

**California Active Transportation Program
Technical Advisory Committee
Charter**

DRAFT

<p>Mission</p>	<p>The California Active Transportation Program Technical Advisory Committee (ATP-TAC) is an action oriented committee that supports Caltrans' and CTC's 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 Purpose and Goal are as follows:</p> <ul style="list-style-type: none"> • Encouraging 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 reduction of 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 fully share in the benefits of the program. • Provide a broad spectrum of projects to benefit many types of active transportation users.
<p>Purpose</p>	<p>The Committee provides balanced strategic technical guidance that assists Caltrans and the CTC with complex program and project delivery issues to enable and maximize continuous improvement of the California ATP.</p>
<p>Desired Goals</p>	<p>The California ATP Technical Advisory Committee will:</p> <ul style="list-style-type: none"> • Encourage, improve and support ATP efforts by local agencies • Provide recommendations on strategic priorities for future calls • Provide recommendations on the ATP requirements and processes • Provide recommendations to streamline decision-making, review and project delivery on ATP projects • Identify additional funding opportunities to meet California's ATP needs and further the program goals
<p>Frequency of Meetings</p>	<p>It is expected that the committee will meet <u>four</u> times annually once the ATP has established project selection and delivery processes. During the early cycles of the program, Co-chairs may be calling additional meetings, as necessary.</p> <p>With the support of the full-committee, sub-committees may be formed as needed to allow for more in-depth analysis of complex program issues. The sub-committees will report their findings and recommendations back to the full committee for their consideration and approval.</p> <p>Representatives who miss three consecutive meetings may be relieved of their service to the Committee and the member organization/stakeholder-coalition will be asked to name a replacement prior to the next meeting.</p>

<p>Members</p>	<p>The committee is co-chaired by CTC-Staff and Caltrans. The membership of the committee shall consist of the parent organizations, agencies with owner/operator responsibilities, agencies and non-profits representing Non-Infrastructure projects, and expert-stakeholders.</p> <p><u>Co-Chairs:</u> CTC Staff and Caltrans ATP Office Chief (2)</p> <p><u>Program Policy, Guidance, and Implementation **Non-Voting** (8+)</u> CTC Staff – (1) Caltrans, DLA ATP Program Managers – (2) SRTS Program Manager – (1) District DLAE – (1) State Highways ATP Specialist – (1) FHWA – (1) CalSTA – (1) <i>Additional staff as needed – (TBD)</i> <i>At the discretion of the co-chairs, guests and speakers may attend for specific agenda items.</i></p> <p><u>Infrastructure Owners, Operators & Maintainers (11)</u> California State Association of Counties (CSAC) – (2) * League of California Cities (LCC) – (2) * Metropolitan Planning Organization – (2) * Regional Transportation Planning Agency – (1) Rural County Task Force – (1) <i>Tribes in California – (1)</i> Transit Operator – (1) State Parks – Recreation Trails – (1)</p> <p><u>Non-Infrastructure Implementers & Expert Stakeholders (12)</u> <i>Pedestrian: Mobility and Safety – (2 - Statewide & Local) *</i> <i>Bicycle: Mobility and Safety – (2 - Statewide & Local) *</i> <i>SRTS - Statewide – (1)</i> <i>SRTS – Local / School Districts – (1)</i> <i>CCC or Local Corps – (1)</i> <i>Disadvantaged Community – (1)</i> Public Health – (2 - Statewide & Local) * <i>Recreational Trails – (1)</i> <i>ADA or Caltrans Access Advisory Committee – (1)</i></p> <p><i>Members shown in blue italics are expected to be selected based on an application/self-nomination process where the ATP-TAC Co-Chairs make the final selections.</i></p> <p><i>* It is the intent that Committee members shall represent both urban and rural areas distributed geographically throughout the State. The ATP-TAC Co-Chairs and CSAC, LCC, MPOs and other member organizations are expected to strive for this in the selection of TAC representatives.</i></p> <p>Committee members may send a temporary alternate representative to a meeting.</p>
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<p>Roles and Responsibilities</p>	<p>The roles and responsibilities of committee members are as follows:</p> <ul style="list-style-type: none"> • Serve on the committee with a focus on furthering the purpose of the ATP: “encouraging increased use of active modes of transportation” <i>(not just furthering the purpose of their stakeholder group.)</i> • Act as the accountable representative for your member organization/stakeholder-coalition • Gather, disseminate, and exchange information and outcomes to your member organization/stakeholder-coalition • Be an active participant by listening to other members and by offering suggestions and/or recommendations that are based on the member organization/stakeholder-coalition needs, interests, input, and/or perspective • 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
<p>Reporting Structure</p>	<p>The ATP Technical Advisory Committee makes recommendations to the CTC and the Caltrans ATP Office Chief.</p>
<p>Decision Process</p>	<p>It is desired that decisions put forth by the committee be made by general consensus. Consensus is defined as reaching a decision that all Committee Members will support after a complete discussion of the issues and differing viewpoints. If consensus cannot be reached, a vote of the committee will be the next action and 50% of the committee positions plus 1 ‘yes’ votes will be required before an action is approved. Recommendations and dissenting opinions will be captured in the meeting documentation.</p>
<p>Amendments</p>	<p>This charter can be reviewed, evaluated, adjusted as needed. Changes to the charter require 50% of the committee positions plus 1 ‘yes’ votes to be approved.</p>

Charter Approved for ATP Advisory Committee

Co-Chairs:

April Nitsos Date
Caltrans, Division of Local Assistance

Laurel Janssen Date
California Transportation Commission

Program Policy and Guidance:

Name & Signature: Date

Responsible Infrastructure Owners, Operators & Maintainers:

Name & Signature: Date

Non-Infrastructure Implementers & Expert Stakeholders:

Name & Signature: Date

Name & Signature: Date