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**Guidelines for the TCAG 2018 Regional Transportation Plan/Sustainable Communities Strategy Update Roundtable (RTP Roundtable)**

**Purpose and Responsibilities**

**Purpose**

The purpose of the RTP Roundtable is to support TCAG in development and preparation of the Regional Transportation Plan and Sustainable Communities Strategy. It is vital to the success of the process that the RTP Roundtable help to generate consensus about the RTP that is based on the input of an informed and active local constituency. While the RTP Roundtable will provide comments and input on issues related to development of the RTP/SCS, the final decisions on the RTP will be the responsibility of the TCAG Board of Governors.

**Membership**

The RTP Roundtable will build upon the successful 2014 and 2018 RTP Roundtables and recruit members from sectors identified in TCAG’s Public Participation Plan (as to be amended for this RTP update). In order to ensure accountability of the committee process to the TCAG Board, and ultimately to the citizens of Tulare County, the chair of the RTP Roundtable will be a representative of one of TCAG’s member agencies. Applications for membership to the RTP roundtable will be available March 1, 2017 and approved by the Board beginning in April 2017.

The RTP Roundtable will include the following members\*:

TCAG’s Member Agencies (nine)	SJV Air District
LAFCo	Caltrans, District 6
Public Transportation	Tribal Governments
Agriculture	Building/Development
Environmental Advocate	Environmental Justice Community
Bicycle/Pedestrian advocate	Banking, finance or real estate
Health Advocate	Affordable Housing Advocate
Goods Movement	Broad-based business or economic development organizations
Disabled Access/ADA	At Large (two)

*\* There will be one member per category unless otherwise noted. If more than one representative from a given agency is present, only one such representative shall take part in the Roundtable’s consensus related discussions.*

**Responsibilities**

RTP Roundtable members are responsible for representing the interests and concerns of the organizations, institutions, or constituencies that have nominated them (excluding at-large members). Therefore, RTP Roundtable members will be expected to consult with these entities and constituencies on a regular basis concerning the discussions and recommendations of the RTP roundtable.

RTP Roundtable members are expected to remain on the committee for the duration of the project. If a member leaves the RTP Roundtable for any reason, s/he will be replaced with another member from the same stakeholder category.

RTP Roundtable members are expected to listen to presentations and/or review materials and provide comments on project goals and principles, stakeholder involvement/public outreach, and draft elements for the Regional Transportation Plan. They are expected to arrive at meetings having familiarized themselves with agenda materials and be prepared when action on an agenda item or staff recommendation is requested by the Chair.

Ad Hoc Technical Work Groups: During the development of the RTP, staff may determine that it is necessary to create an ad hoc technical work group to address certain issues (e.g. Regional Housing Needs Assessment (RHNA), Environmental Justice, Modeling, etc.). These work groups will present their findings to the RTP Roundtable for review and comment.

An Environmental Justice Working Group (Committee) will be formed of the members of the RTP Roundtable and convene when determined by the Roundtable or TCAG Staff to be needed.

## **Meetings**

There will be several RTP Roundtable meetings over the course of the TCAG RTP planning process. A tentative meeting schedule will be set at the first meeting. The final meeting dates will be scheduled on a meeting-by-meeting basis, depending on what works best for the Roundtable members and staff as well as the RTP development schedule. A meeting may also be called by the RTP Roundtable Chair, as necessary, provided all requirements for noticing and posting of agendas are met.

## **Agendas**

TCAG staff will generally distribute and post meeting agendas and background materials one week before a scheduled meeting date. The final agenda for a meeting will contain a brief description of each item to be discussed at the meeting, and will be issued a minimum of 72 hours ahead of the meeting date. Materials distributed by TCAG staff to the members of the RTP Roundtable will be available to the public at the same time.

Agendas will be developed by the TCAG Project Manager in consultation with the RTP Roundtable Chair. The agenda will typically include the following:

- Start time and meeting location
- Introductions
- Review and approval of draft meeting notes from the last meeting.
- Public comments
- Agenda Items
- Confirm date and time of next meeting – (If a regular meeting time is not set.)

## **Attendance and Decision-Making**

RTP Roundtable members must make a good faith effort to attend all meetings. If a member is unable to attend a meeting, they should notify the RTP Project Manager a minimum of 24 hours before the meeting is scheduled to convene. Members that must miss a meeting may submit written comments, or may send an alternate representative to vote in their place, if that alternate has previously been identified to the RTP Roundtable Chair or TCAG Project Manager.

All meetings of the RTP Roundtable will be open to the public. However, only Roundtable members (or their alternates, if the member is not present) may participate in decision making related to input provided by the Roundtable. Observers will be requested to identify themselves when they speak.

## **Meeting Notes**

Draft meeting notes will be prepared and distributed with agendas before the upcoming meeting. Approval of meeting notes shall occur at the next meeting with the support of the majority of the members present.

## **Ground Rules**

Ground rules provide a common understanding so that Roundtable discussions proceed effectively. The rules help efficiently use participants' time and resources in achieving consensus. These ground rules serve as the group's "agreement" for collaboration and consensus building. Effective communication is important to understand various viewpoints. Accordingly, the RTP Roundtable members are encouraged to listen to other Roundtable members, staff, guests, and the public when they speak.

Following is a set of "ground rules" that should be observed:

- Treat each other with respect and courtesy at all times.
- Stay focused, on topic and be succinct.
- Keep open minds; think outside the box.
- Keep the focus on solving the problem.
- Focus will be on issues, not individuals.
- Come prepared to meetings (reading advance materials, etc.).
- Meetings will start and end on time, unless extended by action or the Roundtable.
- Focus will be on areas of high priority (defined by the RTP Roundtable), as time is limited.
- Cell phones will be turned off at the beginning of meetings.
- The Chair will take control of the meeting to ensure ground rules are followed.
- Only items identified on the agenda may be discussed during the meeting.
- No secret votes are allowed.
- RTP Roundtable members are asked to refrain from making statements to members of the news media about the project. The TCAG Project Manager or TCAG Executive Director will be the only persons representing the views of the Roundtable to the media in a careful and balanced manner. When presentations are being made to the Roundtable, they should proceed without interruption. Questions and comments should be made following the completion of the presentation.
- The chair will exercise rules of order to ensure that the meeting is conducted consistent with the approved agenda, that participants are treated with courtesy and are provided sufficient time to express their views and that voting is clear and understandable.
- Unless otherwise directed by a majority of committee members present, committee recommendations will be decided by voice vote or roll call. A nominal quorum shall be a simple majority of the total RTP Roundtable member positions that have been filled (or designated alternates) present. If it is necessary to take an action with less than a quorum present, such action shall be so noted.
- If the Chair is not present, the Vice Chair shall perform the duties of the Chair in the Chair's absence. If neither the Chair nor the Vice-Chair are present at a meeting, the TCAG Project Manager or TCAG Executive Director shall convene the meeting, note the absence of the Chair and Vice-Chair, and instruct the members of the RTP Roundtable to select an interim Chair to preside over that meeting in accordance with these guidelines.

## **Public Comment**

The public may provide comment at specified times throughout the course of RTP Roundtable meetings, which include:

- During the course of a discussion on an agenda item.
- During the Public Comment agenda item.

The Chair may limit to three minutes the length of time a member of the public speaks on a particular agenda item. Generally, guests who have been invited to contribute to the discussion of an agenda item may speak for a time specified by the Chair. The RTP Roundtable should consider all public comments but is not obligated to respond to public comments.