

# California Active Transportation Program Technical Advisory Committee Charter

## **MISSION**

The California Active Transportation Program (ATP) Technical Advisory Committee (TAC) is an action-oriented committee that supports Caltrans' and the California Transportation Commission's (CTC) management and delivery of the ATP. The intent of the ATP TAC is to maximize the program's effectiveness in meeting its purpose and goals as defined in State Legislation. The ATP's purpose and goals are as follows:

- Encourage increased use of active modes of transportation
- Increase the proportion of trips accomplished by biking and walking
- Increase the safety and mobility of non-motorized users
- Advance efforts of regional agencies to achieve greenhouse gas reduction goals
- Enhance public health, including reducing childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding
- Ensure that disadvantaged communities are actively engaged and share fully in the benefits of the program
- Provide a broad spectrum of projects to benefit many types of active transportation users

## **PURPOSE**

The ATP TAC provides strategic, technical guidance that assists Caltrans and the CTC Staff with complex program and project delivery in order to achieve the ATP's goals as stated in State legislation. By working as a committee, the ATP TAC provides impartial, balanced guidance to continually improve the ATP to benefit all California communities.

## **DESIRED GOALS**

The ATP TAC will:

- Improve, support, and promote the ATP
- Provide recommendations on strategic priorities for future cycles
- Provide recommendations on the ATP requirements and processes as well as assist in decision-making, program review, and delivery of the ATP and projects

## **FREQUENCY of MEETINGS**

It is expected that the ATP TAC will meet four times annually. Co-chairs may call additional meetings as necessary. It is the intent to hold three meetings virtually and one meeting in a hybrid format, with the in-person location rotating around the state.

## **MEMBERS**

The ATP TAC is co-chaired by a Caltrans headquarters representative and a CTC representative. The members of the ATP TAC consist of people who best represent ATP policy and guidance, including, but not limited to, local and regional implementing agencies, tribal governments, non-profit organizations, and active transportation experts. TAC members are selected to provide diverse perspectives based on experience working in and with communities of different types and sizes across California, not to represent the interests of their individual agencies.

It is the intent that ATP TAC members shall represent both urban and rural areas distributed geographically throughout the northern, central, and southern parts of the State.

ATP TAC members will be recruited and selected by the Co-Chairs. If a member is no longer able to participate, he/she shall give notice via email to the ATP TAC Coordinator\* and the Co-Chairs. If a member leaves an organization through which they hold a seat on the ATP TAC and the position is backfilled with the same job duties and responsibilities, that new person may choose to retain the position on the ATP TAC. If a member is leaving the ATP TAC and not vacating their employment position, he/she shall notify the ATP TAC Coordinator so that a replacement can be selected by the Co-Chairs. A member leaving the ATP TAC can recommend a new member by sending an email request to the ATP TAC Coordinator.

If a potential conflict of interest occurs regarding an agenda item or action item, the member will need to recuse oneself from any actions or discussion that takes place within the ATP TAC meeting. By signing the sign-in sheet at each meeting, members are acknowledging and agreeing to this statement.

## **ALTERNATES**

Members of the ATP TAC may send a temporary alternate representative to a meeting. However, a member who misses two or more meetings during a year without prior discussion with the Co-Chairs may be relieved of their service to the ATP TAC and the Co-Chairs may select a replacement.

See attached Org Chart for specific ATP TAC representation by name and association.

## **SUB-COMMITTEES**

CTC Staff and the Co-Chairs may form sub-committees in order to perform a more in-depth analysis of complex program topics. The sub-committees will report their findings to the CTC Staff and Co-Chairs who will disseminate information to the ATP TAC and make recommendations for consideration and approval.

## **ROLE and RESPONSIBILITIES**

The roles and responsibilities of the ATP TAC are as follows:

- Serve on the committee with a focus on furthering the goals of the ATP. Be accountable for and to the group each has been selected to represent.

- Gather, disseminate, and exchange information and outcomes to the group each has been selected to represent. Be an active participant by listening to other members and by offering suggestions and/or recommendations that are based on the perspective of the group each has been selected to represent.
- Complete any actions assigned to them by the next meeting or an agreed upon date.
- Be willing to be assigned to a sub-committee should the need arise.
- Be willing to serve a minimum of two years on the committee.
- Participate in an onboarding meeting with the ATP TAC Co-Chairs prior to participating in ATP TAC meetings or activities.
- ATP TAC members shall not present their individual opinions as representing the views of the ATP TAC or make public statements on behalf of the ATP TAC.

### **REPORTING STRUCTURE**

The ATP TAC members make recommendations to CTC staff and the Caltrans Office of State Programs Office Chief.

### **DECISION PROCESS**

When the ATP TAC's formal recommendation on an item is requested, the item will be discussed with the aim of reaching general consensus among committee members. General consensus is defined as reaching a decision that all of the members can accept, support, or agree not to oppose. Recommendations on behalf of the ATP TAC will be provided to the ATP TAC Co-Chairs. Discussions and differing opinions will be captured in the meeting documentation.

### **CHARTER CONCURRENCE**

By accepting to participate as a member of the ATP TAC, each member agrees to the content of this charter and its attachments.

\*ATP TAC Coordinator contact information can be found on the [ATP TAC web page](#)