

REPORT TO SHASTA COUNTY RTPA

SUBJECT		MEETING DATE	ITEM NUMBER
Revised Bylaws for the Social Services Transportation Advisory Council		12/9/08	4-4

RECOMMENDATION

It is recommended that the Board approve revised bylaws for the Social Services Transportation Advisory Council (SSTAC).

SUMMARY

The SSTAC has approved revised bylaws. The revised bylaws clarify various provisions, including purpose and duties, term of office, vacancies, election of officers, and voting.

DISCUSSION

The existing SSTAC bylaws were approved in 2003. In response to questions from a concerned citizen regarding the terms of office, staff reviewed the existing bylaws and determined that a number of provisions should be clarified. Proposed revisions were reviewed by the SSTAC and approved on October 22, 2008, and now must be approved by the Board.

The attached memo to the SSTAC, dated October 1, 2008, summarizes the most significant changes and includes the bylaws as amended.

ALTERNATIVES

1. The Board may choose not to approve the revised bylaws. This is not recommended as the revised bylaws provide useful clarification and cleanup.
2. The Board may suggest their own changes to the proposed revised bylaws. These changes would be referred back to the SSTAC for consideration and approval.

OTHER AGENCY INVOLVEMENT

The SSTAC approved the revised bylaws on October 22, 2008. This item was discussed at the November 25 Technical Advisory Committee (TAC) meeting. TAC supports the staff recommendation.

FINANCING

Approval of the revised bylaws will not affect financing.



Daniel S. Little, AICP, Executive Director

DSL/JDS/jac

Attachment: Memo to SSTAC Dated October 1, 2008, Including Attachments



Shasta County

Regional Transportation
Planning Agency

DATE: October 1, 2008

TO: SSTAC Members

FROM: John Strahan, Senior Transportation Planner
225-5475 or jstrahan@co.shasta.ca.us

SUBJECT: Proposed Bylaws Changes

On May 21, 2008, SSTAC discussed possible changes to the existing SSTAC bylaws. Since then, staff has completed a more thorough review of the bylaws. Attached, for your review, comment, and suggestions, are:

- A copy of the existing bylaws (for reference).
- A copy of the proposed bylaws showing proposed changes (deletions are shown with ~~strikethrough~~ type; additions are shown with underlines).
- A copy of the proposed bylaws as amended (not showing deletions and additions).
- A copy of Public Utilities Code (PUC) Sections 99238 and 99238.5 (requiring social services transportation advisory councils).

Please review the proposed changes and provide any comments to me by October 14. Staff will review your comments and attempt to incorporate your suggestions. We will send the revised draft bylaws with the other information for the October 22 meeting (the meeting date was changed from October 15), for consideration of approval by the SSTAC.

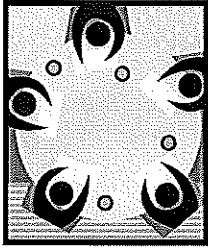
The following is a summary of the most significant changes:

1. Adds a fourth item under "Purpose and Duties" (renamed "Responsibilities"), to reflect that responsibility as listed in PUC Section 99238(c)(3).
2. Clarifies the "Term of Office" provisions.
3. Revises the language under "Vacancies" and adds three more paragraphs. The changes clarify when a vacancy occurs, allows the designation of alternates, defines when advertising for vacancies is required, and requires SSTAC to review applications to fill a vacancy and make a recommendation to the RTPA Board.
4. Moves the listing of some duties from the "Officers" section (renamed "Election of Officers") to the "Duties of Officers" section. Also moves a provision involving appointment of a presiding officer in the absence of the Chair and Vice Chair to the "Meetings" paragraph in the "Organization and Procedures" section.

5. The "Voting" paragraph has been simplified.
6. Deletes the existing "Functions of the Council" and "Unmet Needs Recommendation" sections, since they generally repeat what is stated in the "Purpose and Duties" (renamed "Responsibilities") section.

Otherwise, the proposed changes are largely general cleanup, reformatting, updating, and tweaking.

