

Item Overview

Item Number: 5C

Date: 20 August 2026

To: AMATS Policy Committee

From: Aaron Jongenelen, AMATS Executive Director/MPO Coordinator

Subject: AMATS Sub-Committee Autonomy

Action Requested

AMATS staff and the Technical Advisory Committee recommend the Policy Committee review and approve the P&P #7 and attached decision tree with the edits outlined in the memo.

TAC Action Taken

AMATS TAC recommend approval with the following edits:

- 1) Update the P&P to change the letters under B to numbers #1, #2, & #3.
- 2) Update the P&P to add a #4 to require a disclaimer on all communications from the sub-committees that clarifies their role in the organization.
- 3) Update the P&P to add a #5 that all sub-committee communications will be provided in an e-mail to the TAC and PC and as an informational item at the next available TAC and PC meeting.
- 4) Update the decision tree to reflect the P&P changes listed above.
- 5) Update the decision tree language to reflect that all communication submitted during the open public comment period will be for the public comment period.

Background

At the April 2026 Policy Committee meeting, the Committee requested that staff prepare a draft policy defining the types of items over which subcommittees may have autonomy, as well as the process by which subcommittees may provide recommendations to other agencies or organizations without requiring Policy Committee approval.

Staff drafted the attached draft decision tree which then was reviewed by the AMATS Bicycle & Pedestrian Advisory Committee and Community Advisory Committee.

Approval of this item will require edits to the Sub-committee by-laws which are expected to be brought back through the Technical Advisory and Policy Committees at a later date.

Attached

Proposed AMATS Policy & Procedure Number 7

Draft Decision Tree