HUMBOLDT COUNTY
ASSOCIATION OF GOVERNMENTS

TECHNICAL ADVISORY COMMITTEE
(TAC)
BY-LAWS

ADOPTED JULY 2009

Article 1.00 - Designation

1.01 - Name

The name of this organization shall be the Technical Advisory Committee, hereinafter referred to in this document as the TAC 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. Actions of the Association creating the TAC are directed under the Cooperative Agreement for the Formation of HCAOG, Resolution No. 1.

1.02 - Jurisdiction

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

Article 2.00 - Purpose

It shall be the purpose of the TAC to advise the Association on all matters general or relevant to the solution of common problems for all local entities, and to qualify cities and the County for the allocation of State and Federal funds necessary to carry out projects on an areawide basis.

Article 3.00 - Responsibility

It is the responsibility of the TAC pursuant to the Memorandum of Understanding executed by the Association and Caltrans, as well as the Association's Cooperative Agreement to function at a staff level role to review, comment, and advise the Association on matters related to transportation and relevant regional issues, in carrying out their regional duties.

Article 4.00 - Membership

4.01 - Committee Composition

The membership of the TAC shall consist of:

- An engineering/planning representative from each of the Association's member entities (8 total)
- A representative from the general public transit providers (3 total)
- A representative from Caltrans District 01
- A representative from the regional office of the California Highway Patrol
- A representative from the Karuk Tribe of California
- A representative from the Trinidad Rancheria
- A representative from the Yurok Tribe
- A representative from the Hoopa Valley Tribe
- A representative from the Blue Lake Rancheria

4.02 - Term of Office

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

4.03 - Voting Rights

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

4.04 - Transfer of Membership

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

4.05 - Conflict of Interest

When any member of the TAC 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.

Article 5.00 - Meetings

5.01 - Regular Meetings

The Committee shall meet regularly on the second Thursday of every 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 TAC 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 TAC 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 to 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 TAC, 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 TAC members not less than 72 hours in advance of the date of such meetings.

5.05 - Decisions of Committee

All decisions of the TAC 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 eight (8) 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 TAC shall be a Chair and Vice-Chair, and any other such officer as deemed desirable.

6.02 - Election and Term of Office

The Officers of the Advisory 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 TAC may be removed by a vote of a quorum of appointed members whenever in the judgement of the Committee the best interests of the TAC would thereby be served.

6.04 - Chair

The Chair shall preside at all meetings of the TAC 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 TAC 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 TAC.

Article 7.00 - Amendments

Amendments to these By-laws may be initiated by a two-thirds affirmative vote of appointed TAC 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.

Article 8.00 – Sub-Committees

8.01 – Sub-Committees

The TAC shall have the authority to create sub-committee bodies through initiating By-Law amendment pursuant to Article 7.00.

The TAC and/or Association will retain authority to establish and/or dissolve standing or special sub-committees as needed for the conduct of business.

Conduct of business for all TAC Sub-Committees shall be governed through extension of TAC By-Laws in accordance with the Brown Act, as amended. At any meeting properly called and noticed, a quorum shall consist of a simple majority of members.

8.02 – Non-Motorized Sub-Committee

For the purposes of providing advice and recommendations to the TAC and thereby the Association on non-motorized issues, the Non-Motorized Sub-Committee is hereby created with the following membership interests:

- TAC Chairman or designate
- Humboldt County trails representative
- City of Eureka trails representative
- City of Arcata trails representative
- Caltrans regional planning representative
- Additional delegates as needed, approved by the TAC

Entity representatives may be existing entity staff or delegated trails advocacy body. The Sub-Committee shall meet regularly every other month. Meeting dates and times to be determined at initial organizational session following appointment of members.

8.03 – Goods Movement Sub-Committee

For the purposes of providing advice and recommendations to the TAC and thereby the Association on goods movement issues, the Goods Movement Sub-Committee is hereby created with the following membership interests:

- TAC Chairman or designate
- Caltrans
- Regional Maritime interests (Harbor District, Shipping)
- Railroad Interests
- Humboldt County Public Works Aviation Division
- Regional Trucking interest
- Timber Industry representative
- Fishing Industry representative (PFMC)
- Agriculture representative

Representatives shall be solicited from regional Chambers of Commerce for trucking, timber, fishing, shipping, and agriculture interest groups.

The Sub-Committee shall meet regularly every other month. Meeting dates and times to be determined at initial organizational session following appointment of members. Conduct of Sub-Committee business shall be governed through extension of TAC By-Laws.