

# California Transportation Cooperative Committee

## Charter and Bylaws

April 2024

### **NAME:**

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

**Charter Statement:** Enhance the working relationship and collaboration between statewide transportation stakeholders to improve access to transportation resources and application of technology to improve project delivery.

### **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 biannually typically in May and October from 9:00 AM to noon.
2. Meetings may alternate in-person and virtually.
3. Predetermined agendas will be developed prior to each meeting by the agenda committee and provided to committee members prior to meeting.
4. To account for emerging issues, additional agenda items may be introduced at the meeting. Any member may place a topic on the

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agenda or initiate discussion on a new topic to be discussed during the round table session, and be led by a local representative.

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. At minimum one California Tribal Transportation Representative.
7. The Chairperson, Caltrans Division of Local Assistance Manager and/or their designee.
8. The Federal Highway Administration Local Programs Manager and/or their designee(s).
9. 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, region, Tribe, etc.).
3. Communicate meeting information to their constituents and receive their input (cities, counties, region, etc.).
4. Participate in sub-committee workgroups as needed to fulfill objectives, attain goals, and resolve issues as a partnership.