

**Humboldt County Association of Governments**

**Social Service Transportation Advisory Council**

**By-Laws**

**Adopted July 17, 2014**

**Article 1.00 - Designation**

**1.01 - Name**

The name of this organization shall be the Social Service Transportation Advisory Council, hereinafter referred to in this document as the SSTAC, to function in an advisory capacity to the Humboldt County Association of Governments, in its role as the designated regional transportation planning agency, hereinafter referred to in this document as the HCAOG Board. Actions of the HCAOG Board creating the Council are directed under the Transportation Development Act (TDA), Public Utilities Code Section 99238.

**1.02 - Jurisdiction**

The area of jurisdiction for the SSTAC shall be the entire geographic jurisdictional area of Humboldt County.

**Article 2.00 - Purpose**

It shall be the purpose of the SSTAC to advise the HCAOG Board on all matters general or relevant to the provision of transportation services for the elderly, people with disabilities, and economically disadvantaged citizens of Humboldt County, be they general public, private, or specialized programs.

**Article 3.00 - Responsibility**

Pursuant to Section 99238(c) of the Act, the responsibilities of the Council (SSTAC) shall be as follows:

(1) Annually participate in the identification of unmet transit needs in the jurisdiction, including unmet transit needs which may exist within the jurisdiction of the Council and that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services or by expanding existing services.

(2) Annually review and recommend action by the transportation planning agency for the area within the jurisdiction of the Council which finds by resolution, that (A) there are no unmet transit needs, (B) there are no unmet transit needs that are reasonable to meet, or (C) there are unmet transit needs, including needs that are reasonable to meet.

(3) Advise the transportation planning agency on any other major transit issues, including the coordination and consolidation of specialized transportation services.

## **Article 4.00 - Membership**

### **4.01 – SSTAC Composition**

The membership of SSTAC shall consist of a minimum of nine (9) statutorily required representatives as described in Section 99238(a) of the Act (below), and additional representatives as may be appointed discretionarily by the HCAOG Board as prescribed in Section 99238 of the Transportation Development Act.

Representatives statutorily required as prescribed in Section 99238(a):

- One (1) representative of potential transit users who is 60 years or older.
- One (1) representative of potential transit users who is handicapped.
- Two (2) representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
- Two (2) representatives of local social service providers for the handicapped, including one representative of a social service transportation provider, if one exists.
- One (1) representative of a local social service provider for persons of limited means.
- Two (2) representatives from the local consolidated transportation service agency (CTSA), designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.
- The transportation-planning agency may appoint additional members in accordance with the procedure prescribed in Section 99238(b).

#### 99238(b)

Members of the social services transportation advisory council shall be appointed by the transportation planning agency which shall recruit candidates for appointment from a broad representation of social service and transit providers representing the elderly, the disabled, and persons of limited means. In appointing council members, the transportation-planning agency shall strive to attain geographic and minority representation among council members.

Of the initial appointments to the council, one-third of them shall be for a one-year term, one third shall be for a two-year term, and one-third shall be for a three-year term. Subsequent to the initial appointment, the term of appointment shall be for three years, which may be renewed for an additional three-year term. The transportation-planning agency may, at its discretion, delegate its responsibilities for appointment pursuant to this subdivision to the board of supervisors.

### **4.02 - Member Selection**

In a manner consistent with the Legislative intent not to supplant existing transportation advisory bodies, per Section 99238(d) of the Act, initial membership selection shall provide former members of the Association's Elderly and Handicapped (sic) Advisory Committee the opportunity

to serve on the SSTAC as either, a statutorily required representative, or a discretionarily appointed representative.

Any remaining unfilled seats of representation shall be advertised as appropriate for local social service providers or potential transit users, soliciting volunteers for the purpose of appointment to the SSTAC. Efforts shall be taken to generate a geographic, and minority balance on the SSTAC.

Volunteer parties with an expressed interest in serving on the SSTAC in one of the capacities shall request a recommendation from the SSTAC to be forwarded to the HCAOG Board, for a formal appointing action.

#### **4.03 - Term of Office**

The term of appointment shall be for three years, which may be renewed for an additional three-year term.

#### **4.04 - Voting Rights**

Each member of the SSTAC shall be entitled to one vote only and may cast that vote on any issue submitted to a vote for the action of the SSTAC. Proxy voting and absentee voting shall not be permitted for any item brought before the SSTAC.

#### **4.05 - Ex-Officio Members**

By a majority vote of the SSTAC, Ex-officio members may be appointed on an "as needed" basis and will not have vested voting privileges. Representatives from transportation related organizations or agencies may seek out or be requested to sit as Ex-officio members of the SSTAC.

#### **4.06 - Transfer of Membership**

Appointments to the SSTAC are conferred upon representatives only by formal appointing action of the HCAOG Board. Such appointments are non-transferable to any other agency without a supportive appointment by the HCAOG Board.

Local social service provider representatives may select within their agency an alternate for representation at meetings of the SSTAC in their absence.

#### **4.07 - Termination of Membership**

Membership may terminate for any member who is absent from three or more consecutive regular meetings, except in extenuating circumstances to be determined by the SSTAC. Such termination shall be effective on the date that concurring action of the HCAOG Board is made in response to written Notice of Termination from the SSTAC Chair. HCAOG staff shall notify any terminated members of such action.

