



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies
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AGENDA ITEM 9a
HCAOG Board Meeting
October 21, 2021

DATE: October 13, 2021
TO: HCAOG Policy Advisory Committee (PAC)
FROM: Stephen Luther, Associate Regional Planner
SUBJECT: **Revised SSTAC Bylaws and Attachment A SSTAC Membership Code of Conduct Agreement**

STAFF REPORT

Contents:

- Staff's Recommended Action
- Staff Summary
- SSTAC Roster
- Revised SSTAC Bylaws
- Attachment A (Draft) SSTAC Membership Code of Conduct Agreement

Staff's Recommended Action:

1. Introduce the item as an action item;
2. Allow staff to present the item;
3. Receive public comment;
4. Discuss item and consider making the motion:
"I move that the PAC recommend the HCAOG Board consider approving revisions to the SSTAC Bylaws including Attachment A SSTAC Membership Code of Conduct Agreement."

Staff Summary:

Background: In May 2020, the HCAOG Board approved the consolidation of the Service Coordination Committee (SCC) with the Social Services Transportation Advisory Council (SSTAC). The merger of the two committees was initiated at the request of the SCC and received unanimous approval by both committees. In August of 2020 the HCAOG Board approved updates to the SSTAC Bylaws to include the merge of the SCC and the SSTAC.

Staff identified the need for additional edits to the by-laws which include the following:

- Removing the names of specific member representatives composing the SSTAC. Should the membership composition change in the future, the bylaws would not need to be revised again. For instance, KT-Net is no longer a transit agency member. Instead, HCAOG will maintain a roster of active members separate from the bylaws.
- Clarifying the process for selecting new public representative members. Staff will create a basic application form that new members will fill out, and the application will be brought to the SSTAC for consideration.
- Removing the section on Ex Officio Members, as this status does not make sense given the composition of the SSTAC and presence of transit operator representatives on the Council.
- Removing the requirement that at least one elected officer position be held by a potential transit user.
- Adding a Code of Conduct which specifies expected behavior of SSTAC members.
- Establishing a process for removal of a member of the SSTAC who violates the agreed upon code of conduct.

A Code of Conduct Agreement for SSTAC members is proposed for adoption as Attachment A to the by-laws. The purpose of the Code of Conduct is to have a shared agreement for communication and behavior that will ensure an atmosphere of respect and professionalism among all SSTAC members. This includes the manner in which SSTAC members present themselves to the public and conduct themselves on the transit system itself. Should this agreement be violated, members may be removed for cause with a majority vote of the SSTAC, subject to final Board decision.

The by-laws with code of conduct were presented to the SSTAC and come with the SSTAC's recommendation for Board adoption.