

RULES OF PROCEDURE OF THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY COMMUNITY ADVISORY COMMITTEE

I. DUTIES

1. The San Mateo County Transportation Authority (“TA” or “Authority”) Community Advisory Committee ("CAC" or "Committee") is a single-purpose committee. Its responsibility is to provide input and information to the Authority's Board of Directors (Board) regarding the Board's agenda through reports of the CAC Chair and CAC’s votes in favor of or against planned Board actions.
2. The Committee is to represent many points of view in the community and to provide the Board with advice based on a full spectrum of concerns and perspectives.
3. As the title implies, the duties of the Committee are strictly advisory. The Committee has no authority to set policy, procedures, regulations, or to direct staff.
4. Committee members will provide, upon request, sound and current information and recommendations that will broaden the scope of input and understanding for the Authority.
5. Provide the Authority with a broader base of experience and expertise than the Authority might otherwise have.

II. CODE OF CONDUCT

Committee members will conduct themselves in a manner consistent with the law, Authority policies, good judgment, and Sections IV and V of the Authority Board of Directors' Rules of Procedure, attached. Committee members will be respectful to staff, consultants and other Committee members. In the event of a conflict between these rules and the Authority Board of Directors' Rules of Procedure, the latter will control. It is up to each member to maintain a professional, safe and productive environment.

III. 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. The Authority Board reserves the right to shorten the term of a Committee member's appointment, including due to failure to comply with these Rules of Procedure. If a member resigns or a CAC position is otherwise vacated, the Authority Board will assign a new member to finish the term left vacant.

IV. CHAIR

The Chair is a ceremonial position and it is the duty of the Chair to preside at all meetings of the Committee. The Chair may also regulate the order of presentations to the Committee, regulate the time allowed to each person making such presentation, maintain the orderly conduct of business, and serve as the spokesperson to the Authority Board. The Chair will prepare reports to the Authority Board or delegate this duty to a member of the Committee. The Chair will attend Authority Board meetings, when possible, or delegate this duty to the Vice Chair or a member of the Committee.

V. VICE CHAIR

The Vice Chair will perform the duties of the Chair in his or her absence or incapacity, and in case of a vacancy of the office of Chair will succeed to that office. In the absence of the Chair and Vice Chair, the Committee will appoint a presiding officer pro tempore from among the members present. The Vice Chair will attend Authority Board meetings, when possible.

VI. CHAIR AND VICE CHAIR ELECTIONS

The Chair and Vice Chair will be elected by the CAC at the first meeting of each calendar year. In order to be eligible to be Chair, a candidate must have served on the CAC for at least two years. In order to be eligible to be Vice Chair, a candidate must have served on the CAC for at least one year. The Chair and Vice Chair may serve no more than three consecutive terms in the same position.

The Authority Secretary will notify eligible candidates in advance of the first meeting of the calendar year. To be considered for nomination, interested candidates must notify the Authority Secretary that they wish to be considered. Interested candidate names will be announced at the first meeting of the year. CAC members may nominate candidates from the list. Once nominated, candidates may speak for up to one minute. No written materials may be distributed. In casting votes for Chair and Vice Chair, members of the CAC may consider the candidate's leadership qualities, ability to conduct meetings of the CAC expeditiously and fairly, and willingness to represent and implement positions adopted by the CAC when such positions are at variance with their own political views, as well as any other factors deemed pertinent.

Voting on nominations is to be conducted by roll call in alphabetical order by last name. The Chair will vote last. Each CAC member may only vote for one candidate per position.

If there are more than two nominees for a position, and no nominee receives a majority of the votes, the top two vote-receiving nominees will have a run-off election. In the event of a tie, the CAC will have further debate and then another election. If further debate and an additional election does not resolve the tie, then the tie shall be determined by coin toss. The candidate who is first alphabetically by last name will call the coin.

VII. REGULAR MEETINGS

Regular meetings of the CAC will normally be held on the Tuesday preceding the first Thursday of every month at 4:30 pm. in the Auditorium of the San Mateo County Transit District headquarters, located at 1250 San Carlos Avenue, San Carlos, California. The District plans to relocate its administrative building in 2026 to 166 N. Rollins Road in Millbrae, California and when that occurs, the CAC's meetings will be held in the Board Room at that location.

VIII. QUORUM REQUIREMENTS

A quorum of the CAC will be the majority of those currently appointed, provided that the majority vote is not less than seven (7) members.

IX. 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 **members**' (not just those attending) votes.
2. A member will be assumed to have submitted his or her resignation if, during a **single calendar year** there have been:
 - a) More than three (3) unexcused absences OR
 - b) More than three (3) consecutive absences
3. An absence will be considered excused if the member contacts the Authority Secretary (normally by email) in advance of the meeting.
4. The Committee Chair will notify any member who has missed two meetings during **a single calendar year** to remind the member of this policy.
5. In unusual individual circumstances, the Committee Chair may extend the maximum number of absences in any category by one (1).

X. AGENDA

Prior to every meeting of the CAC, staff will prepare an agenda based on the Authority Board of Directors' next meeting agenda. The CAC meeting agenda sets forth a brief general description of each item of business to be discussed by the CAC. Except as permitted by law, no matters other than those on the agenda will be acted upon by the CAC.

XI. ROSENBERG'S RULES OF ORDER

All rules of order not herein provided for will be determined in accordance with the latest revised edition of Rosenberg's Rules of Order.

XII. COMMUNICATION WITH THE MEDIA

Consistent with Section II of the Authority Board of Directors' Rules of Procedure, as a general rule, the Chair of the Board of Directors serves as the spokesperson for the Board and its committees. CAC Members are not authorized to and will refrain from communicating with the media on behalf of the CAC or Authority. If a CAC Member receives a media inquiry related to Authority or CAC business, the member must advise the Executive Officer, Transportation Authority of the inquiry.

XIII. COMMUNICATION IN PRIVATE CAPACITY

Consistent with Section II of the Authority Board of Directors' Rules of Procedure, when presenting their individual opinions and positions, Committee Members will explicitly state they do not represent the Authority or CAC, nor will they allow the inference that they do. Committee Members should keep in mind that even when they are speaking as private individuals, the audience could nevertheless hear and attribute their comments as a position of the Authority or CAC. If Committee Members send correspondence stating their personal views related to Authority business and use their title as a Committee Member, such correspondence should clearly state that the statements are the view of the sending Committee Member and not the official position of the Authority or CAC. The sending Committee Member should convey a copy of such correspondence to the Executive Officer, Transportation Authority, and/or Authority Secretary, who will circulate it to the other Committee Members and the Authority Board for their information. Committee Members may not use Authority letterhead, the Authority logo or seal, or any functional electronic equivalent thereof.

XIV. ELECTRONIC COMMUNICATIONS

Consistent with Section III of the Authority Board of Directors' Rules of Procedure, to the extent feasible, Committee Members are expected to limit their use of personal electronic devices during public meetings to only those uses necessary to facilitate their participation in such meetings. Examples of necessary uses include review of agenda materials, notes or related information assembled prior to the meeting, or taking notes on information shared during the meeting. If Committee Members receive public or stakeholder input during Committee meetings on matters before the Authority via their personal electronic devices, they are encouraged to disclose such communications for the record of the meeting and for the benefit of the Committee's consideration.

Committee Members understand and agree that by using their personal electronic devices during a public meeting, the information on those devices may become subject to discovery, Public Records Act, or other requests, and they agree to cooperate with the Authority in responding to such requests including through direct access to their

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devices as necessary in order to allow the Authority to comply with law or court orders or to defend itself in any action.