



Caltrans Bay Area Pedestrian Advisory Committee

CHARTER

The primary mission of the Caltrans Bay Area Pedestrian Advisory Committee (PAC) is to help ensure that Caltrans Bay Area planning, design, project management, construction, highway operations, and maintenance activities meet the needs of pedestrian users of the state highway system within the Bay Area in accordance with Caltrans policies, plans, and goals.

Goals

1. Improve pedestrian safety, equity, access, and comfort along and across Caltrans facilities.
2. Recommend, support, and advise on Caltrans policies that will ensure pedestrian access and safety are equitably distributed.
3. Recommend, support, and advise on Caltrans policies that will eliminate pedestrian fatalities, injuries, and negative impacts from Caltrans facilities for all pedestrian users.
4. Increase walking mode share.
5. Achieve the goals above in ways that improve equity and support diversity.

Objectives

1. Prioritize the PAC's opportunities to advise Pedestrian and Bicycle Branch staff before they make Bay Area-level decisions that would affect the goals outlined above for pedestrian users.
2. Advise and inform Caltrans Bay Area staff on pedestrian needs and how Caltrans can meet them.
3. Advise Caltrans Bay Area and Headquarters staff on their policies, programs, and design requirements to improve pedestrian access and safety.
4. Help enhance awareness of pedestrian access, safety, and equity needs by working with Caltrans Bay Area staff on specific projects and to develop metrics by which Caltrans can measure pedestrian needs and success in meeting them.

Committee Responsibilities and Tasks

1. Create a two-way communication mechanism between the PAC and the staff and leadership at Caltrans Bay Area and Headquarters, whereby Caltrans defines specific topics for which it requests advice.

2. Provide specific feedback to advise and assist Caltrans on implementing:
 - a. Caltrans policies, plans, and goals.
 - b. District planning, project initiation documents, and other capital project documents.
 - c. Needed roadway upgrades that address major existing deficiencies in the areas of pedestrian access, safety, and equity.
 - d. Design and execution of maintenance projects in a manner that satisfies the need for continuous pedestrian safety, comfort, and equity while they are underway and after they are completed.
 - e. New policies and policy revisions pertaining to safety and equity in making walking a mode that is attractive to all potential users.
 - f. Applicable statewide, regional, and local policies and programs to improve walking.
3. Enable members of the public, such as interested individuals or members of regional and local pedestrian and bicycle committees, to observe and offer public comment on PAC meetings through structured and publicly noticed meetings.
4. Review programs and projects to ensure consistency with the Caltrans Bay Area Pedestrian Plan.

Caltrans Responsibilities and Tasks

1. Identify what Caltrans is seeking advice on from the PAC for each meeting agenda item.
2. Identify and bring potential agenda items to the PAC early in Caltrans' policy and project planning phases to give the PAC time to provide advice that could impact the direction of a policy or program.
3. Inform the PAC of the appropriate responsible Caltrans staff or division with whom the PAC's advice will be shared.
4. Report how the PAC's advice was used or not used in specific projects, and identify the reasons that advice was rejected or used, to better guide the PAC in the future.
5. Designate a staff liaison to the PAC, whose responsibilities are discussed below.

Membership Criteria & Requirements

The Caltrans Bay Area PAC will be comprised of local and regional government agency staff, transportation professionals, and regional pedestrian advocates who regularly work on or study pedestrian issues and have an interest in improving pedestrian mobility, accessibility, equity, and safety throughout the nine San Francisco Bay Area counties. The PAC shall also include one staff representative from the Metropolitan Transportation Commission (MTC) as an ex officio member. The number of committee members shall be between 12 and 18 individuals.

Members of the PAC will serve two-year terms that are staggered such that, in any given year, half of the members would need to reapply in order to continue as members. While Caltrans oversees the application process, the Chair and the Vice Chair join the staff liaison and Brach staff in the review of applications.

77 **Committee Member Responsibilities**

78 Members of the PAC should:

- 79 • Consistently attend meetings.
- 80 • Adhere to Caltrans Bay Area PAC Charter.
- 81 • Participate as advocates for improving pedestrian mobility, accessibility, equity, and safety in
82 the Caltrans Bay Area District.
- 83 • Suggest and bring relevant topics to the Chair and staff liaison for discussion at future
84 meetings.

