

INTERAGENCY
TRANSPORTATION
EQUITY ADVISORY COMMITTEE (EAC)
CHARTER

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Article 1: Name

1.1 Name

The name of this advisory body shall be the Interagency Equity Advisory Committee (Committee or EAC).

Article 2: Purpose

2.1 Purpose

The Interagency Equity Advisory Committee (Committee) is a priority for the California Transportation Commission (Commission), California State Transportation Agency (CalSTA), and the California Department of Transportation (Caltrans). The Committee is intended to elevate diverse and historically marginalized voices to advise our agencies on how to achieve meaningful outcomes in transportation equity, environmental justice, and equitable economic opportunities, especially as related to transportation planning and programming.

Article 3: Membership

3.1 Members

The Committee shall consist of up to 15 members.

3.2 Application and Selection of Members

Applications will be accepted through an open call process for Committee members. The application will consist of a form that provides an opportunity for applicants to express interest and qualifications. Staff from the Commission, CalSTA, and Caltrans will be involved in the selection process. Each agency will approve the membership or reappointment of Committee members through their regular approval processes.

Applicants to serve on the Committee must meet the following criteria:

- Reside in California
- Clearly demonstrate a history of equity-centered personal or professional experience or community leadership, and;
- Have of history of being or currently be actively engaged in any of the following:
 - Transportation Equity Policy
 - Transportation Equity Programming
 - Advocacy in Transportation Equity
 - Equity in related fields such as:
 - Public Health
 - Air Quality
 - Climate
 - Housing Justice
 - Community and Socio-Economic Development.

3.4 Term of Service

Members will serve two-year staggered terms, with a maximum of three consecutive two-year terms.

3.5 Removal

A member of the Committee may be removed for any reason, except policy positions taken by the member in their capacity as a member of the Committee, including missing more than two meetings in a calendar year. Absences may be excused on recommendation of the Chair with the concurrence of lead staff of each agency. As stated in section 4.2, the annual meeting schedule will consist of four Committee-only meetings per year and two Executive Committee meetings.

3.6 Resignation

Any member who requests to resign shall give written and/or electronic notice to the Committee Chair and all three agency lead staff, as described in Section 4.4. The agency lead staff are responsible for sharing notice of the resignation with their respective agency leadership. The member's appointment shall terminate upon the receipt of the resignation by the Committee Chair.

3.7 Expenses and Per Diem

Members of the Committee qualify for expense reimbursement and a per diem. A per diem can be requested for Committee-related work, as determined by interagency lead staff and Committee leadership. Members are eligible for reimbursement on expenses incurred in connection with their service on the Committee or subcommittees of the Committee, pursuant to California Government Code section 14509.5. All requests for per diem and reimbursement must be approved by the Commission.

Article 4: Duties and Responsibilities

4.1 Duties

While performing its duties and responsibilities, the Committee shall act in an advisory capacity to the Commission, CalSTA and Caltrans. The Commission, CalSTA and Caltrans retain all policy and program decision-making authority. The Committee may review, advise, and make recommendations on transportation-related plans, programs and policies that include, but are not limited to:

- State transportation planning guidelines
- State transportation funding program guidelines
- State transportation plans
- Quantitative and qualitative metrics for evaluating equity benefits and outcomes
- Incorporation of meaningful community engagement practices into all aspects of transportation work
- Assessment of equitable outcomes in projects, policies, and programs
- Assistance with future Racial Equity Action Plans, as applicable
- Development of recommendations regarding best practices to elevate equity in project planning and delivery
- Development of a public participation guidebook

Recommendations made by the Committee or any subcommittee will be considered by each agency for incorporation into policies and programs.

4.2 Meetings

Members shall attend six publicly held Committee meetings per year, including four Committee-only meetings and two Executive meetings of the Committee, which include Commissioners, the Commission Executive Director or designee, the Caltrans Director or designee, and the CalSTA Secretary or designee.

A standing “Administration Lead Group” composed of the Chair and Vice Chair(s) will meet with staff and set meeting agendas.

4.3 Process of Participation and Input

Members may be consulted by each agency as Committee designated Subject Matter Experts to inform policy and guidelines development based on their expertise. The Chair has authority to designate Committee members as Subject Matter Experts between Committee meetings to address agency needs. Subject Matter Experts may be compensated and will be convened in a manner consistent with the Bagley-Keene Open Meeting Act. Members may also request and co-develop “Lunch and Learn” opportunities, or optional opportunities to learn about topics such as transportation equity, planning, policy, and programming.

