



DALLAS-FORT WORTH CLEAN CITIES TECHNICAL ADVISORY COMMITTEE GUIDING PRINCIPLES



PRIMARY RESPONSIBILITY OF TECHNICAL ADVISORY COMMITTEE

The purpose of the Dallas-Fort Worth Clean Cities Coalition Technical Advisory Committee is to guide the Coalition's strategic direction, support its activities, and facilitate its capacity for growth. The Technical Advisory Committee will provide technical expertise, public outreach support, review of regional transportation and air quality planning, and assistance in the selection of transportation and air quality projects funded by the [Regional Transportation Council](#) (RTC) and the Executive Board of the [North Central Texas Council of Governments](#) (NCTCOG) on an as-needed basis. The Technical Advisory Committee will provide recommendations on projects and programs to be presented to and approved by the [Surface Transportation Technical Committee](#) (STTC), RTC, and Executive Board. Responsibilities for members include attending four Technical Advisory Committee meetings per year, attending or participating in select Department of Energy trainings or webinars about the Coalition network and national objectives (approximately two per year), advising and recommending the approval of strategic plans, providing input on and assisting with event, webinar, or training planning such as by inviting speakers or key attendees, assisting with publicizing events, and providing recommendations on and assisting with community engagement efforts for relevant initiatives.

NUMBER OF COMMITTEE MEMBERS

The Technical Advisory Committee will have a minimum of five members up to approximately 25 with an odd number of total members.

MEMBERSHIP

At least fifty-one percent (51%) of the Technical Advisory Committee membership should be STTC-affiliated or other public sector agencies. Non-STTC membership organization participation is allowed. Any federal agency participation will be ex officio. The Committee will strive for public sector representation to reflect a balance between eastern and western subregions of the 16-county region including Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant, and Wise counties. Each public sector agency may select and maintain one representative on the Committee. The Committee can have up to forty-nine percent (49%) from the private sector with one representative from each private sector agency. Only confirmed members may vote.

LENGTH OF APPOINTMENT FOR MEMBERSHIP

Representatives from each member organization will serve for a minimum term of two years. To the extent possible, Committee member terms will be staggered to ensure continuity as members join and depart. If a member is unable to complete their full term, they will be able to select a representative from their organization to fill in for the remainder of the term.

TERMS OF OFFICE

A Chair and Vice Chair officers are approved by the Technical Advisory Committee. Officer duties shall begin in October. Officers are appointed for a minimum term of two years, serving

the first year as Vice Chair and the second year as Chair. At least one Officer shall always be from a public sector entity.

The Chair presides at meetings of the Committee and can call interim meetings with majority approval from Committee members present for voting. The Chair will solicit input from Committee members and Coalition staff to develop agendas for the meetings. In case of a tie during a vote, the Chair will be deemed to have the authority to break the tie. The Vice-Chair performs the Chair's duties in his/her absence.

STANDARD MEETING DATE, TIME, LOCATION

The Technical Advisory Committee will meet quarterly at NCTCOG offices.

SPECIAL REQUIREMENTS

Members should be knowledgeable about alternative fuels, vehicles, infrastructure, or other subject matters relating to the Technical Advisory Committee.

ATTENDANCE

Recorded attendance will be reported to STTC as a Fast Fact, and to RTC in the Directors Report. Representatives may be sent in the place of a Committee member who is unable to attend and vote on behalf of the member.

QUORUM

The Committee-approved membership in attendance at a meeting shall constitute a quorum for action to be taken. Business of the Committee may be accomplished by a simple majority vote of the members in attendance.

MEETING RECORDS

Meeting notes of all meetings shall be kept and submitted to the membership of the Technical Advisory Committee for approval.

STANDARDS OF CONDUCT

The Standards of Conduct (Ethics Policy) included in the [RTC bylaws](#) will be followed.

MEETING PARTICIPATION

Technical Advisory Committee meetings are open to the public and provide a forum for participating individuals to provide comments and ask questions. Individuals participating in the meeting that are not members of the Committee are not eligible to vote.