Please feel free to contact me if you have any questions, comments, or suggestions (225-5475 or jstrahan@co.shasta.ca.us).



**SHASTA COUNTY
SOCIAL SERVICES TRANSPORTATION
ADVISORY COUNCIL
GUIDELINES AND BYLAWS**

*Approved by SSTAC on September 9, 2003
Approved by SCRTPA on October 21, 2003*

The Social Services Transportation Advisory Council (SSTAC) was established under the requirements of the Transportation Development Act (TDA), to ensure that unmet transit needs are identified within Shasta County. The SSTAC serves as an advisory body to the Shasta County Regional Transportation Planning Agency (SCRTPA) regarding the transit needs of transit dependent and transit disadvantaged persons, including elderly, handicapped, and persons of limited means.

The Social Services Transportation Advisory Council (SSTAC) shall be governed by the following guidelines and bylaws.

PURPOSE AND DUTIES

1. To advise SCRTPA on the transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped, and persons of limited means including, but not limited to, recipients of the Cal WORKS program.
2. To annually participate in the identification of transit needs that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services by expanding existing services.
3. To annually review and recommend action to be taken by SCRTPA which finds, by resolution, that (A) there are no unmet transit needs, (B) there are no unmet transit needs that are reasonable to meet, (C) there are unmet transit needs, including needs that are reasonable to meet or (D) there are unmet transit needs that are not reasonable to meet.

MEMBERSHIP

- (a) SCRTPA shall appoint SSTAC members in the following categories as established in Section 99238 of TDA statutes:
- (1) At least one representative of potential transit users who is 60 years of age or older.
 - (2) At least one representative of potential transit users who is disabled.
 - (3) At least two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
 - (4) At least two representatives of local social service providers for disabled persons, including one representative of a social service transportation provider, if one exists.

- (5) At least one representative of a local social service provider for persons of limited means.
 - (6) Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.
- (b) SCRTPA may appoint additional members in accordance with the following guidelines:
- SCRTPA shall recruit candidates for appointment to the SSTAC from a broad representation of social service and transit providers representing the elderly, the handicapped, and persons of limited means. In appointing council members, SCRTPA shall strive to attain geographic and minority representation among council members. Candidates shall complete an application for appointment provided by the SCRTPA.
- (c) Ex officio members of the SSTAC shall be representatives from all the transportation operators in Shasta County.

TERMS OF OFFICE

Of the initial appointments to the SSTAC, one-third 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 additional three-year terms.

VACANCIES

A vacancy shall be created when an appointed member of the SSTAC misses three consecutive regular meetings without good cause, so entered in the minutes; or when due to a death, disability, or extenuating circumstances, that member can no longer carry out responsibilities as a council member.

OFFICERS

During the first meeting of the calendar year, the council shall elect a chair and vice chair to serve for one year. The Chair shall preside at all meetings of the SSTAC. The Vice Chair shall perform the duties of the Chair in his/her absence. In the event both officers are absent, the majority of quorum may appoint a presiding officer for that meeting. Upon resignation of an officer, a special election will be held.

DUTIES OF OFFICERS

- A. Chair: The Chair may appoint committees, sign correspondence, approve agenda, conduct elections, and designate his/her responsibility to sign correspondence. The Chair or his/her designee shall report to the SCRTPA Board on recommendations of the SSTAC.

- B. Vice Chair: In the absence of the Chair, the Vice Chair shall assume all powers and duties of the Chair.
- C. Secretary: The Secretary shall be the SCRTPA staff. The Secretary shall keep minutes of all SSTAC meetings, read correspondence at the meetings, prepare SSTAC letters, prepare and distribute special notices, agenda announcements, minutes, staff reports, and other materials as directed by the Chair.

STAFF

SCRTPA staff shall serve as primary staff to the SSTAC.

