

## ACT Carpool Council Charter

### Purpose

The Carpool Council will advance the use of carpooling for all trips by creating a collaborative space for ACT members to share ideas and experiences on promoting carpooling, develop new initiatives to promote carpooling, advocate for funding and policy changes that support carpooling, find ways through ACT and its membership to raise the awareness of carpooling as a key strategy to curtail transportation emissions and to provide the information and resources for its members to support carpooling activities.

### Focus Areas

1. Understand: Create an assessment of current carpool practices.
  - a. Inventory successful carpool programs, their key features and impacts
  - b. Identify the range of carpool technologies and their impact on carpooling
  - c. Identify data tools, KPI's, and analytics tools that could be useful in developing successful carpool programs and measuring their impact
2. Enhance: Identify barriers and enablers for carpool adoption
  - a. Identify policy, legal, insurance, funding, and other barriers to carpooling and ways to overcome them
  - b. Identify opportunities at the federal level to foster the use of carpooling through policy and legislative changes and grant programs
3. Advocate: Develop and deliver a carpool advocacy plan
  - a. Develop and advocate for changes in federal and state policies that could increase the support for and use of carpooling
  - b. Advocate for national public relations and marketing programs to foster the public's use of carpooling
  - c. Develop partnerships with other organizations to advocate for policy and program changes that could enhance the use of carpool and raise public awareness of the importance of carpooling

### Membership & Structure

- Membership will be open to all members of ACT.
- Leadership of the Council will include a Chair, Vice Chair, and Secretary.
- Council leaders shall submit and agree to ACT's Conflict of Interest policy.
- Proposals for council positions must be noted on meeting agendas and approved by a majority of participants at a meeting.
- The Council may establish committees to focus on specific aspects of the Council's work.

- All decisions of the Council regarding policy positions, and related, shall be coordinated with and submitted to the ACT Public Policy Committee for final approval.

### **Council Meetings & Responsibilities**

- The Council shall meet at least four times annually and hold at least one in-person meeting during the International Conference.
- Council meetings must be posted on the ACT Calendar at least two weeks before they occur.
- The Council shall submit a report to the Board of Directors each quarter.
- The Council shall develop and submit an annual work plan to the Board of Directors.
- The Council shall develop and coordinate two sessions at the International Conference.

### **Resources & Budget**

- The Council may request resources as part of ACT's annual budget process or through a request to the Board during one of its quarterly in-person meetings.
- The Council may, with approval, solicit funding directly from members of the Council to advance research or support Council activities.
- The Council will use ACT's web conference software for all meetings.