

# **Association for Commuter Transportation**

## *Public Policy Committee Charter*

### **Purpose**

On behalf of the Board and in partnership with staff and consultants, the Public Policy Committee is charged with helping set the content of ACT's public policy agenda. The Committee will create a venue for hearing, discussing, and formulating recommendations on policy positions for the association and advise the Board through persuasive policy related briefs. The Committee will work to inform and engage ACT members on the advancement of ACT's policy agenda.

### **Vision**

1. ACT members are well informed, represented, and directly engaged as necessary in ACT's policy processes that will lead to greater recognition and support of Transportation Demand Management.
2. ACT is viewed by policymakers as the premier voice for Transportation Demand Management and a go to resource for transportation policy development.

### **Key Responsibilities**

1. Advise and assist the Board of Directors with respect to public policy issues which could affect the interests of the Membership and the Association.
2. Host regular policy updates for the membership in coordination with government affairs consultant.
3. Seek input and guidance from the Membership in the identification of policy issues and opportunities.
4. Implement the public policy agenda of the Association, in coordination with the Association's advocacy contractor.
5. Review and recommend policy positions in line with ACT's mission and policy objectives to the Board.
6. Increase Member understanding of public policy issues.
7. Assist in developing and disseminating position papers, issue briefs, and policy statements related to TDM issues.
8. Assist staff and government affairs team to identify and engage partners to advocate for ACT's policy positions.
9. Assist in the development of policy focused sessions for ACT's International Conference and other events; and/or develop dedicated policy focused events.
10. Provide written reports to the Board for all in-person board meetings.

### **Membership & Structure**

1. The Committee shall consist of at least nine and no more than 13 members appointed by the Board of Directors, including the Committee Chair.
2. The Executive Committee will recommend to the full board for approval, a Director from the Board, to serve as Chair of the Committee.
3. A Vice Chair and Secretary will be selected by the Committee membership at the first meeting of a new two-year term.
4. The Committee membership shall include at least one member representing the following sectors:
  - a. Private employer
  - b. University or college
  - c. Municipal or State government
  - d. Transportation Management Association
  - e. Vanpool provider/program
  - f. Transit authority

5. Members appointed to represent a specific sector, must remain employed within the sector to remain on the Committee.
6. All members in good standing of the association may submit a statement of interest and signed conflict of interest statement to the Board of Directors for review and appointment to the Committee.
7. Members of the Committee will serve two-year terms.
8. The Board may appoint and replace vacant seats on the committee throughout the two-year term to a new member that will serve through the remainder of that term.
9. Terms for Committee Members, not including the Chair, will begin on January 1 and end December 31.
10. Members of the Committee will serve no more than three consecutive terms, unless moving into the role as Chair.
11. The Chair, upon completion of their term on the Board, will be eligible to submit a statement of interest to continue to serve as a Committee member.
12. A member of the Committee may be removed from the Committee by a two-thirds vote of the Board.
13. The Executive Director, Board President, and Board Vice President shall serve as non-voting members of the Committee.

### **Committee Meetings**

1. The Committee shall meet at least four times a year and hold at least one in-person meeting during the ACT International Conference.
2. A majority of Committee Members shall constitute a quorum for the transaction of business and the act of a majority of the Members present at any meeting at which there is a quorum shall be the act of the Committee.
3. The Chairperson of the Committee shall be responsible for scheduling all meetings of the Committee and providing the Committee with a written agenda for each meeting. The Chairperson shall preside at the meetings of the Committee. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of the Chair and Vice-Chair, the members of the Committee present shall appoint a member to preside at the meeting.
4. The Secretary shall keep the minutes of the Committee and record all actions taken at the meeting. The minutes will be shared with the Executive Director and a report of all actions taken shall be provided to the Board of Directors at its next meeting.

### **Policy Decision Making**

1. Proposed policy positions, including positions on federal legislation, may be submitted for consideration of the Public Policy Committee through the following ways:
  - a. By a member of the public policy committee;
  - b. By an ACT Council, through an affirmative vote of Council members in accordance with ACT's bylaws; or
  - c. By a member in good standing with signed support from five other members that are not within the same organizational membership.
2. All submissions for consideration to the Public Policy Committee should include the following:
  - a. Name of individual(s) or Council submitting the proposal;
  - b. Title of the Proposal;
  - c. Summary or Description of the Issue (Explain any relevant background to and reasons for the proposed policy position. Present how the proposed position relates to existing policy positions and the organization's Cornerstones.);
  - d. Pros/Cons of the Position (To the extent feasible, identify potential pros and cons to the proposed policy position, taking into account sectors of ACT's membership that may benefit and/or be negatively impacted by the proposed policy position; and

- e. Proposed Action by the Committee (Clearly recommend what position you feel the Committee should take i.e. in support, against, or neutral).
3. Committee meeting agendas must list the proposed submission to be voted on and all Committee Members should be sent a copy of the proposal prior to the meeting.

**Resources & Budget**

1. ACT's government affairs consultant will provide guidance and briefings to the Committee.
2. The Committee may request resources as part of the Association's annual budget process.
3. The Committee will use ACT's conference call lines and web conference software for all meetings.