

RTAC Mission, Policies and Procedures

I. CREATION OF THE RTAC

The coalition, known as the Regional Transportation Agencies Coalition (RTAC), will be governed by the terms of these policies and procedures and any By-Laws passed and adopted by the RTAC.

II. MISSION STATEMENT

The mission of the RTAC is twofold:

1. To provide Member Agencies a forum to fulfill legislative mandates of mutual interest, such as but not limited to Public Utilities Code Sections 130058 and 130059 (hereinafter referred to as AB 1246) and Public Utilities Code Section 44243.5 (hereinafter referred to as SB 836), and
2. To address issues of common interest in the areas of transportation, mobility and air quality with the intent of facilitating identification, coordination and resolution of issues affecting more than one of the Member Agencies.

III. RESPONSIBILITIES

1. Fulfill the requirements of AB 1246 in an expanded forum that more appropriately reflects the current roles of Member Agencies having responsibilities for or mutual interest in meeting the mandates as set forth in the legislation.
2. Maintain a regular meeting format for Member Agencies to:
 - a. identify and address areas of mutual interest,
 - b. coordinate with members,
 - c. attempt to resolve areas of conflict,
 - d. develop consensus direction, and
 - e. advocate consensus positions.
3. Areas of mutual interest include, but are not limited to:
 - a. Regional Transportation Plan (RTP),
 - b. Regional Transportation Improvement Program (RTIP),
 - c. SCAG's Overall Work Program (OWP),
 - d. Regional Rideshare programs,
 - e. Senate Bill 1402 Intercounty Bus Plan,
 - f. Federal Transit Administration Section 5310 Program (formerly known as Section 16),
 - g. Congestion Management System (CMS) and Congestion Management Program (CMP),
 - h. Air Quality Management Plan (AQMP),
 - i. Goods Movement,
 - j. State and Federal Legislation,
 - k. Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and subsequent transportation legislation, and
 - l. State Transportation Improvement Program (STIP).

4. Provide Member Agencies a forum for the county transportation commissions and air quality districts to coordinate their interests and efforts with Southern California Association of Governments (SCAG) and Caltrans on relevant regional issues by making recommendations to SCAG's Transportation and Communications Committee and Regional Council and other agencies.
5. Coordinate and review inter-agency transportation and transportation related efforts of Member Agencies to assist SCAG in achieving conformity with the RTP throughout all phases of the regional planning process.
6. Fulfill the mandates of SB 836 to implement voluntary rideshare services and programs at employer work sites and ensure that all entities having responsibilities under the legislation proceed with implementation in a collective and coordinated manner.
7. Develop and oversee the implementation of the regional rideshare program by the responsible agencies, in each county, including the allocation of funding.
8. Develop and implement policies and procedures necessary for the RTAC and its Member Agencies to operate in an effective and efficient manner in the discharge of responsibilities; i.e., administration, accounting, legal, etc.
9. Assist Caltrans with the delivery of the STIP.

IV. MEMBERSHIP AND VOTING

The RTAC shall consist of eight voting member agencies and five non-voting member agencies.

Voting Members

Voting Members shall vote on all items on the agendas, on the basis of one vote per voting Member Agency. RTAC members shall be selected by and composed of one member with voting power from each of the following eight Member Agencies:

1. California State Department of Transportation (Caltrans)
2. Imperial County Representative (Since Imperial County does not have a designated transportation commission, then Imperial County will have a representative on the RTAC who represents transportation matters for the County.)
3. Los Angeles County Metropolitan Transportation Authority (LACMTA)
4. Orange County Transportation Authority (OCTA)
5. Riverside County Transportation Commission (RCTC)
6. San Bernardino Associated Governments (SANBAG)
7. Southern California Association of Governments (SCAG)
8. Ventura County Transportation Commission (VCTC)

Non-Voting/Ex-Officio Membership

RTAC members shall also be selected by and composed of one ex-officio, non-voting member from each of the following five Member Agencies:

1. Antelope Valley Air Pollution Control District (AVAPCD)
2. Imperial County Air Pollution Control District (ICAPCD)
3. Mojave Desert Air Quality Management District (MDAQMD)
4. South Coast Air Quality Management District (SCAQMD)
5. Ventura County Air Pollution Control District (VCAPCD)

V. MEMBERSHIP POLICIES

1. All appointments for voting members and their alternates, and ex-officio members and their alternates, shall be made by the respective appointing authority.
2. All voting members and alternates, shall be either an elected official from the jurisdiction of the voting agency or authority, a voting member of the county transportation commission, or their designee provided the designee has a formal reporting relationship to their appointing authority.
3. When acting in the absence of the voting representative, the alternate must be designated to vote for the agency he/she represents.
4. The authorized appointing authority may appoint, reappoint or fill a vacancy by giving notice in writing to the RTAC Chairperson.
5. With the exception of ex-officio members, no representative shall serve on both the RTAC and the RTAC-TAC.
6. Other public agency members may be designated as ex-officio, non-voting representatives by the RTAC voting members.
7. Caltrans' voting member and alternate shall be the Director of Transportation or his/her designee.

VI. OFFICERS

1. Annually, on or before the December RTAC meeting, the RTAC shall elect a Chairperson and a Vice-Chairperson by majority vote of the voting RTAC members.
2. In the absence or inability of the Chairperson to act, the Vice-Chairperson shall act as Chairperson.
3. The Chairperson (or in his/her absence the Vice-Chairperson) shall preside at and conduct all meetings of the RTAC.
4. The RTAC Chairperson must be a voting member of the RTAC and can serve for as many terms as election results allow.
5. The terms of the Chairperson and Vice-Chairperson term will be from the January meeting, through the December meeting of the same calendar year.