ORGANIZATION AND PROCEDURES

- a) Meetings. The SSTAC shall meet quarterly at time and date agreed upon by a majority of the members in order to carry out the purpose and duties described above. The meetings are open to the public in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.). The meetings are to be held in an accessible location in order to facilitate the attendance of physically handicapped or disabled members of the SSTAC and the community in general.
- b) Quorum. A majority of the voting members shall constitute a quorum for the transaction of business.
- c) Voting. Voting on all matters shall be on a voice vote, unless any member requests a roll call vote in attendance. Ex officio members of the council shall not vote, although they may participate freely in any and all discussions of the SSTAC. Ex officio members from the SCRTPA and/or Department of Transportation shall vote in case of tie.
- d) Limitation of Discussion. Discussion on any particular matter by either council members or by any member of the general public may be limited at the discretion of the chair, to such length of time as the chair may deem reasonable under the circumstances.
- e) Conduct of Meetings. The meetings are to be conducted in accordance with the principles of Roberts' Rules of Order.
- f) Minutes. Official minutes recording the members and visitors present, motions entertained and actions taken at each meeting, shall be prepared by SCRTPA staff and submitted to the SCRTPA Board after each SSTAC meeting. The minutes shall reflect minority views in addition to the majority viewpoint.
- g) Bylaws. The information set forth in these bylaws shall be deemed sufficient to serve as the bylaws for the council, subject to approval by SCRTPA. These bylaws may be amended by a majority vote of the SSTAC members and subsequent approval by SCRTPA.
- h) Communications. Official communications shall be in writing and shall be approved by the majority of members in attendance. The chair shall make presentations to the SCRTPA Board for unmet transit needs findings.

- i) Staff Assistance. SCRTPA staff assistance shall consist of providing information, preparing meeting agendas as directed, preparing the minutes, preparing correspondence and reports as requested by the SSTAC, and generally assisting the SSTAC.

FUNCTIONS OF THE COUNCIL

The council will have the following responsibilities:

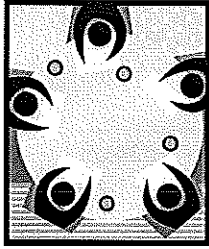
- a. Annually participate in the identification of unmet transit needs and potential sources of transit funding other than TDA.
- b. Annually review and recommend action by the SCRTPA Board, which finds by resolution, that (a) there are no unmet transit needs, (b) there are no unmet transit needs that are reasonable to meet, or (c) there are no unmet transit needs, including needs that are reasonable to meet.
- c. Advise the SCRTPA on major transit issues.

UNMET NEEDS RECOMMENDATION

The SSTAC shall annually make a recommendation to SCRTPA in regard to which of the following resolutions should be adopted by SCRTPA resolution:

- (1) there are no unmet transit needs, or
- (2) there are no unmet transit needs that are reasonable to meet, or
- (3) there are unmet transit needs, including needs that are reasonable to meet, or
- (4) there are unmet transit needs that are not reasonable to meet.

If SCRTPA adopts a finding that there are unmet transit needs, including needs that are reasonable to meet, then the unmet transit needs shall be funded before any TDA allocation is made for streets and roads.



SHASTA COUNTY SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL GUIDELINES AND BYLAWS

The Social Services Transportation Advisory Council (SSTAC) was established under the requirements of the Transportation Development Act (TDA), to ensure that unmet transit needs are identified within Shasta County. The SSTAC serves as an advisory body to the Shasta County Regional Transportation Planning Agency (SCRTPA) regarding the transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped, and persons of limited means.

The Social Services Transportation Advisory Council (SSTAC) shall be governed by the following guidelines and bylaws.

PURPOSE AND DUTIES RESPONSIBILITIES

1. ~~To a~~ Advise SCRTPA on the transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped, and persons of limited means including, but not limited to, recipients of the CalWORKS program.
2. ~~To a~~ Annually participate in the identification of transit needs in Shasta County, including unmet transit needs that may exist and that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services by expanding existing services.
3. ~~To a~~ Annually review and recommend action ~~to be taken~~ by SCRTPA which finds, by resolution, that (Aa) there are no unmet transit needs, (Bb) there are no unmet transit needs that are reasonable to meet, (Cc) there are unmet transit needs, including needs that are reasonable to meet, or (Dd) there are unmet transit needs that are not reasonable to meet.
4. Advise the SCRTPA on any other major transportation issues, including the coordination and consolidation of specialized transit services.

