ATTACHMENT A

Technical Steering Committee Policies and Procedures

Overview

The Orange County Transportation Authority's (OCTA) Technical Steering Committee (TSC) is a subcommittee of the OCTA Technical Advisory Committee (TAC). The TAC relies on the TSC to review and discuss technical issues prior to action by the TAC.

The TSC consists of nine voting members and one non-voting ex-officio member. The voting members will be chosen by the TAC and appointed by the OCTA Board of Directors (Board). The non-voting ex-officio member will be a representative of the California Department of Transportation (Caltrans) District 12, as selected by the Caltrans District Director. Of the voting members, there is one position representing each of Orange County's five supervisorial districts, two at-large positions, and the chair and vice chair. The chair and vice chair serve one-year terms, while all other representatives serve two-year terms, with no limit on the number of terms. TSC tenure terms are staggered to ensure continuity and consistency. Current policy states that there are to be no more than two representatives from any district, and there should be a balance between large and small cities.

TSC Membership Process

- OCTA provides a report to the TAC about TSC positions that are up for consideration, as well as the schedule for the selection process.
- TAC members interested in serving on the TSC must submit a letter of intent to the chair of the TAC, the president of the City Engineers Association of Orange County (CEAOC), and the OCTA Local Programs Section Manager. No nominations are accepted during a TAC meeting.
- A critical success factor for selection to serve on the TSC is active participation at the TAC meetings over the preceding 12 months.
- The president of the CEAOC, in consultation with the chair of the TAC, shall review the letters of intent and provide recommendations for the new TSC membership.
- There shall be no more than two representatives from any one district, exclusive of the chair and vice chair positions.
- The County of Orange can only serve in at-large or chair/vice chair positions.
- There will be a balance between small and large jurisdictions (small jurisdictions are defined as those with populations less than 62,034) and a balance of large and small jurisdictions between chair and vice chair positions. Consideration will also be given toward balance between north and south Orange County local agencies.
- Once TSC membership recommendations are approved by the TAC, they will be advanced to and approved by the Board.