



Effective Committee Work

City of Ann Arbor
Transportation Commission

July 15, 2020

When should a committee be formed?

- A specific task under the purview of the Commission needs discussion beyond what is possible at a monthly Commission meeting.
- The topic requires public access to the discussion and/or public comment opportunity.



**Committee
Best
Practices**



Establish a charter with a clearly defined task.



Establish a deadline.



Determine a point person for logistics.

Committee Best Practices



Determine a routine schedule based on committee member availability.



Submit request to staff liaison for:



Meeting space reservation.



Public notification of meeting calendar.



Technical staff support, as needed/desired, with an understanding that staff availability/resources to support formal committees is limited.

Committee Best Practices



Set agendas.



Take notes.



Routinely update the full Commission.



Prepare recommendations or reports, as needed.



Disband after the task is completed.

Other Work Format Options

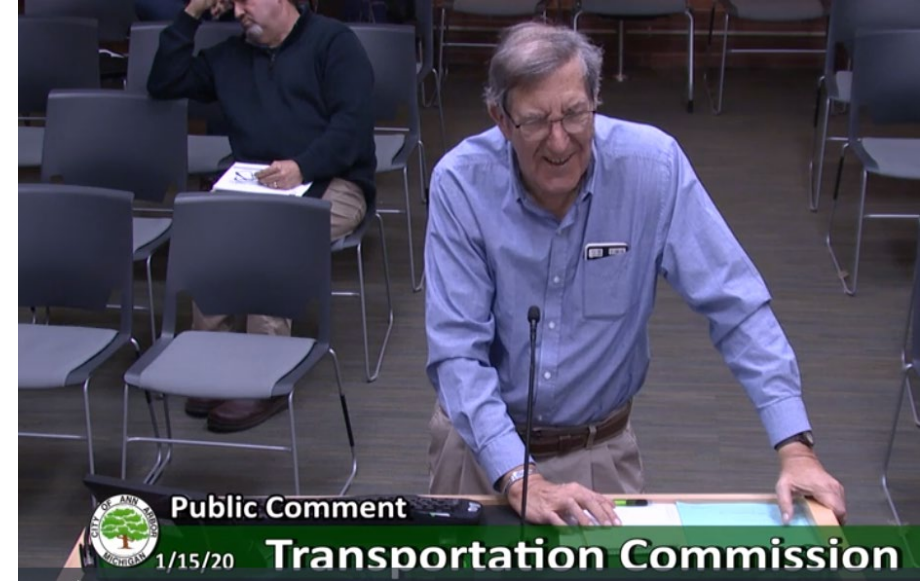
- **Individual assignments** (e.g., [6 Es Assignments](#))

- **Small group work** (less than a quorum) **working independently or with staff** (e.g., [Statewide Crosswalk Law Recommendations](#))



Other Work Format Consider- ations

- **Flexibility**
- **Ease of scheduling**
- **Work groups present findings to the Commission:**
 - Ease of public accessibility and input
 - All substantive discussion → one location.





Questions?
