



Chicago Metropolitan Agency for Planning

Agenda Item No. 3.3

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CITIZENS' ADVISORY COMMITTEE Committee Charge

Roles and Responsibilities

The Chicago Metropolitan Agency for Planning (CMAP) is authorized to establish a Citizens' Advisory Committee (CAC) to:

- Promote public awareness of CMAP plans and programs, and encourage participation by citizens and other interested parties.
- Assist on promotion and dissemination of public information and related materials.
- Provide continuous and balanced public representation in the development of regional plans and policies.
- Provide CMAP and the CMAP Board with guidance that conveys residents' perspectives.
- Ensure the effectiveness of CMAP outreach and engagement strategies by working with staff to serve as a "speaker's bureau" and a local voice to spread awareness of the GO TO 2040 plan.
- Serve as liaisons between CMAP and their personal networks and local activities.
- Offer advice and assist as local advocates for CMAP and GO TO 2040.
- Assist as implementation allies of GO TO 2040 throughout the region

As CMAP focuses on the implementation of GO TO 2040, the CAC will play an important role in providing feedback on how GO TO 2040 programs and policies are playing out on the local level. Because CMAP can't be at all places in the region at all times, CAC members are invaluable local advocates for CMAP programs and activities. CAC members should be committed to attending at least one (1) public event or meeting per calendar year on behalf of CMAP. Other activities, to be determined by the committee as a whole, could be writing letters to the editor on GO TO 2040 issues; serving as panelists or spokes people at events; assist in meeting facilitation; or assisting at CMAP trainings sessions.

Membership Criteria

Members of the CAC must be full-time residents of the CMAP service area, which includes the counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. The committee members will be selected to ensure diverse representation of geography, gender, age, ethnicity, and experience. Members must be willing to act as representatives of the entire region, not just of their local community. Similarly, each member should participate as an individual resident of the metropolitan Chicago area, and not as a member of any given interest group.

One of the first tasks of the CAC will be to agree upon a quarterly meeting schedule. CAC meetings will be scheduled in the late afternoon to ensure full participation of members and will last for about an hour to an hour-and-a-half. Due to its core function of engaging citizens from across the region, we would like the CAC to be fully engaged, active committee members. Each member of the CAC should plan to attend all of the meetings. And although occasional absences are acceptable, any member who misses three consecutive meetings may, at the discretion of the Board, be removed from the committee.

Members of the CAC and CMAP staff will collectively define success. At the first meeting, members will discuss what they would like to get out of meetings and membership; encourage ideas for educational forums where members and staff could learn how to best serve our communities by sharing best practices and outreach strategies.