

**Humboldt County Association of Governments**  
**Social Services Transportation Advisory Council**

**By-Laws**

**Proposed Revisions October 2021**

**Adopted August 20, 2020**

New text in **red**, deleted text in **gold**

**Article 1.00 - Designation**

**1.01 - Name**

The name of this organization shall be the Social Services 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 TDA (below), and additional representatives as may be appointed discretionarily by the HCAOG Board as prescribed in Section 99238. Each organization ~~may~~ **will** designate an alternate member. **A membership roster showing the current membership composition is maintained separately.**

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: ~~Area 1 Agency on Aging and Humboldt Senior Resource Center~~
- Two (2) representatives of local social service providers for the disabled, including one representative of a social service transportation provider: ~~Tri-County Independent Living and City Ambulance~~
- One (1) representative of a local social service provider for persons of limited means: ~~Headstart~~
- 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: ~~Humboldt Transit Authority acting as the CTSA and CAE Transport~~
- The transportation-planning agency may appoint additional members in accordance with the procedure prescribed in Section 99238(b). Additional members **may** include **social service and transit operator representatives, educational institution representatives,** ~~from the Arcata & Mad River Transit System, Blue Lake Rancheria Transit, Caltrans, College of the Redwoods, County of Humboldt, Humboldt Council of the Blind, Humboldt State University, Humboldt Transit Authority, Fortuna Transit System, KT Net, Yurok Tribe Transit Service,~~ and additional public representatives approved by the HCAOG Board.

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**

Membership vacancies 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~~ Individuals (those not representing a statutorily required service provider or transit agency) with an expressed interest in serving on the SSTAC ~~in one of the capacities~~ as a public representative of potential transit users shall ~~request a recommendation from the SSTAC~~ complete an application. The SSTAC shall review the application and make a recommendation 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 – Code of Conduct**

Each member of the SSTAC shall sign and agree to follow the SSTAC Membership Code of Conduct Agreement (Attachment A) at the time of joining the SSTAC.

#### **4.05 - 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. ~~The individuals representing an agency on the SSTAC may change without a formal Board appointment.~~

#### **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.

Membership may terminate for any member who fails to follow the SSTAC Membership Code of Conduct Agreement. If such termination is necessary it will be done consistent with the process described in the SSTAC Membership Code of Conduct Agreement (Attachment A).

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

#### **4.08 - 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.

#### **4.09 - 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, **removal of a member for cause**, 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.

#### **4.10- 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 (**those members that are not connected to an agency**) 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 every other month on the first Wednesday 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. The regular meeting months are as follows: February, April, June, August, October and December.

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 - Commitment to Equity and Anti-Racism**

The Council (SSTAC) is committed to creating a safe, equitable, and inclusive transportation system to provide accessible and dignified mobility for *all*. We recognize, however, that transportation systems in the United States, including Humboldt County, are not equitable.

“Equity is the presence of justice and fairness within the procedures, processes, and distribution of resources by institutions or systems. Facing equity issues requires an understanding of the underlying or root causes of inequalities and oppression within our society.”<sup>1</sup>

We acknowledge that federal, state, and local transportation systems throughout the United States are built upon the foundation of structural racism that disproportionately privileges white people, and harms black, indigenous, people of color (BIPOC).

We acknowledge that there are transportation inequities for the elderly, people with disabilities, and economically disadvantaged people.

We are committed to doing more to expose and eliminate policies that perpetuate racism, including structural inequality and environmental racism.

We commit to promoting anti-racist policies, to recommending anti-racist projects and programs that will bring mobility justice outcomes, and to dismantling oppression in transportation and land use decision-making.

The Council’s (SSTAC’s) responsibilities shall include the following:

- The Council will pay special attention to delivering service to Humboldt’s most vulnerable residents. The Council commits to lifting up the transportation needs of the most marginalized members of our communities.
- The Council will identify when transit and transportation policies, programs, or projects are sustaining, or may sustain, existing inequities in our communities, and will work to ensure that SSTAC recommendations do not perpetuate or exacerbate existing inequities. This includes recognizing that risks, deprivations, and inconveniences stemming from an imbalanced transportation system often disproportionately burden communities of color, people with low incomes, and the elderly.

### **Article 9.00 - Amendments**

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

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<sup>1</sup> Charles T. Brown, MPA, CPD, LCI. [Presentation \(Tab 17\)](#) to California Transportation Commission, June 24, 2000.