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86 **Committee Structure & Caltrans District Liaison**

87 The PAC will elect a Chair and Vice Chair from among its members to serve on an annual basis. The
88 Chair will facilitate the meetings using a simplified approach to Robert’s Rules of Order. In the event
89 of the Chair’s absence from a meeting, the Vice Chair will facilitate. In the event that the Chair or Vice
90 Chair is up for re-application or otherwise unavailable, the committee members along with Caltrans
91 liaison and Branch Chief will choose another member of the Committee as a replacement.

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93 The Caltrans Bay Area District will be represented by the Division of Transportation Planning and
94 Local Assistance. The Division’s staff person to the committee shall be the Caltrans Bay Area
95 Pedestrian and Bicycle Branch Chief or their designee, who will be the liaison between the PAC and
96 the Bay Area District and will communicate the PAC’s recommendations to the appropriate divisions
97 within Caltrans Bay Area or Headquarters.

98
99 The staff liaison will reserve the room for PAC meetings, attend PAC meetings, and take meeting
100 notes or assign Caltrans staff for that purpose. The staff liaison will also provide the PAC with
101 information on Caltrans Bay Area activities related to the PAC’s objectives and responsibilities as
102 described in the PAC Charter, and update and maintain the PAC webpage for public information.

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104 The responsibility for developing meeting agendas will be shared by the Chair and the Caltrans staff
105 liaison. The Chair will be primarily responsible for generating agenda topics and soliciting presenters
106 from outside Caltrans. The staff liaison will be primarily responsible for developing and soliciting
107 presenters for topics within Caltrans, such as Bay Area and statewide policy updates, PID lists, and
108 Caltrans projects. The Chair and staff liaison will meet in advance of each meeting to finalize the
109 agenda. It will be the responsibility of the staff liaison to maintain the roster of current PAC members
110 and to share the meeting agenda with the full PAC and list of interested parties.

111
112 **Committee Meetings**

113 PAC meetings will be held during Caltrans Bay Area business hours on at least a quarterly basis.
114 Twice a year, the PAC and the Bicycle Advisory Committee (BAC) will hold a joint meeting to
115 address issues of common interest and overlapping policy responsibilities. Meetings are currently held
116 online-only. In-person or hybrid meetings may resume at the Caltrans Bay Area building at 111 Grand
117 Avenue in Oakland.

118 Meetings are open to the public, and anyone may attend. The opportunity for public comment will be
119 available on any item on the agenda; a public comment period will be afforded as well for items not on
120 the agenda within the PAC's scope. To stay on schedule, the Chair may impose reasonable time limits
121 on speakers during meetings.

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123 Although the PAC and Caltrans staff will strive to maximize transparency and accountability, the PAC
124 meetings are not subject to the Brown Act or the Bagley-Keene Act.

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126 The Chair and Vice Chair may form subcommittees, for which assignments will be divided among the
127 PAC members.

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129 **Voting and Quorum for Meetings**

130 A majority of the members currently in office shall constitute a quorum. A member with two
131 consecutive unexcused absences is not to be counted against a quorum. Attendance and voting may be
132 done remotely. Every action taken or decision made by a majority of the members present at a duly
133 held meeting at which a quorum is present shall be an act of the PAC.

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135 Except as otherwise provided in this charter, no formal motions may be adopted by the PAC at any
136 meeting at which a quorum is not present, except a motion to adjourn the meeting. The PAC may,
137 however, discuss issues and receive informational reports when lacking a quorum, provided that no
138 motions or actions are adopted.

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140 The PAC members present at a duly called and held meeting at which a quorum is initially present may
141 continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of
142 members from the meeting, provided that any action thereafter taken must be approved by at least a
143 majority of the required quorum for such meeting or such greater percentage as may be required by the
144 PAC Charter.

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146 **Amendment of the Charter**

147 This Charter may be amended or repealed in whole or in part by a two-thirds vote of the PAC members
148 present at a meeting where a quorum is present.

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150 **Record of Amendments**

151 Whenever an amendment to the PAC Charter is adopted, it shall be recorded in the Charter with the
152 original charter language, in the appropriate place. If a section of the Charter is repealed, the fact of
153 repeal, with the date of the meeting at which the repeal was enacted or written assent was filed, shall
154 be added to the Charter.