

# Dallas-Fort Worth Clean Cities Technical Advisory Committee

## Request for Nominations

As part of the U.S. Department of Energy's (DOE) Vehicle Technologies Office, Clean Cities and Communities coalitions foster the nation's economic, environmental, and energy security by working locally to advance affordable, efficient, and clean transportation; energy efficient mobility systems; and fuel-saving technologies and practices. Dallas-Fort Worth (DFW) was one of the first regions to be designated as part of the [DOE Clean Cities initiative](#) in 1995. Each year, DFW Clean Cities stakeholders improve air quality and reduce over 20 million gasoline gallons equivalent by using alternative fuel vehicles, reducing idling, and saving fuel through other best practices.

As part of a periodic redesignation finalized in March 2020, new goals were set for the Coalition. One of these goals was to establish a Technical Advisory Committee to guide the Coalition's strategic direction, support its activities, and facilitate its capacity for growth. The Committee does this by providing input from diverse perspectives, guiding staff activities, and increasing collaboration and engagement with stakeholders. **The makeup of the Committee will be at least 51 percent public sector representatives but will also be open to private sector participation.** Staff are seeking nominations for additional members to join the Committee. Nominees should be knowledgeable about alternative fuels, vehicles, infrastructure, or other subject matter relating to the Committee. **Nominations should be submitted to [cleancities@nctcog.org](mailto:cleancities@nctcog.org) by July 31, 2024.**

### Frequently Asked Questions

- How will Committee members be selected?
  - NCTCOG (North Central Texas Council of Governments) staff will select committee members from nominations received to ensure that (1) at least 51 percent of members are from the public sector, and (2) a broad variety of perspectives are represented, including geographically diverse perspectives
- Can I nominate myself?
  - Yes!
- How do I submit a nomination?
  - Nominations should be submitted by email to [cleancities@nctcog.org](mailto:cleancities@nctcog.org) by July 31, 2024
- What needs to be included in the nomination?
  - The nomination email should include a brief description of expertise in Committee topics and reason for interest in the Committee

- A resume of relevant experience
- What are the expectations of a Committee member?
  - Attend four Committee meetings per year
  - Attend/participate in select DOE trainings/webinars about the Coalition network and national objectives (approximately two per year)
  - Advise and recommend approval of strategic plans
  - Provide input on and assist with event/webinar/training planning, such as by inviting speakers/key attendees
  - Assist with publicizing events
  - Provide recommendations on and assist with community engagement efforts for relevant initiatives
- How long is a membership appointment?
  - The minimum term length for membership is two years
- What are some examples of perspectives or areas of expertise the Committee is looking for?
  - Fleet managers
  - Sustainability planners
  - Energy managers
  - Code/permitting officials
  - Alternative fuel vehicle manufacturers
  - Universities
  - Utilities
  - Local governments
  - Special districts
  - Advocacy/interest groups
  - Alternative fuel providers, including electric, hydrogen, natural gas, propane, biodiesel, and ethanol fuels
    - Renewable versions of these fuels are especially of interest
  - Infrastructure developers
  - Microgrids
  - Solar
- What can I do if I have more questions?
  - You can send any further questions you may have to [cleancities@nctcog.org](mailto:cleancities@nctcog.org)



# **DALLAS-FORT WORTH CLEAN CITIES TECHNICAL ADVISORY COMMITTEE GUIDING PRINCIPLES**

## **PRIMARY RESPONSIBILITY OF TECHNICAL ADVISORY COMMITTEE**

The purpose of the Dallas-Fort Worth Clean Cities Coalition Technical Advisory Committee is to guide the Coalition's strategic direction, support its activities, and facilitate its capacity for growth. The Technical Advisory Committee will provide technical expertise, public outreach support, review of regional transportation and air quality planning, and assistance in the selection of transportation and air quality projects funded by the [Regional Transportation Council](#) (RTC) and the Executive Board of the [North Central Texas Council of Governments](#) (NCTCOG) on an as-needed basis. The Technical Advisory Committee will provide recommendations on projects and programs to be presented to and approved by the [Surface Transportation Technical Committee](#) (STTC), RTC, and Executive Board. Responsibilities for members include attending four Technical Advisory Committee meetings per year, attending or participating in select Department of Energy trainings or webinars about the Coalition network and national objectives (approximately two per year), advising and recommending the approval of strategic plans, providing input on and assisting with event, webinar, or training planning such as by inviting speakers or key attendees, assisting with publicizing events, and providing recommendations on and assisting with community engagement efforts for relevant initiatives.

## **NUMBER OF COMMITTEE MEMBERS**

The Technical Advisory Committee will have a minimum of five members up to approximately 25 with an odd number of total members.

## **MEMBERSHIP**

At least fifty-one percent (51%) of the Technical Advisory Committee membership should be STTC-affiliated or other public sector agencies. Non-STTC membership organization participation is allowed. Any federal agency participation will be ex officio. The Committee will strive for public sector representation to reflect a balance between eastern and western subregions of the 16-county region including Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant, and Wise counties. Each public sector agency may select and maintain one representative on the Committee. The Committee can have up to forty-nine percent (49%) from the private sector with one representative from each private sector agency. Only confirmed members may vote.

## **LENGTH OF APPOINTMENT FOR MEMBERSHIP**

Representatives from each member organization will serve for a minimum term of two years. To the extent possible, Committee member terms will be staggered to ensure continuity as members join and depart. If a member is unable to complete their full term, they will be able to select a representative from their organization to fill in for the remainder of the term.

## **TERMS OF OFFICE**

A Chair and Vice Chair officers are approved by the Technical Advisory Committee. Officer duties shall begin in October. Officers are appointed for a minimum term of two years, serving

the first year as Vice Chair and the second year as Chair. At least one Officer shall always be from a public sector entity.

The Chair presides at meetings of the Committee and can call interim meetings with majority approval from Committee members present for voting. The Chair will solicit input from Committee members and Coalition staff to develop agendas for the meetings. In case of a tie during a vote, the Chair will be deemed to have the authority to break the tie. The Vice-Chair performs the Chair's duties in his/her absence.

#### **STANDARD MEETING DATE, TIME, LOCATION**

The Technical Advisory Committee will meet quarterly at NCTCOG offices.

#### **SPECIAL REQUIREMENTS**

Members should be knowledgeable about alternative fuels, vehicles, infrastructure, or other subject matters relating to the Technical Advisory Committee.

#### **ATTENDANCE**

Recorded attendance will be reported to STTC as a Fast Fact, and to RTC in the Directors Report. Representatives may be sent in the place of a Committee member who is unable to attend and vote on behalf of the member.

#### **QUORUM**

The Committee-approved membership in attendance at a meeting shall constitute a quorum for action to be taken. Business of the Committee may be accomplished by a simple majority vote of the members in attendance.

#### **MEETING RECORDS**

Meeting notes of all meetings shall be kept and submitted to the membership of the Technical Advisory Committee for approval.

#### **STANDARDS OF CONDUCT**

The Standards of Conduct (Ethics Policy) included in the [RTC bylaws](#) will be followed.

#### **MEETING PARTICIPATION**

Technical Advisory Committee meetings are open to the public and provide a forum for participating individuals to provide comments and ask questions. Individuals participating in the meeting that are not members of the Committee are not eligible to vote.