

MOBILITY POLICY & GUIDANCE

| Policy Subject | Author | Policy # |
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| District Coordination Council Chairperson Responsibilities | PTAC/IWG | M-2010-06 |

This policy supersedes all previous policies and policy documents on this subject.

Purpose:

The purpose of this policy is to outline the responsibilities, composition, term, meetings, and participation requirements of the District Coordination Council Chairperson.

Scope:

This policy applies to all District Coordination Council Chairpersons.

Definitions:

- District Coordination Council (DCC): There is one District Coordination Council representing each of the six Idaho Transportation Districts.

Role:

It is the responsibility of the District Coordination Council (DCC) Chairperson to advise the District Coordination Council on issues and policies regarding public transportation in Idaho on behalf of the Public Transportation Advisory Council (PTAC), stakeholders, and consumers in their Districts.

Responsibilities:

- 1) Perform chairperson duties at all DCC meetings.
- 2) Work as an independent and neutral representative of and champion for the District.
- 3) Bring and represent the perspective of the PTAC to the DCC.
- 4) Work collectively with other DCC members to resolve inter-network and cross-network issues, identify gaps, and make recommendations for connectivity and proposed projects.
- 5) Work collaboratively with others to support the generation of the best possible district-wide mobility network.
- 6) Evaluate annual proposed projects (Program of Projects) and make funding recommendations.
- 7) Work with the DCC in its task to collect the Local Mobility Management Network (LMMN) Coordination Plans generated within their district, aggregate them together, and ratify the results.
- 8) Submit the District Mobility Management Network Plan to the PTAC for inclusion into the State Mobility Management Plan.
- 9) Actively work within the DCC and the LMMN to initiate discussions around coordination opportunities and leveraging mobility resources.
- 10) Support and promote IMAP participation within the District.

Composition and Term:

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The District Coordination Council (DCC) Chairperson consists of one individual from each District who provides representation for the Public Transportation Advisory Council (PTAC).

MEETINGS

District Coordination Council Chairpersons will chair the meetings of the District Coordination Council anticipated at four (4) per year.

PARTICIPATION REQUIREMENTS

District Coordination Council Chairpersons will remain active in the association that manages Idaho's Rural Transit Assistance Program (RTAP) funds.

At any time a District Coordination Council Chairperson has missed three(3) consecutive DCC meetings, or missed more than three (3) functions in any 12-month period, that DCC Chairperson will be asked to and will submit his/her resignation, so that an appointment can be made to an active DCC Chairperson.

The District Coordination Council may request other meetings from time to time. DCC Chairpersons will make a conscientious effort to attend these meetings, but they do not count toward their participation requirement.

EXPENSES

Travel expenses will be compensated consistent with State of Idaho per diem rules.

Exceptions:

None

References:

None

Improves Coordination:

Policy clarifies funding process for all applicants.

Approval:

- Public Transportation Advisory Council (PTAC)
- Idaho Transportation Department – Division of Public Transportation