VII. RTAC-TAC MEMBERSHIP

The RTAC's Technical Advisory Committee (RTAC-TAC) shall be comprised of membership as approved by the RTAC, with one representative appointed by each of the same voting and ex-officio members described in Section IV.

VIII. RTAC-TAC MEMBERSHIP POLICIES

1. RTAC-TAC members shall be designated by the RTAC voting and ex-officio Member Agencies from their staff.
2. All appointments for RTAC-TAC members for voting and ex-officio Member Agencies shall be made by the respective appointing authority.
3. The RTAC-TAC Chairperson shall keep a roster of all RTAC-TAC members.
4. Recognizing that several Member Agency staff may attend the RTAC-TAC meetings on a regular basis, only one vote is allowed per Member Agency.

IX. RTAC-TAC OFFICERS

1. In December of each year, the RTAC-TAC shall recognize the next Chairperson and Vice-Chairperson of the TAC, who shall be staff from the Member Agency of the newly elected RTAC Chairperson and Vice-Chairperson.
2. The term will run concurrent with the term of the RTAC Chairperson.

X. AUTHORITY

As may be necessary to accomplish the RTAC mission, the RTAC shall have the authority to undertake the following:

A. Administration

1. Establish a Technical Advisory Committee (TAC) as an advisory committee to assist in developing presentations/items as requested by the RTAC, developing work programs, RFPs, technical evaluations, agreements and any other work assigned by the RTAC.
2. Contingent upon a decision on policy determination on administration, RTAC may employ, contract with a Program Administrator, or accept the services of a member agency as Program Administrator.

B. Work Programs

1. Establish and adopt a work program for all responsible programs.
2. Adopt legislative positions, policies and procedures, as necessary, for the performance of its responsibilities. These shall include, but not be limited to, the development of RFPs, guidelines for work programs and selection criteria.
3. Perform any other duties it deems necessary to monitor and advocate for

responsible programs, communicate these efforts to the relevant Federal, State, regional and local agencies and legislative bodies, and publicize its successes.

C. Fiduciary Responsibilities

Select on a calendar year basis, a Member Agency or Agencies, which act as the Fund/Contract Administrator(s), for the program's dues (if any), SB 836 funds and any other programs/funding that require fiduciary administration. These entity(s) will be responsible for delegation of the following:

XI. ROLES OF MEMBER AGENCIES

While the RTAC will oversee the implementation of the actions described within these Policies and Procedures, the support of the Member Agencies is required. These roles will include the following:

1. As needed, staff support shall be provided by the Member Agencies to assist in related studies, projects and policy development, legal counsel, and to obtain necessary Member Agency approvals.
2. Policy support shall be provided by Member Agencies to either approve, or respond quickly to, any recommendations made as to administrative or financial support, the annual work program, and other policy areas.
3. As specified in Section X.C of these Policies and Procedures, one or more Member Agency(s) shall be designated by the RTAC to provide Fund/Contract Administrative duties.
4. To assure that the RTAC's actions are implemented quickly and efficiently, a Program Administrator may be selected by the Member Agencies and funded by negotiated contributions of members.

XII. REIMBURSEMENT OF EXPENSES

Compensation and/or expense reimbursement for the RTAC Voting and Ex-Officio members shall be the responsibility and at the discretion of each appointing Member Agencies.

XIII. OPERATIONAL POLICIES AND PROCEDURES

1. The RTAC shall convene at least six regular meetings each year. Such further meetings may be conducted as reasonable, depending upon the issues at hand.
2. The dates, times, and location of such meetings will be determined by the Chairperson, at the first meeting conducted in each calendar year.
3. A majority of the voting members of the RTAC shall constitute a quorum, and all action at a meeting shall require the affirmative vote of a majority of the

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- voting members.
4. At any regular meeting not held for lack of a quorum, the members present, if less than a quorum, may constitute themselves as a "Committee of the Whole," for purposes of discussing agenda matters or any other matter of interest to the members present. The Committee shall automatically cease if a quorum is reached.
 5. The Chairperson may designate standing and ad hoc committees subject to the concurrence of the RTAC members. The Chair shall make appointments to all committees.
 6. All agenda items shall be submitted by RTAC or RTAC-TAC Member Agencies, in writing, to the Program Administrator at least ten days prior to the next scheduled meeting, with a written copy to the RTAC-TAC Chair.
 7. The Program Administrator shall cause minutes of regular, adjourned regular and special meetings, to be kept, and shall, after each meeting, cause a copy of the minutes to be forwarded to each member of the RTAC and to be ultimately approved by the RTAC.
 8. All meetings of the RTAC, including without limitation, regularly adjourned, regular and special meetings, shall be called, noticed, held, conducted and public comments allowed, in accordance with the Ralph M. Brown Act. Reasonable public comment limitations may be imposed at the discretion of the Chairperson.
 9. Rules and procedures shall be at the discretion of the Chairperson and consistent with both state and federal laws.
 10. The RTAC at any time, may establish, revoke or modify any or all of the authority of such policy and technical committees, taskforces, or project terms as it deems desirable to assist the RTAC in implementing its mission.
 11. The RTAC may adopt additional policies and procedures pertaining to the conduct of committee meetings to the extent that such policies and procedures are consistent with these Policies and Procedures and any By-Laws subsequently adopted by the RTAC.
 12. The office of the RTAC shall be located at the offices of the Program Administrator. Should the Program Administrator be a firm/entity that is not a Member Agency, then the offices shall include a separate phone line, fax line and e-mail capabilities.
 13. The RTAC may adopt from time to time By-Laws as may be required for the conduct of its meetings and the orderly operation of the RTAC and its TAC.