

## ACT Vanpool Council Charter

### Purpose

Provide a forum for ACT members to build cohesive understanding on shared issues, facilitate peer-to-peer networking, expand awareness of the mode, discuss future trends, and advance policies that support vanpool programs as a mode of commuter and/or public transportation and an impactful TDM strategy.

### Focus Areas

#### **Create a shared understanding of vanpool programs.**

1. The Council will create a shared understanding, based on federal documented policies and industry precedent, of how vanpooling works, the benefits to participants, employers, and public partners. Vanpooling benefits larger groups of participants who face challenges using other modes of public transit due to lack of service, commute time, costs, or distance. Vanpool programs have core features in common but are often shaped to address the needs of commuters in their region.

#### **2. Educate and inform members and outside stakeholders about the value and role of vanpool programs.**

The Council will promote vanpool topics within the industry, with the goal of increasing the visibility and understanding of the services and their role in TDM. Examples include: providing educational materials, surveys, brochures, infographics, and other resources.

#### **3. Advance policies that support and grow the number of vanpools in the United States.**

The Council will facilitate collaboration within the industry on policies or issues that would impact vanpooling. Some examples of relevant issues include laws & ordinances, climate change policies, public/private partnerships, innovation, and future needs.

### 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 2-year term.
- Council leaders shall submit and agree to ACT's Conflict of Interest policy.
- Initial leadership of the Council will be appointed by the ACT Executive Committee through the submission of Statements of Interest. Thereafter, leadership of the Council will be selected through a vote of Council members.
- 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, must 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.
- The council may provide additional educational sessions at various ACT events and webinars.

### **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.
- Benchmarking resources