

# **ATTACHMENT A**

## **TPAC Meeting Schedule**

Per its adopted bylaws, the TPAC shall meet a minimum of quarterly throughout each calendar year. Since its inaugural meeting on June 20<sup>th</sup>, 2016, the TPAC has been meeting a minimum frequency of once every two weeks, with some regular meetings occurring weekly when faced with more time-sensitive business items. The TPAC's meetings are being held on Wednesdays at 9am at the Capital Area Metropolitan Planning Organization's administrative offices in downtown Raleigh. In the early stages of Wake Transit Plan implementation, the TPAC is expected to continue to meet on a frequency dependent on its volume of business. The minimum expectation is for meetings to be held a minimum of once every two weeks. If the TPAC's business volume is less than would be required for this frequency, meetings may be canceled by the Chair.

The TPAC has also established three sub-committees (i.e., Planning and Prioritization Sub-Committee, Budget and Finance Sub-Committee, and Process Sub-Committee) that have been meeting on a frequency of weekly or once every two weeks since their establishment by the TPAC on June 29<sup>th</sup>, 2016. TPAC sub-committee meetings are held as frequently as needed based on the work program established by the TPAC for each respective sub-committee.