

California Transportation Cooperative Committee

Proposed Bylaws/Charter

November 2022

NAME:

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

PURPOSE

The TCC serves local, regional, and tribal agencies to:

- Strengthen the relationships and partnership between all transportation stakeholders through continuous networking.
- Improve project delivery, environmental, and permitting efficiencies.
- Share best practices to identify technological innovations, and streamline and reevaluate processes through use of design thinking, business lifecycle, Lean 6, and Kaizen methodologies.
- Discuss hot topics and program reports, and develop recommendations.
- Discuss transportation funding, procedures, and legislative concerns related to project delivery from a local perspective.
- Develop annual goals and resolve those objectives based on action, discussion, and subcommittee meetings.

PROCEDURES

To encourage flexibility, open discussion and candor at the meetings, TCC conducts business according to the following:

1. Meetings are held on Thursdays in the morning from 9:00 AM – 12:30 PM in January, March, May, July, September, and November of each year.
2. Meetings may be held virtually, but at least one meeting a year will be hosted in-person.
3. Predetermined agendas will be developed by a sub-group of members prior to 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 notes will be shared with the TCC and posted to [Caltrans' TCC website](#).

COMMITTEE MEMBERSHIP

The committee membership shall consist of:

1. At least six County representatives, appointed by the California State Association of Counties.
2. At least six City representatives, appointed by the League of Cities.
3. A Regional Transportation Planning Agency (RTPA) North Representative, appointed by the RTPA Group.
4. An RTPA South Representative, appointed by the RTPA Group.
5. At least one Rural County Task Force (RCTF) Representative, appointed by the RCTF Group.
6. The Chief, Caltrans Division of Local Assistance.
7. The Federal Highway Administration Local Programs Manager and/or their designee(s).
8. At least one California Transportation Commission Representative.

MEMBER RESPONSIBILITIES

Members agree to:

1. Attend all meetings.
2. Bring issues forward to the Committee, and represent their constituencies (cities, counties, etc.).
3. Take information back to their constituents and receive their input (cities, counties, etc.).

4. Participate in sub-committee workgroups as needed to fulfill objectives, attain goals, and resolve issues as a partnership.

Next Steps:

1. Adopt the new bylaws at the January 2023 TCC Meeting.