Unexpired terms resulting from termination shall then be filled through the normal recruitment and selection process.

#### **4.08 - Conflict of Interest**

When any member of the SSTAC has financial interest, or is a member of a governing body (i.e., Board of Directors or Advisory Council) of any organization which is involved in an issue on the agenda, such member shall immediately disclose his/her interest and shall not vote on the issue.

#### **4.09 - Resignation**

Council members may resign at any time during their term of appointment by the submission of a written resignation to the Chair of the SSTAC.

#### **4.10 - Vacancies**

A vacancy shall exist upon the written resignation or death of a member of the Council, upon the expiration of a term of appointment or by an amendment to these By-laws increasing the number of SSTAC appointees. Such vacancies on the SSTAC, as exist by any of these means, shall be subsequently filled through the normal recruitment and selection process.

#### **4.11 – Compensation**

Appointed members to the SSTAC shall not receive any compensation for their services with regard to the conduct of SSTAC business, except that all potential transit user representatives may be reimbursed for mileage of their personal use of private automobiles or cost of public transportation required by their attendance at SSTAC meetings. Mileage reimbursement will be at the same rate provided to HCAOG staff.

### **Article 5.00 - Meetings**

#### **5.01 - Regular Meetings**

The SSTAC shall meet regularly on the first Wednesday of the first month of each quarter or as necessary, or called and scheduled by the SSTAC, or unless such day falls on a legal holiday, in which event the regular meeting shall be held at the same hour and place on the next succeeding day.

Regular meetings are open to the public. All convened meetings of the SSTAC are public meetings to be noticed as such by the HCAOG staff in the same manner as all other regular meetings of the HCAOG's various bodies.

### **5.02 - Place of Meetings**

SSTAC shall conduct all of its meetings in a facility to be determined by HCAOG staff.

### **5.03 - Special Meetings**

Special meetings may be called whenever necessary for the purpose of the conduct of special SSTAC business in any of the following ways:

- 1) By the request of the Chair;
- 2) By the request of the Vice-Chair, in the absence of, or inability to act by the Chair;
- 3) By the request of the HCAOG Board.

### **5.04 - Notice of Meetings**

All meetings of the SSTAC, being public meetings, shall be noticed in the same manner as all other meetings of the various bodies of HCAOG in conformance with the Brown Act, as amended. Required notices shall state date, hour, and location of the meeting and shall be delivered, personally, by email or by mail, to SSTAC members not less than 72 hours in advance of the date of such meetings.

### **5.05 - Decisions of Council**

All decisions of the SSTAC shall be made only after an affirmative vote of a majority of its members in attendance provided a quorum is present.

### **5.06 - Quorum**

At any meeting properly called and noticed, a quorum shall consist of a majority of appointed members.

## **Article 6.00 - Officers**

### **6.01 - Officers**

The Officers of the Council shall be a Chair and Vice-Chair, and any other such officers as deemed desirable. At least one of the elected offices shall be held by a potential transit user representative.

### **6.02 - Election and Term of Office**

The Officers of the SSTAC shall be elected for a one-year term and may be re-elected for a second one-year term. The Chair must have served six months on the SSTAC prior to the beginning of the term of office which shall begin immediately upon election.

### **6.03 - Removal**

Any officer elected or appointed by the SSTAC may be removed by a vote of a quorum of appointed members whenever in the judgement of the SSTAC, the best interests of the SSTAC would thereby be served.

### **6.04 - Vacancy**

A vacancy in an office due to the death, resignation, removal or otherwise may be filled by the SSTAC for the unexpired portion of the term. The SSTAC may appoint a Chair pro-tem in the event of a vacancy in that office until such time that a new Chair can be elected.

### **6.05 - Chair**

The Chair shall preside at all meetings of the SSTAC and may sign all letters, reports, and other communications from the SSTAC. In addition, the Chair shall perform all duties incidental to the office and such other duties as may be prescribed by the SSTAC from time-to-time.

### **6.06 - Vice-Chair**

It shall be the duty of the Vice-Chair to represent the Chair in assigned tasks and to substitute in the absence of the Chair. The Vice-Chair shall also perform such other duties as from time-to-time may be assigned by the Chair or the SSTAC.

## **Article 7.00 - Sub-committees and Task Forces**

### **7.01 - Sub-committees**

The SSTAC may from time-to-time establish and abolish such standing or special sub-committees and task forces as needed for the conduct of its business.

### **7.02 - Membership**

Unless otherwise determined by the SSTAC, the Chair shall appoint members to the various sub-committees or task forces.

### **7.03 - Rules**

Each sub-committee may adopt rules for its own government consistent with these By-laws or with rules adopted by the SSTAC.

### **7.04 - Quorum**

Unless otherwise provided in the decision of the SSTAC designating a sub-committee, a majority of a sub-committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present, shall be the act of the sub-committee.

### **7.05 - Vacancy**

Vacancies in the membership of any sub-committee may be filled by a Chair appointment in the same manner as provided for in the case of the original appointment.

### **Article 8.00 - Amendments**

These By-laws may be amended by action of the HCAOG Board.