

# **HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS**

## **SERVICE COORDINATION COMMITTEE (SCC) BY-LAWS**

**ADOPTED  
JUNE 2016**

### **Article 1.00 - Designation**

#### **1.01 – Name**

The name of this organization shall be the Service Coordination Committee, hereinafter referred to in this document as the SCC or Committee, to function in an advisory capacity to the Humboldt County Association of Governments (HCAOG), in its role as the designated Regional Transportation Planning Agency, and hereinafter referred to in this document as the Association.

#### **1.02 - Jurisdiction**

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

### **Article 2.00 - Purpose**

It shall be the purpose of the SCC to advise the Association on all matters general or relevant to the provision of transportation services in Humboldt County.

### **Article 3.00 - Responsibility**

It is the responsibility of the SCC to review and recommend action to the Board on transit issues.

### **Article 4.00 - Membership**

#### **4.01 - Committee Composition**

The membership of the SCC shall consist of:

- A representative from the Consolidated Transportation Services Agency (CTSA)
- A representative from the Humboldt Transit Authority
- A representative from Arcata & Mad River Transit Service (A&MRTS)
- A representative from the Humboldt State University Public Safety (HSU)
- A representative Klamath-Trinity Non-Emergency Transportation (K-T Net)

- A representative from City of Eureka Dial-A-Ride/Lift
- A representative from City of Fortuna Public Transportation
- A representative from Eureka Transit Service
- A representative from Blue Lake Rancheria Transit
- A representative from Caltrans District 01
- A representative from College of the Redwoods
- A representative from County Public Works

**4.02 - Term of Office**

Of the appointments to the SCC, the term of office is indefinite as directed by the appropriate appointing entity.

**4.03 - Voting Rights**

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

**4.04 - Transfer of Membership**

Local entities may select within their agency an alternate for representation at meetings of the SCC in their absence.

**4.05 - Conflict of Interest**

When any member of the SCC has financial interests of benefit, or is a member of an agency, business, or organization with financial interests of benefit, such member shall immediately disclose his/her interest and shall not vote on the issue. Conflicts do not exist in the actions of members which benefit parent entities and do not enrich or profit personal interests.

**4.06 - Termination of Membership**

Membership may be terminated for any member who is absent from two regular meetings in a calendar year. Upon the absence of two calendar year meetings, SCC Chair shall notify the appointed agency, in writing, of impending termination. The member will have an opportunity to explain the absences to the SCC who may recommend action to terminate to the HCAOG Board. 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 SCC Chair.

**Article 5.00 - Meetings**

**5.01 - Regular Meetings**

The Committee shall meet every other month on the third Monday of the month or as necessary, 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 SCC are public meetings to be noticed as such by the Association's staff in the same manner as all other regular meetings of the Association's various bodies. All matters and materials related to items under consideration at meeting of the SCC shall be considered public information.

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

The Committee shall conduct all of its meetings in a facility to be determined by staff of the Association.

#### **5.03 - Special Meetings**

Special meetings may be called whenever necessary for the purpose of the conduct of special 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 Association.

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

All meetings of the SCC, being public meetings, shall be noticed in the same manner as all other meetings of the various bodies of the Association in conformance with the Brown Act, as amended. Required notices shall state date, hour, and location of the meeting and shall be posted to SCC members not less than 72 hours in advance of the date of such meetings.

#### **5.05 - Decisions of Committee**

All decisions of the SCC 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 simple majority of the appointed members.

#### **5.07 - Conduct of Meetings**

All points of order otherwise not covered in these By-laws shall be decided by Robert's Rules of Order, revised.

### **Article 6.00 - Officers**

#### **6.01 - Officers**

The Officers of the SCC shall be a Chair and Vice-Chair, and any other such officers as deemed desirable.

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

The Officers of the Coordination Committee shall be elected for a one-year term and may be re-elected for a second one-year term.

## **6.03 - Removal**

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

## **6.04 - Chair**

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

## **6.05 - 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 SCC.

## **Article 7.00 - Amendments**

Amendments to these By-laws may be initiated by a two-thirds affirmative vote of appointed SCC members provided the amendment is to further carry out the objectives of the Committee as herein expressed, with the final authority of the HCAOG Board.