



# AGENDA

## CITIZENS ADVISORY COMMITTEE Subcommittee Meeting Notice

**Date:** 5:30 p.m., Thursday, May 14, 2015  
**Location:** 1455 Market Street, 22<sup>nd</sup> Floor  
**Members:** Christopher Waddling, Santiago Lerma and Raymon Smith

**Page**

1. **Subcommittee Meeting Call to Order**
  2. **Election of Subcommittee Chair – ACTION**
  3. **Update of Citizens Advisory Committee By-Laws – ACTION\*** 3
- At the April 22, 2015 Citizens Advisory Committee (CAC) meeting, Chair Waddling established a subcommittee to review and propose amendments to the CAC's By-Laws. If the subcommittee is able to complete its business in one meeting, the proposed amendments will be submitted to the CAC at its May 27 meeting and will be considered for adoption at its June 24 meeting. Otherwise, the schedule for submitting the by-laws to the CAC will be adjusted, as needed. Transportation Authority staff have attached a red-lined version of the by-laws, with proposed changes needed to align the by-laws with the Transportation Authority's Administrative Code and other non-substantive changes such as updating the agency's address. **This is an action item.**
4. **Public Comment**
  5. **Adjournment**

\* Additional materials

**Next Regular CAC Meeting: May 27, 2015**

**SUBCOMMITTEE MEMBERS WHO ARE UNABLE TO ATTEND SHOULD CONTACT THE CLERK OF  
THE AUTHORITY AT (415) 522-4817**

The Hearing Room at the Transportation Authority offices is wheelchair accessible. To request sign language interpreters, readers, large print agendas or other accommodations, please contact the Clerk of the Authority at (415) 522-4800. Requests made at least 48 hours in advance of the meeting will help to ensure availability.

The nearest accessible BART station is Civic Center (Market/Grove/Hyde Streets). Accessible MUNI Metro lines are the F, J, K, L, M, N, T (exit at Civic Center or Van Ness Stations). MUNI bus lines also serving the area are the 6, 9, 9L, 14, 14L, 21, 47, 49, 71, 71L, and 90. For more information about MUNI accessible services, call (415) 701-4485.

There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex. Accessible curbside parking is available on 11<sup>th</sup> Street.

In order to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at all public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the Transportation Authority accommodate these individuals.

If any materials related to an item on this agenda have been distributed to the Citizens Advisory Committee after distribution of the agenda packet, those materials are available for public inspection at the Transportation Authority at 1455 Market Street, Floor 22, San

## CAC Meeting Agenda

Francisco, CA 94103, during normal office hours.

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San Francisco County Transportation Authority

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## CITIZENS ADVISORY COMMITTEE

### By-Laws

#### ARTICLE I - MEMBERSHIP

Section 1. The eleven ~~(11)~~ members of the Citizens Advisory Committee (CAC) are appointed by the San Francisco County Transportation Authority (~~SFCTA~~Transportation Authority) to advise the ~~SFCTA~~Transportation Authority on the development and implementation of the Transportation Expenditure Plan ~~and the Traffic Congestion Management Plan~~.

**Comment [ 1 ]:** Per Transportation Authority's Administrative Code (page 7)

Section 2. ~~Per the Transportation Authority's Administrative Code,~~ CAC members shall include representatives from various segments of the community, including public policy organizations, labor, business, senior citizens, the disabled, environmentalists and the neighborhoods. The Committee members shall be residents of San Francisco and shall serve for two-year periods.

Section 3. ~~Per the Transportation Authority's Administrative Code, any member who is absent for four of any twelve regularly scheduled consecutive meetings shall automatically be terminated. Any resulting vacancy shall be filled for a new two-year period. Terminated members may re-apply.~~

#### ARTICLE II - OFFICERS

Section 1. The Officers of the CAC shall be a Chairperson and a Vice-Chairperson. Their duties shall be as follows:

**Chairperson:** Presides over CAC meetings; develops the monthly meeting agenda; appoints subcommittees and subcommittee chairpersons; represents the CAC's actions and decisions to the ~~SFCTA~~Transportation Authority, appropriate agencies, and to the community at large, or designates other CAC members to perform these duties.

