

**California Transportation Commission
Road Charge Technical Advisory Committee
Draft Operating Procedures**

Purpose

Guide the development and evaluation of a pilot program to assess the potential for mileage-based revenue collection for California's roads and highways as an alternative to the gas tax system.

Responsibilities

The Road Charge Technical Advisory Committee (Committee) has the following responsibilities:

1. Study road charge alternatives to the gas tax.
2. Gather public comment on issues and concerns related to a road charge pilot program.
3. Recommend to the Transportation Agency Secretary the:
 - a. Design of a pilot program to test alternative road charge approaches.
 - b. Criteria to evaluate the pilot program.

Operating Procedures

1. The Committee is subject to and will comply with the Bagley-Keene Open Meeting Act of 2004.
2. A Commissioner of the California Transportation Commission (Commission) will serve as the Committee Chairman who shall preside at all meetings. The Committee Chairman will appoint a Vice-Chairman to serve in the Chairman's absence.
3. The Committee will operate by consensus. The goal will be to reach unanimous consensus – meaning that all members can support, or live with, the Committee's recommendations. If unanimous consensus cannot be reached, the majority opinion, as determined by vote, will be conveyed as the Committee's recommendations, with differences of opinion noted and included as part of the Committee's final recommendations. Proxy voting is not permitted.
4. Committee members are expected to participate in every meeting to achieve continuity in discussions from one meeting to the next. Alternate Committee members are not permitted. If members cannot attend a meeting it is his or her responsibility to be informed about the topics discussed by the next meeting by viewing the webcast or reading the minutes prior to the next meeting, or both. Due to the compressed schedule for the development of the pilot program any member missing three meetings will be removed from the Committee.
5. If a Committee member cannot attend a meeting and wishes to make a statement regarding an agenda item, he or she may provide the Chairman with a written statement, which will be read to the full group when the issue is considered, and which shall be made available to the public as provided by the Bagley-Keene Open Meeting Act.

6. The Commission's Executive Director may designate a member(s) of the Commission's staff to serve as staff to the Committee.
7. Meeting summaries will be prepared and posted in the document library on the Committee website for review and comment before the final version is posted on the project website.
8. Inquiries from the media or others regarding the Committee's deliberations or work product should be directed to the Committee Chairman or to the Committee's staff. Committee members are asked to let the process reach its conclusion before describing potential strategies or concepts as Committee recommendations. Members agree to bring issues or concerns pertaining to the operation of the Committee to the Committee itself before raising them with others.
9. Each member will work diligently to understand any issue or concern raised by their organization and communicate those issues in a timely fashion to the full Committee, to provide the Committee with an opportunity to respond to the issues or concerns.
10. Interim and final reports will be written in a manner that fairly and accurately reflects the findings, recommendations and opinions of the Committee. Where clear differences of opinion remain on important issues, the final report will properly capture and convey divergent views.
11. Nothing in this document is intended to restrict, limit, or otherwise inhibit the free expression of opinions by any member of the Committee when that member makes it clear that he or she is speaking for himself or herself or on behalf of the interests he or she represents.
12. General public comments are scheduled at the conclusion of the meeting. The Chair may impose a time limit. Comment cards will be made available at the meeting and the Committee website will provide an opportunity for public comment.
13. Requests for legal services to the Committee will be addressed by the Committee Chairman to the Commission's General Counsel.