MEMBERSHIP

- (a) 1. SCRTPA shall appoint SSTAC members in the following categories as established in Public Utilities Code Section 99238 of TDA statutes:

(1) (a) ~~At least one~~ One representative of potential transit users who is 60 years of age or older.

(2) (b) ~~At least one~~ One representative of potential transit users who is disabled handicapped.

- ~~(3)~~ ~~(c)~~ ~~At least two~~ Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, ~~if one exists.~~
 - ~~(4)~~ ~~(d)~~ ~~At least two~~ Two representatives of local social service providers for ~~disabled persons~~ the handicapped, including one representative of a social service transportation provider, ~~if one exists.~~
 - ~~(5)~~ ~~(e)~~ ~~At least one~~ One representative of a local social service provider for persons of limited means.
 - ~~(6)~~ ~~(f)~~ Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, ~~if one exists;~~ including one representative from an operator, ~~if one exists.~~
 - ~~(b)~~ ~~(g)~~ SCRTPA may appoint additional members in accordance with the following guidelines: procedure prescribed in paragraph 2.
2. SCRTPA shall recruit candidates for appointment ~~to the SSTAC~~ from a broad representation of social service and transit providers representing the elderly, the handicapped, and persons of limited means. In appointing council members, SCRTPA shall strive to attain geographic and minority representation among council members. Candidates shall complete an application for appointment provided by the SCRTPA.
- ~~(c) Ex officio members of the SSTAC shall be representatives from all the transportation operators in Shasta County.~~

TERMS OF OFFICE

~~Of the initial appointments to the SSTAC, one third 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, t~~ The term of appointment shall be for three years, which may be renewed for additional three-year terms. Members may be reappointed for additional terms.

DESIGNATION OF ALTERNATE

A member representing a provider or agency may designate an alternate representing the same provider or agency who may attend meetings in lieu of the member and shall have the right to vote.

VACANCIES

1. A vacancy shall be created when a ~~n-appointed member; of the SSTAC~~ resigns; completes their term of appointment and does not wish to be reappointed; misses three consecutive regular meetings without good cause, so entered in the minutes; or when ~~due to a death, disability, or extenuating circumstances,~~ that member can no longer carry out their responsibilities as a council member.

2. If a member representing a provider or agency resigns during his/her term, the member's designated alternate shall assume the term of the member.
3. Except as otherwise provided in paragraph 2, SCRTPA shall advertise to recruit a new member when a vacancy exists. Reappointment of an existing member shall not require advertising.
4. When a candidate submits an application to fill a vacancy, the SSTAC shall review the application and make a recommendation to the SCRTPA Board.

ELECTION OF OFFICERS

During the first meeting of the calendar year, the council shall elect a ~~e~~Chair and ~~v~~Vice ~~e~~Chair to serve for one year. ~~The Chair shall preside at all meetings of the SSTAC. The Vice Chair shall perform the duties of the Chair in his/her absence. In the event both officers are absent, the majority of a quorum may appoint a presiding officer for that meeting.~~ Upon resignation of an officer, a special election will shall be held.

DUTIES OF OFFICERS

- A. 1. Chair: The Chair shall preside at all meetings of the SSTAC, and may appoint committees, sign correspondence, approve agendas, conduct elections, and designate delegate his/her responsibility to sign correspondence. The Chair or his/her designee shall report to the SCRTPA Board on recommendations of the SSTAC.
- B. 2. Vice Chair: In the absence of the Chair, the Vice Chair shall assume all powers and perform the duties of the Chair.
- C. 3. Secretary: The Secretary shall be the SCRTPA staff. The Secretary shall keep minutes of all SSTAC meetings, read correspondence at the meetings, prepare SSTAC letters, prepare and distribute special notices, agenda announcements, minutes, staff reports, and other materials, as directed by the Chair.

