To Municipal Members of the PACTS Policy Committee:

**We need you to appoint members and alternates to serve on the new PACTS Policy Committee by the end of February.** Please let me know what I can do to help you with this. Here is our schedule:

• January 24th: Current Policy Committee adopts new bylaws. (While the Policy Committee has not yet acted, I feel that this email to you now is appropriate. Many of you have already developed or are developing your recommendations.)

• **February: Municipalities appoint members to Policy Committee.**

•February: Municipalities meet in subregional groups to recommend a subregional representative(s) to our new Executive Committee.

• March: New Policy Committee meets and appoints subregional representatives to the Executive Committee.

• April: New Executive Committee meets.

Eligibility: As you know, we are revising our bylaws. The draft before the Policy Committee for action this month states that the Policy Committee's members shall be the elected officials of local governments or their designees. Each single-representative municipality shall also appoint two alternates, and each multiple-representative municipality shall appoint two alternates beyond the number of member seats.

Functions and Powers of the Policy Committee in Current Draft Bylaws

1. To establish and modify its, the Executive Committee's, the Technical Committee's, the Transit Committee's and the Planning Committee's structures.

2. To set the tone, establish the regional vision, and do high level policy development. This includes:

- To endorse updates to the transportation plan for the region,
- To collaborate with others to integrate our transportation work with regional issues, such as housing, economic development and conservation.
- To set the overall strategic direction for the biennial Unified Planning Work Program (UPWP).
- To endorse the biennial update of the PACTS TIP Policies and Procedures document which guides the programming of MPO Allocation projects and Federal Transit Administration (FTA) public transit funds.

3. To adopt biennially the PACTS Transportation Improvement Program (TIP).

4.To appoint the five subregional representatives to serve on the Executive Committee. Effort

shall be made, but it is not required, that at least two elected officials serve on the Executive Committee.

5.To establish and amend the PACTS bylaws.

6. To ratify the following budget decisions made by the Executive Committee: the biennial UPWP, the biennial list of MPO Allocation projects, and the annual sub-allocation of FTA capital and operating assistance funds.

7.To return the budget decisions (in subsection 6 above) to the Executive Committee in the event that the Policy Committee finds them inconsistent with the Policy Committee's strategic direction. The Policy Committee does not have the authority to amend these documents/actions.

8.To challenge subsequent Executive Committee *amendments* to the budget decisions (in subsection 6 above) if the members determine that the Executive Committee has not adequately followed the Policy Committee's strategic direction.

9. To perform any other duties required by the Federal and State governments.

Votes, Substitutes and Meeting Frequency: Each voting representative shall have one vote. Attendance by representatives of nine municipalities shall constitute a quorum. No written evidence is required for an alternate member to vote. The Policy Committee shall meet quarterly, or as needed.

Number of Appointments: The table at the right shows the municipal membership from each municipality.

| Organization | Members | Alternates | Total |
|---|---|---|---|
| | | | |
| Arundel | 1 | 2 | 3 |
| Biddeford | 2 | 2 | 4 |
| Cape Elizabeth | 1 | 2 | 3 |
| Cumberland | 1 | 2 | 3 |
| Falmouth | 1 | 2 | 3 |
| Freeport | 1 | 2 | 3 |
| Gorham | 1 | 2 | 3 |
| North Yarmouth | 1 | 2 | 3 |
| Old Orchard Beach | 1 | 2 | 3 |
| Portland | 6 | 2 | 8 |
| Raymond | 1 | 2 | 3 |
| Saco | 2 | 2 | 4 |
| Scarborough | 2 | 2 | 4 |
| South Portland | 2 | 2 | 4 |
| Standish | 1 | 2 | 3 |
| Westbrook | 1 | 2 | 3 |
| Windham | 1 | 2 | 3 |
| Yarmouth | 1 | 2 | 3 |

We look forward to working with our new and returning members. The participants in the PACTS regional transportation planning and programming process have made it a great success for nearly 40 years. Thank you!

John W. Duncan

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