

HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
SOCIAL SERVICE TRANSPORTATION ADVISORY COUNCIL (SSTAC)

BY-LAWS

Adopted May 5, 1993

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 Council, 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 Association. Actions of the Association 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 Council shall be the entire geographic jurisdictional area of Humboldt County.

Article 2.00 - Purpose

It shall be the purpose of the Council to advise the Association 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 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 - Council Composition

The membership of the Council shall consist of a total of sixteen (16) appointments to be made by the Association to provide for representation from nine (9) social service providers and seven (7) potential transit users. There shall be those representatives prescribed in Section 99238(a) of the Act, and additional representatives as appointed discretionarily by the Association.

Representatives statutorily required are as follows:

- One (1) representative of potential transit users who is 60 years or older.
- One (1) representative of potential transit users for people with disabilities.
- 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 people with disabilities, 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.

Representatives discretionarily appointed are as follows:

- One (1) additional representative of potential transit users who is 60 years of age or older.
- One (1) additional representative of potential transit users for people with disabilities.
- Two (2) representatives of potential transit users who are of limited means.
- Two (2) representatives of local social service providers whose jurisdiction represents the entire County.
- One (1) representative of potential transit users, to serve as an alternate at all meetings of the Council, who is either: 60 years of age or older, a person with disabilities, or a person of limited means.

4.02 - Member Selection

In a manner consistent with the Legislative intent not to supplant existing transportation advisory bodies. 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 Council 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 Council. Efforts shall be taken to generate a geographic, and minority balance on the Council.

Volunteer parties with an expressed interest in serving on the Council in one of the capacities shall be interviewed by a Council Screening Sub-committee, following which, recommendations will be made to the Association for a formal appointing action.

4.03 - Term of Office

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.

4.04 - Voting Rights

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

4.05 - Ex-Officio Members

By a majority vote of the Council, 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 Council.

4.06 - Transfer of Membership

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

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

4.07 - Termination of Membership

Membership will automatically terminate for any member who is absent from three or more consecutive regular meetings, except in extenuating circumstances to be determined by the Council. Such termination shall be effective on the date that concurring action of the Association is made in response to written Notice of Termination from the Council Chair. The Association's 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 Council 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 Advisory Council.

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 Council appointees. Such vacancies on the Council, 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 Council shall not receive any compensation for their services with regard to the conduct of Council business, except that all potential transit user representatives shall be reimbursed for mileage of their personal use of private automobiles required by their attendance at Council meetings at the same rate provided to the Association's staff.

Article 5.00 - Meetings

5.01 - Regular Meetings

The Council shall meet regularly on the first Wednesday of the first month of each quarter or as necessary, or called and scheduled by the Council, 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 Council 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.

5.02 - Place of Meetings

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

5.03 - Special Meetings

Special meetings may be called whenever necessary for the purpose of the conduct of special Council 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 Council, 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 delivered, personally or by mail, to Council members not less than 72 hours in advance of the date of such meetings.

5.05 - Decisions of Council

All decisions of the Council 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 at least three 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 Council shall be a Chair, Vice-Chair and Secretary, 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 Advisory Council 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 Council 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 Council may be removed by a vote of a quorum of appointed members whenever in the judgement of the Council the best interests of the Council 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 Council for the unexpired portion of the term. The Council 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 Council and may sign all letters, reports, and other communications from the Council. In addition, the Chair shall perform all duties incidental to the office and such other duties as may be prescribed by the Council from time-to-time. The Chair shall also be an ex-officio member of every sub-committee or task force of the Council.

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 Council.

6.07 - Secretary

The Secretary shall maintain, or cause to be maintained, minutes of all meetings, a file of records or correspondence and up-to-date membership records of all meetings, and other duties as from time-to-time may be assigned by the Chair or Council.

Article 7.00 - Sub-committees and Task Forces

7.01 - Sub-committees

The Council 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. No such sub-committee of the Council may exercise the authority of the Council.

7.02 - Membership

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

7.04 - Rules

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

7.06 - Quorum

Unless otherwise provided in the decision of the Council 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.

7.07 - 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 - Executive Committee

The Executive Committee shall be a standing committee consisting of the Chair, Vice-Chair, and Secretary. The Executive Committee shall have the authority to act for the Council on emergency matters with critical deadlines which fall before the next Council meeting, except that it cannot modify any action taken by the Council. All actions of the Executive Committee shall be discussed fully at the next duly called Council Meeting.

Article 9.00 - Amendments

These By-laws may be amended by a two-thirds affirmative vote of appointed Council members provided the amendment is to further carry out the objectives of the Council as herein expressed.