STAFF

~~SCRTPA staff shall serve as primary staff to the SSTAC.~~ *[Staff assistance is described below]*

ORGANIZATION AND PROCEDURES

- a) 1. Meetings. The SSTAC shall meet at least quarterly at a time and date agreed upon by a majority of the members in order to carry out the purpose and duties responsibilities described above. The meetings are shall be open to the public in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.). The meetings are to shall be held in an accessible location in order to facilitate the attendance of physically handicapped or disabled members of the SSTAC and the community in general. In the event both the Chair and Vice Chair are absent, the majority of a quorum may appoint a presiding officer for that meeting.

- b)2. Quorum. A majority of the ~~voting~~ appointed members shall constitute a quorum for the transaction of business.
- e)3. Voting. Voting on all matters shall be ~~on~~ by a voice vote, unless any member requests a roll call vote in attendance. ~~Ex officio members of the council shall not vote, although they may participate freely in any and all discussions of the SSTAC. Ex officio members from the SCRTPA and/or Department of Transportation shall vote in case of tie.~~
- d)4. Limitation of Discussion. Discussion on any particular matter by either council members or ~~by any member of the general public~~ may be limited at the discretion of the chair, to such length of time as the ~~e~~Chair may deem reasonable under the circumstances.
- e)5. Conduct of Meetings. The ~~m~~Meetings are to be conducted in accordance with the principles of Robert's Rules of Order.
- f)6. Minutes. Official minutes recording the members and visitors present, motions entertained, and actions taken at each meeting, shall be prepared by SCRTPA staff, posted on the SCRTPA website, and submitted made available to the SCRTPA Board after each SSTAC meeting. The minutes shall reflect minority views in addition to the majority viewpoint.
- g)7. Bylaws. The information set forth in these bylaws shall be deemed sufficient to serve as the bylaws for the council, ~~subject to approval by SCRTPA.~~ These bylaws may be amended by a majority vote of the SSTAC members and subsequent approval by SCRTPA.
- h)8. Communications. Official communications shall be in writing and shall be approved by the majority of members in attendance. The ~~e~~Chair or his/her designee shall make presentations to the SCRTPA Board for unmet transit needs findings.
- i)9. Staff Assistance. SCRTPA staff assistance shall assist the SSTAC by ~~consist of~~ providing information, preparing meeting agendas as directed, preparing the minutes, preparing correspondence and reports as requested by the SSTAC, and generally assisting the SSTAC. SCRTPA staff shall solicit technical assistance from the Redding Area Bus Authority regarding public transit issues.

FUNCTIONS OF THE COUNCIL

The council will have the following responsibilities:

- a. ~~Annually participate in the identification of unmet transit needs and potential sources of transit funding other than TDA.~~
- b. ~~Annually review and recommend action by the SCRTPA Board, 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 no unmet transit needs, including needs that are reasonable to meet.~~
- c. ~~Advise the SCRTPA on major transit issues.~~ *[Repeat of Responsibilities]*

UNMET NEEDS RECOMMENDATION

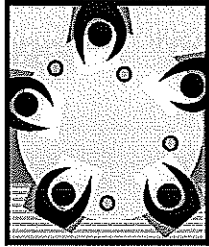
The SSTAC shall annually make a recommendation to SCRTPA in regard to which of the following resolutions findings should be adopted by SCRTPA resolution:

- ~~(1) there are no unmet transit needs, or~~
- ~~(2) there are no unmet transit needs that are reasonable to meet, or~~
- ~~(3) there are unmet transit needs, including needs that are reasonable to meet, or~~
- ~~(4) there are unmet transit needs that are not reasonable to meet. [Repeat of Responsibilities]~~

~~If SCRTPA adopts a finding that there are unmet transit needs, including needs that are reasonable to meet, then the unmet transit needs shall be funded before any TDA allocation is made for streets and roads. [Not a function of SSTAC]~~

Approved by SSTAC on September 9, 2003; amended October 22, 2008

Approved by SCRTPA on October 21, 2003; amended _____



SHASTA COUNTY SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL BYLAWS

The Social Services Transportation Advisory Council (SSTAC) was established under the requirements of the Transportation Development Act. The SSTAC serves as an advisory body to the Shasta County Regional Transportation Planning Agency (SCRTPA) regarding the transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped, and persons of limited means.

