation and mobility considerations related to transportation technology, design concepts and regional cooperation

# Annual Work Plan & Report

The commission bylaws and charter stipulates the TAC will prepare and submit for Board approval an annual report detailing *actions* and annual work plan detailing the *major topics* and a *corresponding schedule of activities*.

RESTATED: The TAC **annual work plan** will be approved by the Board and guided by supervisor and FCDOT inputs, align FC transportation and mobility priorities, and be subject to periodic Board review and modification as necessary. Further, the TAC will provide routine progress and performance reporting to the Board to ensure continued alignment with FC priorities and is supportive of continuous improvement of FC transportation and mobility.

Calendar Year 2020 work plan activities may include:

- **County Committee:**
  - Strategic Plan inputs - working with FC Department of Transportation (FCDOT) [ongoing]
    - Ad hoc: prepare work product templates
- **Regional Committee:**
  - Greater Washington Board of Trade Transportation Demand Management (TDM)
  - Greater Washington Partnership MetroNow
- **Future(s) Committee:**
  - Microtransit (e.g. Via)
  - Autonomous Vehicles (e.g. Uber street mapping)
  - Shared Mobility Devices (e.g. governance structures)

# Work Product

To ensure timely preparation and delivery of clear and concise insights and comments, packaged to be both **useful** and **usable** by the Board, the TAC should deliver work product that is standardized in format and routinized in content presentation.

TAC work product should follow general principles of executive summary, be appropriately and consistently branded, attributable and clearly evidenced. As such, work product may include (**recommended lengths**):

- **Work Plan:** annually prepared detail TAC activities and schedule (**1 page per committee**)
  - **Progress Report:** quarterly prepared snapshot of status of activities identified in work plan (**four quadrant slide - TAC as a whole, 3 committees**)
- **Plan Review:** in-text comment and / or edit of planning documentation
- **Informational Report:** review of facts and figures, summary risks and opportunities, and next steps relevant to specific transportation or mobility trend, technology or concept; includes executive summary and may require accompanying presentation and oral delivery to Board
- **Annual Report:** review of activities and deliverables (**1 summary page per committee**)

# *Actions*

To bring the TAC into alignment with its charter and comply with the request to redraft its bylaws in accordance with County Attorney revised bylaws model, the following TAC actions are recommended (**determine target due dates**):

1. Review and update redrafted bylaws (**DATE**)
2. Adopt updated bylaws (**DATE**):
  - a. Establish standing committees and assign members
  - b. Assign each committee to complete its work plan for the remainder of 2020
3. Convene Working Session to review draft work plan (**DATE**)
4. Adopt work plan (**DATE**)
5. Submit work plan to Board for approval (**DATE**)