

Procedures and Appeal Process from Flow Chart

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1. **CTPAC identifies issues during the council meeting-** Issues are identified and/or presented to the Council. This is done in a brainstorming format. No new issues are rejected or ignored. All new ideas are recorded during these Council-brainstorming sessions.
2. **CTPAC-SC reviews, categorizes, and prioritizes issues into projects-** The Steering Committee (SC) organizes and prioritizes the issues brought out during the Council brainstorming session. The SC reviews the issues and develops projects to assign the Workgroups (WG). The SC appoints a SC Chairperson to keep track of projects, issues and assignments to the WG. The SC will meet quarterly.
3. **CTPAC-SC establishes Workgroups-** The WG are comprised of volunteers from the SC. The Chairperson has final say on assignments to the WG.
4. **CTPAC-SC assigns Projects to WG-** The SC delegates the projects to the established and/or new WG. Chairperson tracks assignments and projects.
5. **and 5A. WG develops Proposal-** With the consultation from Caltrans and/or California Highway Patrol (CHP), the WG will develop a comprehensive proposal to present to SC. The WG will assign a Leader to present the proposal to the SC. The Chairperson will track all proposals and their progress.
6. **Work Group Leader Presents Proposal to CTPAC-SC (five copies)-** The WG leader will coordinate with the Chairperson to present the final proposal to the SC. The Chairperson will keep track of all delivered proposals.
7. **CTPAC-SC Reviews, Approves and Prioritize Proposals-** The Chairperson coordinates the presentations the proposals at the SC meeting. The proposals are reviewed, discussed and prioritized..
8. **CTPAC-SC Reviews Proposal, Makes Decisions, Approves & Prioritize-** The SC has two options. One, to go forward and present the proposal to Caltrans, or two, returned the proposal back to the WG for further work. The SC votes on forwarding or returning the proposals. The Chairperson will track proposals progress and/or deficiencies and will delegate tasks to WG for further work.
9. **CTPAC-SC Returns Proposals to Work Group for further work-** If the proposal is not approved by SC, the proposal will be sent back to the WG for further clarification, work, or and specific work assigned by the SC. The Chairperson will track the proposal's re-submittals progress.

10. **Proposal will be returned to CTPAC-SC for Future Prioritization-** On the recommendation of the SC and the Chairperson, the proposal will be sent back for further prioritization.
11. **CTPAC-SC Approves & Forwards Proposal to CT/CHP-** If proposal is completely explained and presented at the SC, the proposal is voted on by the SC to move forward for review by Caltrans and/or CHP. The Chairperson will coordinate the timeline for the responses and reviews of the proposals with Caltrans and/or CHP.
12. **CT/CHP Reviews Proposal-** Caltrans and/or CHP will review the proposal for consideration to change procedures, policies and/or laws.
13. **CT/CHP Approves or Denies Proposal-** Caltrans and/or CHP have three options:
 - a. Accept the proposal.
 - b. Accept the proposal with conditions, and/or request for more information from the WG and/or SC.
 - c. Deny the proposal and send back to the SC.
14. **CTPAC-SC decides to send to Appeal Committee-** If the proposal is denied by Caltrans, the SC and the Chairperson can vote to send the proposal to the appeals process; or it send back to the SC for further work; or vote to completely cancel proposal.
15. **CT/CHP & Work Group develop implementation plan & implement-** With the consultation of the SC, Caltrans and/or CHP develop and timetable and method to change practice, policy, or law. These timetables are coordinated with the Chairperson.
16. **Caltrans/CHP reports to CTPAC/CTPAC-SC-** Caltrans presents SC accomplished works to the CTPAC in the yearly meetings.

Appeal Process

17. **Appeals Committee reviews Denial-** The Appeals Committee reviews the denied proposal and recommend to the SC. There are two options for the Appeals Committee, one, to accept the denial and cancel the proposal, or two, to send back to Caltrans or CHP for further review with their recommendations. The appeals committee is comprised of management of California Trucking Association (CTA) local head of CTA, CHP (Captain or higher) and Caltrans *Traffic Operations*' management and the SC Chairperson.
18. **END-**