The SSTAC shall be governed by the following bylaws.

RESPONSIBILITIES

1. Advise SCRTPA on the transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped, and persons of limited means.
2. Annually participate in the identification of transit needs in Shasta County, including unmet transit needs that may exist and that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services by expanding existing services.
3. Annually review and recommend action by SCRTPA which finds, by resolution, that (a) there are no unmet transit needs, (b) there are no unmet transit needs that are reasonable to meet, (c) there are unmet transit needs, including needs that are reasonable to meet, or (d) there are unmet transit needs that are not reasonable to meet.
4. Advise the SCRTPA on any other major transportation issues, including the coordination and consolidation of specialized transit services.

MEMBERSHIP

1. SCRTPA shall appoint SSTAC members in the following categories as established in Public Utilities Code Section 99238:
 - (a) One representative of potential transit users who is 60 years of age or older.
 - (b) One representative of potential transit users who is handicapped.
 - (c) Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider.
 - (d) Two representatives of local social service providers for the handicapped, including one representative of a social service transportation provider.

- (e) One representative of a local social service provider for persons of limited means.
 - (f) Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, including one representative from an operator.
 - (g) SCRTPA may appoint additional members in accordance with the procedure prescribed in paragraph 2.
2. SCRTPA shall recruit candidates for appointment from a broad representation of social service and transit providers representing the elderly, the handicapped, and persons of limited means. In appointing council members, SCRTPA shall strive to attain geographic and minority representation among council members. Candidates shall complete an application for appointment provided by the SCRTPA.

TERM OF OFFICE

The term of appointment shall be for three years. Members may be reappointed for additional terms.

DESIGNATION OF ALTERNATE

A member representing a provider or agency may designate an alternate representing the same provider or agency who may attend meetings in lieu of the member and shall have the right to vote.

VACANCIES

1. A vacancy shall be created when a member: resigns; completes their term of appointment and does not wish to be reappointed; misses three consecutive regular meetings without good cause, so entered in the minutes; or when a member can no longer carry out their responsibilities as a council member.
2. If a member representing a provider or agency resigns during his/her term, the member's designated alternate shall assume the term of the member.
3. Except as otherwise provided in paragraph 2, SCRTPA shall advertise to recruit a new member when a vacancy exists. Reappointment of an existing member shall not require advertising.
4. When a candidate submits an application to fill a vacancy, the SSTAC shall review the application and make a recommendation to the SCRTPA Board.

ELECTION OF OFFICERS

During the first meeting of the calendar year, the council shall elect a Chair and Vice Chair to serve for one year. Upon resignation of an officer, a special election shall be held.

DUTIES OF OFFICERS

1. Chair: The Chair shall preside at all meetings of the SSTAC, and may appoint committees, sign correspondence, approve agendas, conduct elections, and delegate his/her responsibility to sign correspondence. The Chair or his/her designee shall report to the SCRTPA Board on recommendations of the SSTAC.
2. Vice Chair: In the absence of the Chair, the Vice Chair shall perform the duties of the Chair.
3. Secretary: The Secretary shall be the SCRTPA staff. The Secretary shall keep minutes of all SSTAC meetings, read correspondence at the meetings, prepare SSTAC letters, prepare and distribute special notices, agenda announcements, minutes, staff reports, and other materials, as directed by the Chair.

