



California Freight Advisory Committee DRAFT CHARTER

BACKGROUND

The California Department of Transportation (Caltrans), in collaboration with the Business, Transportation and Housing Agency, is forming the California Freight Advisory Committee (Committee) in response to guidance provided in the new federal transportation legislation, Moving Ahead for Progress in the 21st Century (MAP-21).

Refer to Attachment 2 for MAP-21 freight guidance from the October 15, 2013, Federal Register.

PURPOSE, ROLES, AND RESPONSIBILITIES

The Committee will:

- Participate in the development of the California Freight Mobility Plan to be prepared consistent with MAP-21 guidance.
- Serve as a forum for the discussion of freight-related topics.
- Help coordinate regional freight priorities with other organizations
- Advise the State on key freight-related decisions, priorities, issues, projects, and funding needs from both statewide and regional perspectives.

The Committee is entirely advisory in nature, and has no governmental powers in and of itself. Although the Committee is not subject to state open meeting laws, it will conduct its business in an open manner, whereby any interested person is permitted to observe any meeting of the Committee. The Committee shall not issue any form whatsoever of public information or news releases; however, the Committee may request Caltrans to issue such releases on its behalf and Caltrans shall not unreasonably refuse to do so.

DESIRED GOALS

A draft list of specific goals and a schedule for achieving those goals will be discussed by the Committee at their inaugural meeting and amended into this charter once finalized.

MEMBERS

Consistent with MAP-21's guidance, the Committee consists of "a representative cross-section of public and private sector freight stakeholders, including representatives of ports, shippers, carriers, freight-related associations, the freight industry workforce, the transportation department of the State, and local governments."

Beyond the representative cross-section of public and private sector freight stakeholders identified in MAP-21, committee members were selected with the intent of providing a fair balance of representation broadly across all regions of California, freight modes, and perspectives. This includes the air, rail, truck and port stakeholders; federal, state and local government agencies; the freight industry workforce; environmental advocacy groups; and infrastructure, logistics and economic development representatives.

Committee members are expected to act in a manner which does not impede the Committee's discussion or negatively impact their ability to come to an agreement on freight recommendations. At their discretion, Caltrans' Director reserves the right to add or remove members of the Committee in order to maintain or enhance the productivity of the group.

Refer to Attachment 3 for additional information on the structure of the Committee.

REPORTING STRUCTURE INPUT TO BOARD

The Committee is sponsored by the Director of Caltrans. By delegation, the Committee will be chaired by the Deputy Director, Planning and Modal Programs (Deputy Director).

DECISION PROCESS

Each voting Committee member is entitled to cast one vote. Attendance and voting by a member may be by telephone, although attendance in person is encouraged. A vote by a majority of the quorum is required for all formal Committee recommendations. A quorum shall consist of a majority of representatives, including those attending remotely by telephone. A member's early departure from a meeting will not prevent a quorum from continuing to do business.

In the event that a representative is unable to attend a meeting, he or she may designate an alternate from the member organization or agency to participate at the meeting by providing notice to Caltrans prior to the meeting. The alternate shall be counted toward meeting the quorum requirement and shall have the same voting rights as the member.

FREQUENCY OF MEETINGS

In order to minimize travel requirements for Freight Advisory Committee members, meetings will be scheduled quarterly to coincide with other noteworthy statewide meetings such as California Transportation Commission meetings.

For all Freight Advisory Committee meetings, Caltrans will make provisions for remote meeting participation where travel for members is not possible.

AMENDMENT

Caltrans' Director shall have the right to change this Charter. However, the Committee may at any time request the Director to change this charter. The Director shall not unreasonably refuse such request. By the same token, in the event the Director considers necessary any change not requested by the Committee, the Director shall seek the Committee's recommendation regarding the change.

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