

**Transit Wireless Communications Joint Council  
Coordination Committee  
Draft Charter**

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Please e-mail comments to Karl Witbeck at [karl.witbeck@stantec.com](mailto:karl.witbeck@stantec.com)

1. GOVERNANCE

The Spectrum Coordination committee is created as a standing committee of the Transit Wireless Communications Joint Council and shall operate and function in accordance with all applicable Charter rules and by-laws.

2. PRINCIPLE FUNCTIONS

The Coordination Committee is created to do the following:

- a. Encourage transit participation in State Interoperability Executive Committees (SIEC)
- b. Encourage transit participation in FCC Regional Planning Committees (RPC)
- c. Facilitate and encourage the arrangement of Interoperable communications between transit operators and public safety or other entities.
- d. Work with other groups to develop technically neutral, open standards for private radio emergency communications
- e. Provide guidance to assure the integration of commercial communications services and emergency communications
- f. Develop position papers and filings on matters pertaining to frequency coordination and FCC regulations, rule makings and other related items of importance to the transit industry.
- g. Collaborate and coordinate activities with other Joint Council committees as needed.

3. TASKS

Tasks will be developed and assigned to committee participants by the committee chair or vice-chair as needed to facilitate the execution of the Principal Functions indicated in item 2 above.

4. MEETINGS

- a. Sufficient notice via email or others means shall be provided for all scheduled meetings.
- b. The committee chair or vice-chair will hold committee meetings as needed via any of the following means:
  - i. Teleconference,
  - ii. Webcast
  - iii. Other on-line meeting electronic method
  - iv. At arranged meeting locations in suitable facilities equipped with teleconference capabilities.
- c. Meeting minutes shall be prepared and published for all meetings.
- d. Attendance at all meetings will be recorded and included in the meeting minutes.

5. PUBLICATIONS

- a. Position papers or other documents developed by this committee shall be approved by the joint council in accordance with by-laws before publication.