4.4 Interagency Lead Staff

The Commission, CalSTA and Caltrans will assign lead staff from their respective agencies to serve the Committee. These lead staff will work with the Administration Lead Group composed of the Committee Chair and Vice Chair(s) to develop meeting agendas and be responsible for Committee meeting logistics and support. In addition, lead staff will inform the Committee of relevant activities at their respective agencies and will assist subcommittees and designated Subject Matter Experts.

Article 5: Governance

5.1 Officers

The officers of the Committee are the Chair and the Vice Chair(s). The duties of the Chair are to preside at the Committee meetings. The duty of the Vice Chair is to preside at any Committee meeting when the Chair is absent. Interagency lead staff will take minutes.

5.2 Terms of Officers

The term of the Chair is one year, with a maximum of two consecutive terms. The term of the Vice Chair(s) is one year, with a maximum of two consecutive terms. In the event the Chair is no longer a member of the Committee during their term, the office shall be filled by the Vice Chair(s). In the event the Vice Chair(s) is no longer a member of the Committee during their term, the office shall be considered vacant upon the removal or resignation of membership of the Vice Chair(s). An election to fill the remainder of the term of Vice Chair(s) shall be held at the next regularly scheduled meeting. Any partial term shall not count towards the maximum number of consecutive terms.

5.3 Elections

Elections of officers shall take place during the first Committee-only meeting of the calendar year. Any Committee Member may nominate themselves or be nominated by another Committee member. Officers shall be elected by majority vote of the Committee members present at the time of the election.

5.4 Subcommittees

The Committee may form permanent and ad hoc subcommittees. The Committee can delegate to a subcommittee the power to make a recommendation on behalf of the entire Committee. Permanent subcommittees may be formed by amendment of this Charter, and must be approved by CalSTA, the Commission and Caltrans. Ad hoc subcommittees may be formed by the Chair or by a majority vote of

the Committee as needed. Ad hoc committees will dissolve once the purpose of the subcommittee has been achieved or one year from their formation, whichever is earlier. The Committee's Chair is an ex officio member of all subcommittees but has no vote. The Chair may delegate to the Vice Chair(s) the Chair's ex officio membership on any subcommittee.

Article 6: Meetings

6.1 Open Meetings

All meetings of the Committee and any of its Subcommittees shall be held in accordance with the provisions of the Bagley-Keene Open Meetings Act (Gov. Code §§ 11120 et seq.).

6.2 Quorum

No action shall be taken at any meeting unless a quorum is present. A quorum is 50% of the approved number of Committee or Subcommittee members plus one.

6.3 Actions by the Committee or Subcommittee

Each voting member shall have one vote, and the Committee or Subcommittee may take action by vote at a meeting at which a quorum is present. A majority of the members present at a meeting, whether or not a quorum is present, may adjourn the meeting to another time and place. A simple majority (50 percent of members plus one) is needed to approve administrative actions and elections. A super majority (two-thirds of members) is needed to approve policy recommendations. Committee actions will be documented in the meeting minutes.

6.4 Delegates

Members may not be represented by a delegate at any meeting of the Committee or Subcommittee.

6.5 Minutes

Agency staff shall take written minutes for each meeting. Written minutes will: (a) identify the date, time, and place of the meeting; (b) identify the Committee members in attendance; and (c) contain a summary of actions taken. Draft minutes will be provided to members prior to the next regular meeting in order to allow sufficient time for the members to review them for adoption at that meeting. Copies of the minutes will be made publicly available via the Commission website and distributed to the Committee at least ten days in advance of Committee meetings.

6.6 Records

Equity Advisory Committee records are subject to the California Public Records Act.

6.7 Voting

All votes taken during in person and teleconferenced meetings shall be by voice vote, unless the Chair calls for a rollcall vote. Interagency staff shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

Article 7: Effective Date and Amendments

7.1 Effective Date

This Charter and any amendments shall become effective once it is approved by the Committee, the Commission, CalSTA and Caltrans.

7.2 Amendments

This Charter may be amended upon two-thirds vote of the membership and approval by the Commission, CalSTA, and Caltrans.