Rock Products Committee
RPC Meeting
Process for New Business Items

The *flexibility* for Caltrans and Industry to identify new business issues that should be discussed at the quarterly RPC meeting, coupled with the *structure* to ensure that the new business issues are acceptable to both parties, properly planned for, and presented in a productive manner at the quarterly RPC meetings.

Request: The requestor of a new business item must submit the information for a new business item, including what is the expected outcome from the item being added, timely to be considered by the Co-Chairs for placement on the next RPC meeting agenda.

Process:

1. Caltrans RPC Co-Chairs will designate a manager to act as the single focal point (SFP) for gathering proposed new business items between the quarterly meetings. The Industry RPC Co-Chair will act as the SFP for gathering new business items from Industry RPC members.
2. Caltrans and Industry will utilize the SFPs to gather the proposed new business items and designate who will present each item.
3. The Caltrans SFP will develop a proposed quarterly RPC meeting agenda, which will include a list of new business items proposed by Caltrans and Industry.
4. The Caltrans SFP will schedule a meeting with the Caltrans and Industry RPC Co-Chairs approximately two weeks prior to the quarterly meeting to present the draft agenda, including the proposed new business items. The draft agenda will include who the presenter will be and if handouts will be distributed for the item. The RPC co-chairs will make the final decision on the agenda items at the pre-meeting.
5. The RPC meeting agenda will be finalized one week prior to the quarterly RPC meeting and distributed by the Caltrans SFP. The presenters of the agenda items, including the new business items, will be responsible for providing handouts to the Caltrans SFP. The Caltrans SFP will be responsible for developing the RPC meeting packets (working in conjunction with Industry's SFP).
6. The agenda and handouts will be electronically distributed to the meeting attendees prior to the meeting.

An effort should be made to minimize bringing up new business items that had not been planned for prior to the RPC meeting. However, if a totally new item is brought up at the meeting, and if the meeting facilitator decides to entertain the item, then an effort should be make to understand the item's problem statement and the appropriate Task Group to further work on the item. Also, consensus should be reaching regarding including this item on the next RPC meeting agenda (after adequate time has been allotted to further vet and work on the item).