

# **California Transportation Coop Committee**

## **Bylaws/Charter**

**January 29, 2015**

### **NAME:**

The name of the organization shall be known as California Transportation Cooperation Committee (TCC).

### **PURPOSE**

California Transportation Coop Committee serves to

- Address transportation funding, procedural and legislative issues related to project delivery from a local perspective. (modified January 2015).
- Enhance the working relationship between cities & counties, COGs and RTPAs, Caltrans, CTC and FHWA. This extends to improving communication with all stakeholders. Collaboration is a key method. (modified January 2015)
- Spread information and improve access to all stakeholders through the use of technology.(modified January 2015)
- Partner with Caltrans and FHWA to improve efficiency and enhance the ability to meet all stakeholder needs. (modified January 2015)

### **PROCEDURES**

To encourage flexibility, open discussion and candor at the meetings, Transportation Coop Committee conduct business according to the following:

1. Meetings are held in Sacramento, usually, but not always, at the Sacramento International Airport.
2. Meetings are held on Thursdays in the morning from 9:00am – 12:30pm in January, March, May, July, September, and November of each year.
3. Meetings are guided by pre-determined agendas, developed by a sub-group of members prior to each meeting, and approved at the beginning of each meeting.
4. To account for emerging issues, additional agenda items may be introduced at the meeting. Any member may place a topic on the agenda or initiate discussion on a new topic.

5. Meeting summaries including a list of action items are distributed to the committee, usually within 1 week of each meeting.

**COMMITTEE MEMBERSHIP**

The committee membership shall consist of:

1. Chief, Caltrans Division of Local Assistance (Chair)
2. FHWA Local Programs Manager (Co-Chair)
3. Six County representatives, appointed by CEAC
4. Six City representatives, appointed by the League of Cities
5. RTPA -North Representative, appointed by the RTPA Group
6. RTPA - South Representative, appointed by the RTPA Group
7. Rural County Task Force Representative, appointed by the RCTF Group

**MEMBER RESPONSIBILITIES**

Members agree to:

1. Attend all meetings.
2. Bring issue forward to the Committee, represent their constituencies (cities, counties).
3. Participate in sub-committee work groups as needed, to resolve issues.
4. Take information back to their constituencies (cities, counties).