



California Walk and Bike Technical Advisory Committee Charter

Background	<p>The California Department of Transportation (Caltrans) adopted Director's Policy 37, focusing on complete streets, in 2021 and published the Complete Streets Action Plan in successive years after, along with a number of other plans and policies related to complete streets, demonstrating a deep commitment to plan, design, deliver, and maintain walk and bike facilities across the state for people of all ages and abilities. Caltrans identified a need for regular input from a diverse membership representing walk and bike interests for all ages and abilities to support this work, and established the California Walk and Bike Technical Advisory Committee (CWBTAAC) for that purpose.</p>
Purpose	<p>The CWBTAC provides strategic input and technical guidance to support achievement of Director's Policy 37, to implement comfortable, convenient, and connected complete street facilities. CWBTAC members <u>coordinate closely with multiple Caltrans Divisions and Programs to assist with development of guidance documents</u>. The CWBTAC supports implementation of the Complete Streets Action Plan, Director's Policy 36 Road Safety, and subsequent updates or successor documents.</p>
Desired Goals	<ol style="list-style-type: none">1. Solicit technical and non-technical input from external stakeholders and partners to guide implementation of Director's Policy 37 and the Complete Streets Action Plan.2. Support the current Caltrans Strategic Plan vision, mission, and values relating to safety, equity, prosperity, and climate action through the lens of complete streets & active transportation.3. Monitor legislation pertaining to active transportation and share relevant updates in transportation policy.4. Advise on the need for updates to Caltrans standards and guidance related to walking, biking, and first/last mile transportation, and advise on the need for new or updated standards and guidance for the planning, design, operation, maintenance, and safety of

	<p>walking, biking, transit, and active transportation modes.</p> <ol style="list-style-type: none">5. Provide technical and community-based knowledge of facilities and programs that successfully meet the needs of people of all ages and abilities who walk, bike, and use other forms of first/last mile transportation, and that create conditions that encourage more people to walk and bike more often.6. Advise on data collection, evaluation, and best practices to demonstrate the effectiveness of innovative facilities and programs for walking, biking, and other first/last mile transportation.7. Provide input on various program development and implementation relating to safety of pedestrians, bicyclists, and other first/last mile travelers.
Members	<p>The CWBTAC is facilitated by the Caltrans Director's Office of Sustainability. Members of the CWBTAC represent partner agency staff and professional advocates in California with experience in planning, designing, maintaining, evaluating, and delivering programs and facilities for walking, biking, and first/last mile transportation.</p> <p>Composition: Seats on CWBTAC will be limited to a maximum of 30 voting members representing: north, south, and central geographies; urban, suburban, and rural community types, including disadvantaged communities; as well as the needs and interests of users of all ages and abilities; transit agencies or organizations with expertise in first- and last-mile to transit connections; state universities in California working to advance bicycle and pedestrian research at a state or national level; and community-based organizations.</p> <p>Caltrans staff will participate in the CWBTAC as non-voting members and to present items or to provide information to TAC members, as invited. Subject to approval by Caltrans Sustainability Program staff, other state agency staff and university partners may participate as non-voting members.</p> <p>Term Limits: Member terms are two years. Committee members can commit to serving one term (two years) initially, and commit to additional terms after each two-year</p>

	<p>period. Caltrans Sustainability Program staff will track member terms and assess each individual at the end of each term for the potential to serve additional consecutive terms. Following three consecutive terms (total of six years), an individual may choose to re-apply in an open application period.</p> <p>If a member is no longer able to serve on the CWBTAC, they will notify Caltrans Sustainability Program staff. Please note that memberships are generally held by the organization and if the original participant moves on, they may transfer the seat to another individual from that same organization who will serve out the remainder of the committed term, provided that the new individual has experience with active transportation and complete streets-related issues in their role. If an organization does not transfer the seat to a qualified individual, an ad-hoc application period may be deemed necessary, at the discretion of Sustainability Program staff.</p> <p>Missed Meetings: TAC members who miss a meeting can send a proxy in their absence, provided that the proxy is briefed on agenda items and can fully represent the TAC member by voting or providing input on their behalf. Two or more absences per year without a proxy may result in dismissal from the committee.</p>
Frequency of Meetings	<p>The CWBTAC will have four meetings per year on a quarterly basis. An in-person meeting may be called with a majority vote of the full TAC.</p> <p>Subcommittee meetings will be monthly, organized between quarterly TAC meetings and will report back on subcommittee progress to the full TAC. Full subcommittee chair responsibilities are outlined below.</p>
Roles and Responsibilities	<p>The roles and responsibilities of committee members are as follows:</p> <ul style="list-style-type: none">• Serve on the committee to advance the collective purpose and goals of the CWBTAC as outlined in this charter.• Attend and participate actively in committee meetings.• Volunteer to serve on subcommittees and engage in follow-up actions from meetings as needed.

