

INTERAGENCY EQUITY ADVISORY COMMITTEE

Tab 3 – Member Roles, Responsibilities, and Member Handbook Review and Questions

March 11, 2025



Dear Equity Advisory Committee Member,

On behalf of the California State Transportation Agency (CalSTA), the California Department of Transportation (Caltrans), and the California Transportation Commission (Commission), welcome to the 2025 – 2027 term of the Interagency Equity Advisory Committee (Committee).

The Committee advises CalSTA, Caltrans, and the Commission on ways to achieve meaningful outcomes in transportation equity, environmental justice, and equitable economic opportunities, especially in relation to transportation planning and programming.

As a Committee member, you will have the opportunity to collaborate with fellow members, subject matter experts, interagency staff, and stakeholders to provide insights into how to improve equitable outcomes in transportation, promote inclusive community engagement, and support the advancement of policies that ensure fair and equitable access to transportation opportunities for all Californians.

We are excited to have you join this important initiative and look forward to the contributions you will make to further the mission of the Committee.

Congratulations again on your membership and thank you for your commitment to advancing transportation equity in California

TOKS OMISHAKIN
Secretary, California State Transportation Agency

TONY TAVARES
Director, California Department of Transportation

TANISHA TAYLOR
Executive Director, California Transportation Commission



Committee Scope

The Committee acts in an advisory capacity to only the Commission, CalSTA, and Caltrans. The Commission, CalSTA, and Caltrans retain all policy and program decision-making authority. The Committee may review, advise, and make recommendations on transportation-related plans, programs, and policies that include, but are not limited to:

- State transportation planning guidelines
- State transportation funding program guidelines
- State transportation plans
- Quantitative and qualitative metrics for evaluating equity benefits and outcomes
- Incorporation of meaningful community engagement practices into all aspects of transportation work
- Assessment of equitable outcomes in projects, policies, and programs
- Assistance with future Racial Equity Action Plans, as applicable
- Development of recommendations regarding best practices to elevate equity in project planning and delivery
- Development of a public participation guidebook



Committee Scope

Recommendations made by the Committee, or any Subcommittee will be considered by each agency for incorporation into policies and programs.

Recommendations affecting other entities or agencies must pertain to policies or programs within the jurisdiction of the Commission, CalSTA, or Caltrans, and not any other federal, state, or local agencies, and **may only be submitted to the Commission, CalSTA, and Caltrans.**



Member Roles and Responsibilities

Six public meetings per year

- Four **Committee-only** meetings
- Two **Executive meetings** of the Committee
 - Executive Committee meetings include all Committee members, Commissioners, the Commission Executive Director or designee, the Caltrans Director or designee, and the CalSTA Secretary or designee.

- Annual Committee meeting schedules are published on the Committee website.
- Draft meeting schedules are finalized at the end of each calendar year.



Member Roles and Responsibilities

Meeting attendance

- Expected at all meetings of the Committee and Subcommittees
- A quorum is needed to conduct Committee or Subcommittee business
 - A quorum is 50% plus one of the approved number of Committee or Subcommittee members
- Any member is entitled to reasonable accommodations under the Fair Employment and Housing Act
- Missing **more than two meetings** per calendar year *may lead to removal.*



Handbook Review

- The **Committee Member Handbook** is intended to be a useful tool for Committee members who participate in Committee meetings and activities.
- It covers Committee meeting related processes, practices, and procedures and is based on policies, provisions, statutes, and regulations that CalSTA, Caltrans and the Commission abide by.



Handbook Discussion

