

TRANSPAC

GUIDELINES FOR TRANSPAC REPRESENTATIVES

As part of its responsibilities as a Regional Transportation Planning Committee under the umbrella of the Contra Costa Transportation Authority (CCTA), TRANSPAC appoints Representatives and Alternates to the Authority and the Transportation Partnership Advisory Committee (TPAC), as well as other technical and advisory committees.

TRANSPAC has established the following guidelines to facilitate communication among and between TRANSPAC, TPAC, TAC and the CCTA, and to ensure that TRANSPAC positions are clearly, accurately and appropriately represented. These guidelines are intended to further TRANSPAC's goals and objectives to effectively respond to the requirements of Measure C, as well as to transportation and land use issues affecting Central Contra Costa County.

TRANSPAC has determined that a consistent definition and unified presentation of its deliberations, programs, policies and positions is necessary for the fulfillment of its role as Central County's Regional Transportation Planning Committee.

As a consequence, it is TRANSPAC's intent that any individual who represents, or appears to represent, TRANSPAC should present a unified stance regarding its adopted positions, policies, deliberations, members and staff.

The guidelines have been developed pursuant to the adopted Joint TRANSPAC Agreement which empowers TRANSPAC "to establish policies which will protect and advance the interests of Central Contra Costa County ('Central County') communities with respect to transportation issues in general and the utilization of Measure C funds in particular." (Section III) TRANSPAC is further empowered to "Advise the Agencies on transportation issues which impact the Agencies and the region, coordinate Agencies' responses and actions concerning transportation issues and advocate the interests of Agencies concerning transportation management issues to local, state and federal officials."

To further TRANSPAC's spirit of working cooperatively and collectively, it is expected that TRANSPAC's Representatives and Alternates will follow these operating procedures in the exercise of the responsibilities that accompany these positions.

1. Appointed TRANSPAC Representatives and Alternates serve at the pleasure of TRANSPAC. Terms may be established for a certain time period, however, TRANSPAC may, at its option, appoint for a shorter term. TRANSPAC may also censure and/or replace its appointed Representative(s) and Alternate(s), if such action is deemed necessary.
2. TRANSPAC Representatives and Alternates are expected to assist TRANSPAC, the CCTA, TAC and TPAC in assuring that Measure C is implemented with the same spirit, intent and interpretation of language with which it was developed.
3. TRANSPAC Representatives and Alternates, who, by appointment, participate in the formulation and implementation of TRANSPAC positions and policies, shall accurately

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communicate TRANSPAC positions and deliberations, either orally or in writing, to the full TPAC and any other public body on issues of mutual interest.

4. TRANSPAC Representatives and Alternates are expected to report actions and deliberations at the designated time on the TRANSPAC agenda.
5. In the conduct of its business, TRANSPAC works to achieve consensus on issues prior to the formal adoption of a position. TRANSPAC expects its members, Representatives and Alternates to subscribe to this operating philosophy. TRANSPAC positions adopted by majority vote are expected to be supported by its members, Representatives and Alternates. In the event that an individual cannot support the adopted TRANSPAC position, the TRANSPAC position shall be accurately stated and personal comments identified as such.
6. To ensure that misrepresentation or misinterpretation does not occur, TRANSPAC Representatives and Alternates are directed to state their representation status when other than the sanctioned TRANSPAC position is under public discussion.
7. TRANSPAC Representatives and Alternates are expected to refrain from verbal and written assaults on TRANSPAC members, TAC and staff.

Violation of these guidelines may be cause for public censure and/or removal from the appointed position.

Adopted by TRANSPAC on June 4, 1992.