ACT Technology & Innovation Council Charter

Purpose

Provide a forum for ACT members to: build alignment on shared issues; foster collaboration; expand awareness; accelerate education, adoption, and deployment of technology and innovative products and services; discuss future trends; and advance policies that increase the understanding, advancement, and funding for technology and innovation to that support the success of TDM programs and services.

Focus Areas

1. **Create and manage resources for ACT members to access technology and innovation solutions which supports the use and adoption of TDM programs and policies.**
   The Council will develop a repository of tools and templates for ACT members to use that supports the consideration and potential procurement of innovative solutions and technology when and where funding is necessary. Examples include, but are not limited to: sample RFPs, procurement policies, technology standards, data sharing agreements, pilot program opportunities, technology examples, and other resources that may facilitate quicker adoption and implementation of new technologies within TDM programs and support continued use and adoption of these programs and policies through innovation within the industry.

2. **Educate and inform members and outside stakeholders about the opportunities for technology to benefit and advance TDM programs while "looking around the corner" for what comes next.**
   The Council will look for opportunities to include technology and innovation topics within industry discussions, at relevant conferences and forums, through comment letters, research, white papers, infographics, and other media. Liaise with outside organizations, working within likeminded data and technology sectors to expand ACT's voice. Host thought leaders within the field to gather an understanding of what may be coming up on the horizon for TDM in order to develop strategies for how to successfully achieve a future we want.

3. **Advance policies that modernize and expand opportunities for greater adoption of new technologies and innovation within TDM, which supports the use and adoption of TDM programs and policies.**
   The Council will work to build alignment within the sector on policies issues that would help the industry grow. This includes following, monitoring and commenting on issues related to federal and state procurement laws and program rules; expanded support for new mobility programs and pilots; climate change policies; public/private partnerships; funding; union/labor issues; and future needs like EV conversion.

Membership & Structure

- Membership will be open to all members of ACT.
- Leadership of the Council will include a Chair, Vice Chair, and Secretary, each serving a two-year term.
- Council leaders shall submit and agree to ACT's Conflict of Interest policy.

- Proposals for council positions must be noted on meeting agendas and be approved by a majority of the participants at a meeting.
- Any and all decisions of the Council regarding policy positions, and the 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 per year and hold at least one in-person meeting during the International Conference.
- Council meetings must be scheduled and posted on the ACT Calendar at least two weeks prior to their meeting date.
- 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 be responsible for developing and coordinating 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.