**Potential CTP Steering Committee Members**

When starting a CTP study, a steering committee should be formed that is made up of individuals who could represent the various needs, issues and populations of the community. These representatives should be able to capture the transportation needs of a broad cross-section of stakeholders in the community concerning all modes of transportation. As members of the committee are determined.

The RPO, in coordination with the local governments and NCDOT TPB, typically leads the effort to form the steering committee. It typically works better if a CTP Steering committee is not too large, but it should be large enough to represent stakeholders in the study area. First, the stakeholders in the study area need to be identified (refer to the Potential CTP Stakeholders list). Then determine the minimum number of committee members needed to represent these stakeholders. Individual members may be able to represent multiple interests. For example, a local official may be able to represent economic development interests, tourism, and special destinations. Local staff may be able to represent industrial/commercial development, infrastructure providers, pedestrian advocates, and school districts depending on their interests. A citizen who bikes may be able to represent the bicycling community and average citizens.

You may find that some representatives are more appropriate as a resource member, coming at specified times to offer their input. It may also be helpful to establish a list of “Resource Advisors”. Because there are so many interest groups and agencies involved in area issues, it will be important to proactively seek input from these various groups and agencies during the planning process that may not necessarily be directly part of the CTP Steering Committee. Representatives of stakeholder groups and agencies could be invited to participate as Resource Advisors for the Comprehensive Transportation Plan. Their perspectives and insights will be gathered through meetings and other communications. Separate meetings could be scheduled with different groups throughout the process and then their input summarized for the CTP Steering Committee. If there are specific topics being covered at a CTP Steering Committee meeting where particular knowledge or input would be helpful, the identified Resource Advisors could be invited. (Example: A school official may want to be invited to discuss safety concerns and deficiencies at a meeting. Environmental groups may want to come explain specific concerns before new location facilities are recommended). Examples of Resource Advisors may include, but is not limited to, local homebuilders, realtors, environmental groups, transportation officials, utilities providers, and local government officials from nearby jurisdictions.

In addition, individual citizens in the study area will have several opportunities to provide input during public involvement opportunities such as the Goals and Objectives Survey and Public Workshops.

**It is helpful to document the CTP Steering Committee members and who the stakeholders are and/or areas of expertise they bring to the process. A sample table has been provided for your consideration. Keep a record of efforts to involve specific groups, even if they chose not to participate as a Steering Committee member. Also, document who the Resource Advisors are and when/how they are invited to participate during the CTP process.**

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* Agriculture / forestry
* Airports
* Average citizens
* Bicycling community
* Chamber of Commerce
* Retail Merchant Association
* Conservation/Environmental/Outdoor recreation enthusiasts
* Economic development interests
* Emergency services / emergency management1
* Goods / freight movement
* Health and Wellness advocates
* Higher education providers
* Human services providers
* Industrial / commercial
* Infrastructure providers
* Local elected / appointed officials
* Local agency staff
* Local Industry Representatives (e.g. Seafood)
* Long distance/Freight carriers
* Low Income Community Advocates
* Medical community
* Military
* Minority & ethnic advocates
* Pedestrian advocates
* Representatives of local attractions
* School districts
* Tourism / second home owners
* Transit providers
* Workforce Development Board Members