

RAILBELT RELIABILITY COUNCIL – CHARTER	CHARTER NO.: CH-05
TITLE: PUBLIC INVOLVEMENT COMMITTEE CHARTER	REVISION NO.: 0
EFFECTIVE DATE: 3/6/2023	PAGE 1 OF 3

PUBLIC INVOLVEMENT COMMITTEE CHARTER

Table of Contents

1.0	Purpose	1
2.0	Definitions	1
3.0	Committee Membership.....	1
4.0	Delegation	1
5.0	Key Responsibilities.....	2
6.0	Meetings	3
7.0	Quorum & Voting	3
8.0	Committee Dissolution.....	3

1.0 PURPOSE

The Railbelt Reliability Council (RRC) Ad-Hoc Public Involvement Committee (Committee) will be tasked primarily with managing and maintaining the RRC’s public interface and related considerations.

2.0 DEFINITIONS

Term	Definition
Board	RRC Board of Directors
CEO	Chief Executive Officer
RRC	Railbelt Reliability Council

3.0 COMMITTEE MEMBERSHIP

The Committee shall be composed of at least five (5) members. In accordance with RRC Bylaws, the Committee members and chair shall be appointed by the Board chair and approved by the Board.

4.0 DELEGATION

The Committee may, by unanimous consent, delegate a portion of its authority to act upon specific matters to the Committee chair or to one (1) or more members of the Committee or any other director, alternate, RRC staff, or other expert resources as it deems appropriate, unless prohibited by applicable law, regulation, or other RRC policies and procedures. Any such entity who has been delegated authorities shall update the full Committee at the next Committee meeting on the status of the delegated matter.

RAILBELT RELIABILITY COUNCIL – CHARTER	CHARTER NO.: CH-05
TITLE: PUBLIC INVOLVEMENT COMMITTEE CHARTER	REVISION NO.: 0
EFFECTIVE DATE: 3/6/2023	PAGE 2 OF 3

5.0 KEY RESPONSIBILITIES

The Public Involvement Committee will work primarily to manage and maintain the RRC’s public interface. In coordination with other managing Committee(s) as necessary, the Public Involvement Committee will oversee the following activities and tasks:

Item	General Purposes	Specific Purposes
(i)	RRC Website Content	<ol style="list-style-type: none"> 1. Plan and oversee the development of public-facing content for the RRC’s website. 2. Provide guidance to InfraCom performing public-facing website maintenance, which may include regular reviews for accuracy and continuity with other RRC materials. 3. Review and update the RRC’s website terms of use policy, which will be posted for public reference. 4. Other website-related tasks concerning public access as identified by the Committee or delegated by the greater Board via ExCom.
(ii)	Public and Stakeholder Engagement Mechanisms	<ol style="list-style-type: none"> 1. Plan and oversee engagement with the RRC ListServ(s). <ol style="list-style-type: none"> a. Determine use cases and coordinate the establishment of necessary ListServ(s) through the RRC’s website. b. Develop a subscriber engagement plan and oversee the development of appropriate engagement materials. 2. Coordinate consumer stakeholder outreach activities and establish mechanisms and processes for engagement. 3. Review and refine the RRC’s process for receiving and processing public comments in accordance with the Public Comment and Meetings Attendance Policy and other RRC policies/practices as applicable. 4. Coordinate with external entities around the publication and promotion of public facing RRC materials. 5. Develop methodology to ensure compliance with Governance rules which determine the documentation, records, etc. that are required to be available to the public. 6. Develop implementation policies to meet RRC requirements related to public involvement and engagement.

RAILBELT RELIABILITY COUNCIL – CHARTER	CHARTER NO.: CH-05
TITLE: PUBLIC INVOLVEMENT COMMITTEE CHARTER	REVISION NO.: 0
EFFECTIVE DATE: 3/6/2023	PAGE 3 OF 3

Item	General Purposes	Specific Purposes
(iii)	Public Accessibility Accommodations	<ol style="list-style-type: none"> 1. Oversee the procurement and management of language access vendor(s) with support from the Infrastructure Committee as requested. This process may include the following tasks: <ol style="list-style-type: none"> a. Determine expectations for initial translation services, ongoing on-demand services, and other language access needs. b. Manage the vendor procurement process and select appropriate contractors. c. Develop expectations with selected contractors regarding initial and ad-hoc work to be completed. 2. As needed, review accessibility mechanisms and develop/propose improvements.

6.0 MEETINGS

The Committee will meet at least monthly and may hold additional meetings as needed. Meetings may occur in conjunction with regular Board meetings or as determined by the Committee members, using the same meeting procedures established for the Board and in RRC rules.

The Committee may request that any directors, officers, or employees of the RRC, or other persons whose advice and counsel are sought by the Committee, attend any meeting of the Committee to provide pertinent information.

The Committee shall appoint a person, who need not be a Committee member, to act as a secretary and record the Committee proceedings. Those records will be retained in accordance with RRC rules. The agenda for each Committee meeting will be prepared and circulated to each Committee member prior to each meeting and will comply with all RRC meetings and notice requirements. As soon as practicable following each of its meetings, a report on the meeting will be reviewed by the Committee and approved for posting to the RRC public documents record.

7.0 QUORUM & VOTING

A majority of the Committee members shall constitute a quorum. Participation in a meeting held by telephone or video conference shall constitute the presence of the Committee member at the meeting. The Committee will aspire to consensus decision making. Any action or decision of the Committee requires a vote of a majority of the Committee members then in attendance at any Committee meeting, provided a quorum is present.

8.0 COMMITTEE DISSOLUTION

It is anticipated that the Public Involvement Committee will recommend their dissolution to the Board via the Executive Committee once the RRC is fully staffed and operational.