Humboldt County Association of Governments

Social Services Transportation Advisory Council

By-Laws

Adopted March 21, 2024

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 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 with a disability.
- Two (2) representatives of the local social service providers for seniors, including one representative of a social service transportation provider
- Two (2) representatives of local social service providers for the disabled, including one representative of a social service transportation provider
- 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 Section15975 of the Government Code, if one exists, including one representative from an operator
- 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,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.

Individuals (those not representing a statutorily required service provider or transit agency) with an interest in serving on the SSTAC as a public representative of potential transit users shall 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. ~~Any non-statutorily required member that misses more than three meetings in a calendar year may have voting rights removed and become an advisory member by vote of the SSTAC. Once a member is an advisory member, they will no longer be counted towards the quorum. Advisory members wanting to have voting rights reinstated may do so by requesting a vote 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 once per quarter or as necessary, or called and scheduled by HCAOG staff.

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.

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."

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.

Attachment A
Social Service Transportation Advisory Council Membership
Code of Conduct Agreement

GENERAL CONDUCT:

- I will act within the bylaws of the SSTAC and abide by the policies and procedures of HCAOG.
- I understand and support the purpose of the SSTAC, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.

MANAGING INTERESTS:

- I will practice ethical decision-making and abstain from voting on matters which may provide personal financial gain.
- I understand that a failure to declare a conflict of interest may be considered a breach of this code.

MEETINGS:

- I will regularly attend SSTAC meetings, and notify HCAOG/SSTAC Chair of my absence in advance of the meeting. It is my responsibility to inform my designated alternate to attend the meeting in my place. I acknowledge that three consecutive absences constitute grounds for removal from the council (notwithstanding extenuating circumstances such as illness, accidents, or serious family issues).
- I will actively engage in discussion, debate and voting in meetings; contributing in a considerate and constructive way by listening carefully and challenging sensitively.
- I will participate in collective decision making, accept a majority decision of the SSTAC and will not act individually unless specifically authorized to do so.

RELATIONS WITH OTHERS:

- I will endeavor to work considerately and respectfully with all those I come into contact with through the SSTAC, including but not limited to SSTAC members, HCAOG staff, and staff members of HCAOG member organizations. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognize that the roles of SSTAC members, HCAOG staff, and HCAOG Board Members are different, and I will seek to understand and respect the difference between these roles.

LEAVING THE COUNCIL:

- I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the SSTAC.
- Should this happen, I will be given the opportunity to be heard. In the event that I am asked to resign from the Council I will accept the majority decision of the Council in this matter and resign at the earliest opportunity. Or if resignation is not given, I understand that the HCAOG Board may remove me from the SSTAC.
- Receiving warnings or expulsion from local transit providers may be cause for being asked to resign and ultimate removal from the SSTAC.
- If I wish to cease being an SSTAC member at any time, I will inform the chairperson in advance (giving as much notice as possible) in writing, stating my reasons for leaving.

_____ _____

SSTAC Member Signature Date Executive Director Signature Date