CHARTER

Active Transportation and Livable Communities (ATLC) Advisory Committee

1. PURPOSE: The Active Transportation and Livable Communities (ATLC) advisory committee is established to discuss and recommend solutions and action items pertaining to active transportation (mobility alternatives to the single occupant vehicle) and livable community concepts, including stakeholder engagement, multi-modal transportation, compact growth, and context sensitive solutions, and to improve the relationships between key external stakeholders involved in active transportation and livable communities and the California Department of Transportation (Caltrans) management. It is the intent of the sponsors that this group provide significant advice and comments to Caltrans such that decisions and actions taken will reflect that advice, and at a minimum, be taken into account in decision-making.

2. NOMINATION AND INVITATION: Each member of the committee is invited to participate by the Deputy Director for Planning & Modal Programs of Caltrans upon nomination either by the current membership on the committee or by Caltrans staff. Nominations will be solicited upon determination that a need to solicit exists. If any member of the committee is unable to serve for any reason, the Deputy, or the delegated staff member, shall recommend and invite a replacement.

3. REPRESENTATION: Each external member who is invited by the Deputy's representative, is considered an "at large" advocate, to the best of his or her ability, for interests of the public throughout the geographic area of the State of California. The external stakeholder representatives may include, and not be limited to, the following: Rails to Trails Conservancy, Local Government Commission, California Bicycle Coalition, California Bicycle Advisory Committee, Odyssey, California Pedestrian Advisory Committee, WALKSacramento, California WALKS, Planning and Conservation League, Center for Civic Partnerships, Urban Land Institute, California Center for Collaborative Leadership, Sacramento Metropolitan Air Quality Management District, ITS Tech Transfer, California Transit Association, California Association for Coordinated Transit, California Department of Public Health, and the California Department of Housing and Community Development.

4. CALTRANS SPONSORSHIP AND SUPPORT: The Caltrans Deputy Director, Planning and Modal Programs as well as the Deputy Director, Maintenance and Operations, and the Deputy Director, Project Delivery, are sponsors and members of this committee. The Department also has members at the Division level, including, but not limited to, the Chiefs of the Divisions of Transportation Planning, Design, Environmental Analysis, Traffic Operations, Local Assistance, Maintenance, Rail, Aeronautics, and Mass Transportation. The Division Chief, Transportation Planning, and the Office of Community Planning, are responsible for coordination and staff support of this advisory committee.

5. BACKGROUND: The Department formed the Alternative Transportation and Livable Communities group in 2001 to foster better partnerships with advocacy groups with interests in livable communities, smart growth, mobility alternatives, and context-sensitive design. The group has no legislative mandate or charter directing its efforts, however, it is consistent with Deputy Directive 46 on External Advisory Committees. It was intended to provide a forum, to disseminate information, and to ensure Department efforts considered the concerns of these groups. The Department meets quarterly with the ATLC members to understand their concerns, share what efforts the Department is making, and to collaboratively develop solutions. The meetings are facilitated by the Deputy Director for Planning and Modal Programs, and are coordinated through the Division of Transportation Planning, Office of Community Planning. Membership has been largely open to any interest group identified within the subject area that is willing to participate. Department managers, largely division chief level, are invited to provide information and updates on various topics. The name was changed in 2007 to Active Transportation and Livable Communities Advisory Committee in recognition that transportation is multi-modal and other modes are not just alternatives to single occupant vehicles but transportation modes in their own right.

6. "SUNSET" PROVISIONS: The Deputy Director for Planning & Modal Programs shall, consistent with Deputy Directive 46, and in consultation with the committee, annually review whether the ATLC advisory committee will continue to exist. The committee shall automatically continue in existence unless the Deputy determines otherwise.

7. FREQUENCY AND LOCATION OF MEETINGS: The ATLC advisory committee meets quarterly. Meetings shall be held at Caltrans headquarters in Sacramento, California.

8. ADMINISTRATIVE AND LOGISTICAL SUPPORT FOR THE COMMITTEE: Caltrans Office of Community Planning shall provide reasonable staff support for the activities of the committee. Caltrans Office of Community Planning, shall make arrangements for all meetings, shall provide administrative support, and shall record and maintain summary notes of each meeting as well as other materials related to committee efforts. Caltrans shall not be responsible for any costs to members, including travel.

9. OPEN MEETING LAW: Inasmuch as the committee is entirely advisory in nature, and has no governmental powers in and of itself, the proceedings of the committee are not subject to state or federal open meeting laws. However, the Deputy urges the committee to conduct its business in an open manner, whereby any interested person is permitted to observe any meeting of the committee.

10. INCOMPATIBLE ACTIVITIES: Inasmuch as the committee is entirely advisory in nature, and has no governmental nor fiduciary powers in and of itself, the proceedings of the committee are not subject to state or federal laws governing incompatible activities. The Deputy Director for Planning & Modal Programs requests each member to refrain from any activity that could reasonably be construed as, or give the appearance of, an incompatible activity or a conflict of interest. Members shall not seek any personal preference in any business matter involving Caltrans, by virtue of their participation on this committee. However membership shall not bar any member from otherwise conducting business with Caltrans.

11. MODIFICATIONS OF CHARTER: The Deputy Director for Planning & Modal Programs shall have the right to change this Charter. However, the committee may at any time request the Deputy to change this charter. Notwithstanding his or her right in this regard, the Deputy shall not unreasonably refuse such request. By the same token, in the event the Deputy considers necessary any change not requested by the committee, he shall seek the committee's consent to the change.

APPROVED BY:

R. GREGG ALBRIGHT

Deputy Director

Planning and Modal Programs

3/12/07

Date

RICHARD D. LAND

Deputy Director

Project Delivery

3/12/07

Date

MICHAEL MILES

Deputy Director

Maintenance and Operations

3/12/07

Date