

Advisory Group Charter for the
Advisory Committee on Transportation Choices

of the Arlington County Board and Arlington School Board

Date of County Board action to adopt or update Charter: Adopted January 3, 2017

Date of School Board action to adopt or update Charter: Adopted January 5, 2017

Introduction: The Advisory Committee on Transportation Choices (ACTC) is created as a joint advisory body of the County Board of Arlington County, Virginia and the Arlington School Board for the purpose of advising the Joint Committee on Transportation Choices (JCTC). The JCTC, on which County and Arlington Public Schools (APS) staff will collaborate, is created by the two boards to develop and implement programs that further transportation choice for APS students, families and staff.

Mission: The Mission of the ACTC is to advise the JCTC on strategies and plans of action that will develop and promote transportation choice for APS students, families and staff.

Guiding Documents: The Guiding Documents include the August 2016 APS GO! Report on the APS Transportation Demand Management program, and adopted Arlington County's Master Transportation Plan.

Functions and Scope: The ACTC will review and advise the JCTC on annual goals for joint collaboration, advise the JCTC on plans for new and improved services, monitor JCTC activities, communicate and engage schools and community stakeholders on these efforts, and report to the County Board and School Board on an annual basis on progress in achieving the JCTC's goals. The ACTC shall keep the JCTC and County, APS and community leadership apprised of issues and actions regarding plans to foster transportation choice that will help to achieve the goals of the Guiding Documents.

Membership: The ACTC shall be comprised of the following voting and non-voting members:

Voting Members:

- Transportation Commission Representative (1)
- Pedestrian Advisory Committee Representative (1)
- Bicycle Advisory Committee Representative (1)
- Transit Advisory Committee Representative (1)
- Parents, comprising one parent each from two elementary schools, two middle schools, two high schools and one parent of a student with special transportation needs (7)
- Teachers/principals (3)
- High school students (2)

- APS Staff commuter (1)

Non-Voting Members:

- Seven standing members of the JCTC:
 - DOT Director
 - APS Assistant Superintendent, Facilities & Operations
 - DOT Transportation Engineering & Operations Bureau Chief
 - APS Director, Transportation
 - DOT Commuter Services Bureau Chief
 - DOT Transit Bureau Chief
 - APS Assistant Superintendent, Administrative Services

Non-voting members may appoint a designee upon advance notice to the Chairperson.

Term: Members will be appointed by their respective Boards for two-year terms, and with reappointment, will be permitted to serve no more than six (6) consecutive years, unless the Boards deem otherwise. All members serve at the pleasure of the Arlington County Board and the Arlington School Board.

A member of the ACTC who fails to attend three (3) ACTC meetings in a single year without providing advance notice to a Co-Chair may be asked to resign his or her remaining term on the ACTC. The ACTC Co-Chairs, after consultation with their respective Boards, will notify the member if such an action is warranted.

Chair and Vice-Chair: The County Board and the School Board shall jointly appoint a Chair and a Vice-Chair to lead the efforts of the ACTC. The Chairperson shall preside at each meeting; in the absence of the Chair, the Vice-Chair shall be the presiding officer.

Sub-Committees: The ACTC may create sub-committees, as necessary, to accomplish the ACTC's mission, and may appoint sub-committee leaders and members.

Liaisons: One member of the County Board and School Board shall both serve as liaisons to the JCTC.

Meetings: The ACTC shall meet at least quarterly. The chairperson may allow non-members to attend. Special Meetings may be called by the Chairperson

Quorum: A quorum will consist of a simple majority of voting members.