ORGANIZATION AND PROCEDURES

1. Meetings. The SSTAC shall meet at least quarterly at a time and date agreed upon by a majority of the members in order to carry out the responsibilities described above. The meetings shall be open to the public in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.). The meetings shall be held in an accessible location in order to facilitate the attendance of physically handicapped or disabled members of the SSTAC and the community in general. In the event both the Chair and Vice Chair are absent, the majority of a quorum may appoint a presiding officer for that meeting.
2. Quorum. A majority of the appointed members shall constitute a quorum for the transaction of business.
3. Voting. Voting on all matters shall be by a voice vote, unless any member requests a roll call vote.
4. Limitation of Discussion. Discussion on any matter by council members or the general public may be limited to such length of time as the Chair may deem reasonable under the circumstances.
5. Conduct of Meetings. Meetings are to be conducted in accordance with the principles of Robert's Rules of Order.
6. Minutes. Official minutes recording the members and visitors present, motions entertained, and actions taken at each meeting shall be prepared by SCRTPA staff, posted on the SCRTPA website, and made available to the SCRTPA Board after each SSTAC meeting. The minutes shall reflect minority views in addition to the majority viewpoint.
7. Bylaws. These bylaws may be amended by a majority vote of the SSTAC members and subsequent approval by SCRTPA.
8. Communications. Official communications shall be in writing and shall be approved by the majority of members in attendance. The Chair or his/her designee shall make presentations

to the SCRTPA Board for unmet transit needs findings.

9. Staff Assistance. SCRTPA staff shall assist the SSTAC by providing information, preparing meeting agendas as directed, preparing the minutes, preparing correspondence and reports as requested by the SSTAC, and generally assisting the SSTAC. SCRTPA staff shall solicit technical assistance from the Redding Area Bus Authority regarding public transit issues.

Approved by SSTAC on September 9, 2003; amended October 22, 2008

Approved by SCRTPA on October 21, 2003; amended _____

Public Utilities Code

99238. Each transportation planning agency shall provide for the establishment of a social services transportation advisory council for each county, or counties operating under a joint powers agreement, which is not subject to the apportionment restriction established in Section 99232.

(a) The social services transportation advisory council shall consist of the following members:

(1) One representative of potential transit users who is 60 years of age or older.

(2) One representative of potential transit users who is handicapped.

(3) Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.

(4) Two representatives of local social service providers for the handicapped, including one representative of a social service transportation provider, if one exists.

(5) One representative of a local social service provider for persons of limited means.

(6) Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.

(7) The transportation planning agency may appoint additional members in accordance with the procedure prescribed in subdivision (b).

(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 handicapped, 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.

(c) The social services transportation advisory council shall have the following responsibilities:

(1) Annually participate in the identification of transit needs in the jurisdiction, including unmet transit needs that 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.

(d) It is the intent of the Legislature that duplicative advisory councils shall not be established where transit advisory councils currently exist and that those existing advisory councils shall, instead, become part of the social services transportation advisory council and shall assume any new responsibilities pursuant to this section.

99238.5. (a) The transportation planning agency shall ensure the establishment and implementation of a citizen participation process appropriate for each county, or counties if operating under a joint powers agreement, utilizing the social services transportation advisory council as a mechanism to solicit the input of transit dependent and transit disadvantaged persons, including the elderly, handicapped, and persons of limited means. The process shall include provisions for at least one public hearing in the jurisdiction represented by the social services transportation advisory council. Hearings shall be scheduled to ensure broad community participation and, if possible, the location of the hearings shall be rotated among the various communities within the advisory council's jurisdiction. Notice of the hearing, including the date, place, and specific purpose of the hearing shall be given at least 30 days in advance through publication in a newspaper of general circulation. The transportation planning agency shall also send written notification to those persons and organizations which have indicated, through its citizen participation or any other source of information, an interest in the subject of the hearing.

(b) In addition to public hearings, the transportation planning agency shall consider other methods of obtaining public feedback on public transportation needs. Those methods may include, but are not limited to, teleconferencing, questionnaires, telecanvassing, and electronic mail.