

SAN MATEO COUNTY TRANSPORTATION AUTHORITY

RULES OF PROCEDURE FOR CITIZENS ADVISORY COMMITTEE (Revised and Effective January 1, 2004)

DUTIES

1. As the title implies, the duties of the committee are strictly advisory. The membership is to provide input and information to the Authority, and present formal recommendations.
2. Committee members will provide, upon request, sound and current information and recommendations that will broaden the scope of input and understanding for the Authority.
3. Provide the Authority with a broader base of experience and expertise than the Authority might otherwise have.
4. Act as liaison with good, timely communication capabilities between the public and the Authority.

TERM OF APPOINTMENT

The CAC serves at the pleasure of the Authority Board and the term of appointment should be three years with staggered terms, five members each year. If a member resigns, the Authority Board will assign a new member to finish the term left vacant.

CHAIRPERSON

The chairperson shall be elected by the CAC at the first meeting of the calendar year and each year thereafter. Term of office does not preclude the possibility of being re-elected for a second term.

It shall be the duty of the chairperson to preside at all meetings of the CAC. The chairperson may also regulate the order of presentations to the committee and may also regulate the time allowed to each person making such presentation or who is allowed to speak.

VICE-CHAIRPERSON

The vice-chairperson shall be elected at the first meeting of the calendar year and each year thereafter. Term of office does not preclude the possibility of being re-elected for a second term.

The duties of the vice-chairperson shall be to perform the duties of the chairperson in his or her absence or incapacity, and in case of a vacancy of the office of chairperson shall succeed to that office. In the absence of the chairperson and vice-chairperson, the committee shall appoint a presiding officer pro tempore from among the members present.

REGULAR MEETINGS

Regular meetings of the CAC shall normally be held on the Tuesday preceding the first Thursday of every month at 4:30 p.m. in the Board Room of the San Mateo County Transit District located at 1250 San Carlos Avenue, San Carlos, California.

QUORUM REQUIREMENTS

The majority and/or quorum of the CAC will be the majority of those currently appointed, provided that the majority vote is not less than seven members.

ATTENDANCE POLICY

1. The Transportation Authority CAC recognizes and understands the occasional need to be absent from a scheduled meeting. However, it is expected that each member attend every meeting to the maximum extent possible. This is particularly important due to the legal requirement that the CAC can take no formal action without the majority of the **member's** (not just those attending) vote.
2. We will assume that a member has submitted his or her resignation if, during the **current calendar year** there have been:
 - a) More than 3 unexcused absences OR
 - b) More than 3 consecutive absences
3. An absence will be considered excused if the member contacts the CAC Executive Assistant (normally by phone) in advance of the meeting.
4. The Committee Chair shall notify any member who has missed 3 meetings during **the current calendar year** to remind the member of this policy.
5. In unusual individual circumstances, the maximum number of absences in any category may be extended by one.