**Vice-Chairperson:** Presides over the CAC meetings in the absence of the Chairperson; conducts the other duties of the Chairperson in his/her absence.

Section 2. Selection of Officers shall be made as follows:

**Chairperson:** The Chairperson shall be elected by a majority of the appointed members at the January meeting. The term of office shall be for one year. If the term of appointment of the member elected Chairperson expires before the year is out and that member does not either seek reappointment or the Board does not grant such reappointment, the Vice-Chairperson will serve as Chairperson ~~until the following January~~for the remainder of the term.

**Vice-Chairperson:** ~~This Officer~~The Vice-Chairperson shall be elected by a majority of the appointed members at the January meeting. The term of office shall be for one year. If the term of appointment of the member elected Vice-Chairperson expires before the year is out and that member does not either seek reappointment or the Board does not grant such reappointment, the ~~Committee CAC will~~shall hold an election at the next regular meeting of the CAC for a Vice-Chairperson to serve out the remainder of the term.

**ARTICLE III - MEETINGS**

Section 1. The regular meetings of the CAC shall be held on the fourth Wednesday of each month at 6:00 p.m. ~~in at the Transportation Authority offices, s at 100 Van Ness Avenue, 26th Floor, San Francisco, California.~~

Section 2. The CAC meetings are subject to the Ralph M. Brown Act and the ~~City's~~ Sunshine Ordinance.

~~Section 3. Any member who is absent for four (4) of any twelve (12) regularly scheduled consecutive meetings shall automatically be terminated. Any resulting vacancy shall be filled for a new two-year period.~~

Comment [SS2]: Moved to Article I

**ARTICLE IV - SUBCOMMITTEES**

Section 1. Subcommittees and Ad Hoc Committees may be established by the Chairperson as necessary.

Section 2. Each Subcommittee shall consist of at least three but not more than five (3) CAC members appointed by the CAC Chairperson.

**ARTICLE V - PARLIAMENTARY AUTHORITY**

The rules contained within the current edition of Robert's Rules of Order (Newly Revised) shall govern the CAC in all cases to which they are applicable and in which they are not inconsistent with these by-laws, the ~~SFCTA-Transportation Authority's~~ Administrative Code and any special rules of order the CAC may adopt. A quorum is defined as a majority of currently appointed members.

**ARTICLE VI - AMENDMENT OF BY-LAWS**

These by-laws may be amended at any regular meeting of the CAC by a two-thirds ~~(2/3)~~ vote of the CAC members present and voting, and constituting not less than a majority of the CAC members, provided that the amendment has been submitted in writing at the previous regular meeting.

**ARTICLE VII - CONFLICT OF INTEREST**

~~Per the Transportation Authority's Administrative Code, t~~The CAC members serve without any compensation. There shall be no personal or monetary gain by members of the CAC as a result of their membership and actions on the CAC.

**ARTICLE VIII – CONDUCT OF MEMBERS**

~~No CAC member shall directly or indirectly by any form of words impute to another CAC member or to other CAC members any conduct or motive unworthy or unbecoming of a CAC member.~~

Comment [ 3]: Per San Francisco Board of Supervisors Rules of Order (page 36)

**ARTICLE ~~VIII~~ IX - MAJORITY/MINORITY REPORTS**

CAC members may elect to present separate reports on decisions and actions by the CAC under the following circumstances: A majority report will reflect at least two-thirds ~~(2/3)~~ of the CAC members present and voting, and constituting not less than a majority of CAC members. ~~present~~

~~and voting~~ A minority report will reflect at least ~~twenty five percent~~one-fourth (25%) of the CAC members present and voting.

Rev. ~~October 23, 2006~~Month Day, 2015