	<ul style="list-style-type: none"> • Participate in subcommittee meetings outside of quarterly meetings as necessary to complete specific tasks and share progress with the TAC. • Complete follow-up actions by any deadlines agreed upon. • Gather, exchange, and disseminate information to agencies, associations, or user groups one represents. • Commit to serving on the committee and attending meetings for a two-year term with the option to serve for up to two additional consecutive two-year terms.
Group Agreements	<p>Group agreements or “ground rules” for participation in the larger committee or subcommittees are as follows:</p> <ol style="list-style-type: none"> 1) What is said here, stays here. What is learned here, leaves here. <ul style="list-style-type: none"> ○ Respect confidentiality. ○ Ask permission to share items said in confidence. ○ Share bigger picture/lessons-learned. 2) Make Space/Take Space: <ul style="list-style-type: none"> ○ Be aware of your participation. If some of us generally speak a lot, consider making space for others. If we generally participate less, consider taking space and participating with group. ○ Consider if questions/comments are constructive for all committee members. ○ Allow for others to speak so full TAC membership can be represented in discussions. 3) Consider intent and focus on larger impact to the group. CWBTAC members and staff are expected to partner in good faith to advance complete streets goals. Failure to follow group agreements could result in dismissal from committee.
Reporting Structure	<p>The CWBTAC will provide technical input and recommendations directly to program staff on items brought before the committee. Additionally, recommendations will be compiled by the Complete Streets Branch in the Director's Office of Sustainability to report back to the Complete Streets PAC and Complete Streets Division Chiefs Steering Committee as needed in a timely manner so as to achieve Caltrans' goals.</p>
Subcommittees	<p>Subcommittees will be established by the TAC after discussion of an item results in need for further work outside</p>

	<p>of quarterly meetings or a need for ongoing monitoring (such as for tracking relevant legislation).</p> <p>Subcommittees must include at least three TAC members, one of whom must be willing to serve as the subcommittee chair. Chair positions will last one year. After one year, the current chair may choose to reapply. All TAC members involved in subcommittees may apply to chair the subcommittee. If the chair is unable to attend the TAC or Subcommittee, a delegate may represent the chair as lead in the subcommittee or reporting out to the larger TAC. The subcommittee chair should develop a timeline and agenda for meetings and follow-up, including reporting findings back to the TAC. Agenda items will be referred by the larger CWBTAC membership or created by consensus of the subcommittee and Caltrans staff.</p> <p>The following ongoing subcommittees currently exist; all others will be created on an ad-hoc basis:</p> <ul style="list-style-type: none">• Design <p>Other subcommittees focused on a specific Division's work may be created, as needed.</p>
Decision Process	<p>Decisions will be discussed with the aim of reaching consensus between committee members. In the event that consensus cannot be reached, a simple majority will be required to submit any recommendation on behalf of the TAC to Caltrans. Dissenting opinions and recommendations will be captured in the meeting minutes.</p> <p>Voting can take place at quarterly meetings or outside of quarterly meetings via email voting after the TAC is given two weeks to review and comment on an item previously discussed at a TAC meeting, including subcommittee findings and recommendations.</p>
Amendment	<p>This charter can be reviewed, evaluated, or adjusted as needed by consensus or vote by the committee.</p>
Approved by vote of the Committee on May 8th, 2025	