

STAFF REPORT



MEETING DATE:	December 12, 2017
SUBJECT:	Approve Updated Social Services Transportation Advisory Council Bylaws
AGENDA ITEM:	5-7
STAFF CONTACT:	Keith Williams, Associate Transportation Planner, AICP

STAFF RECOMMENDATION:

It is recommended that the board of directors approve an update to the Social Services Transportation Advisory Council (SSTAC) Bylaws.

DISCUSSION:

The SSTAC represents transit users in the region, including disadvantaged users, and advises SRTA during the unmet transit needs process, as well as with transit coordination issues. SSTAC bylaws are updated occasionally to reflect changing needs and best practices. In addition to some minor bylaw updates, SRTA staff is proposing some substantive changes to address declining SSTAC attendance. The drop in attendance often prevents the council from maintaining the quorum necessary for the transaction of business. In fact, over the last year, SRTA staff has advertised and prepared for six meetings, of which only two have resulted in a quorum. If approved, the following updates would:

- Update SSTAC membership advisory responsibilities (Section A1 of bylaws);
- Expand membership to include representation for people who walk and bike to/from transit (Section B1(g));
- Encourage alternate members to attend meetings and participate routinely (Section B1(g));
- Delegate authority to fill vacancies to SRTA's Executive Director (Section D2);
- Replace minutes with meeting notes focused on action items (Section H6);
- Reduce minimum number of meetings from four to two times per year (Section H1); and
- Clarify the definition of a quorum (Section H2).

The above changes should reduce SRTA staff time required to administer SSTAC and make meetings more effective. SSTAC members reviewed a draft of the updates to the bylaws in advance of the last scheduled SSTAC meeting. While lacking a quorum prevented the official transaction of business, SSTAC members in attendance recommended approval of the updated bylaws by the SRTA Board of Directors.

ALTERNATIVES:

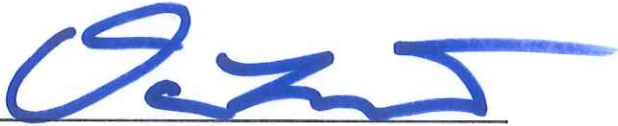
The board of directors may decline to update the bylaws, suggest additional modifications, or defer this item to February to request additional information.

OTHER AGENCY INVOLVEMENT:

The SSTAC and Redding Area Bus Authority have reviewed the update. The Technical Advisory Committee concurs with the staff recommendation.

FINANCING:

There is no direct fiscal impact associated with the update to SSTAC bylaws.

A handwritten signature in blue ink, appearing to read 'D. Little', is written over a horizontal line.

Daniel S. Little, AICP, Executive Director

Attachment: Draft SSTAC Bylaws

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 Regional Transportation Agency (SRTA) regarding the transit needs of residents of the Shasta Region, including but not limited to transit dependent and transit disadvantaged persons such as the elderly, disabled, and persons of limited means.

The SSTAC shall be governed by the following bylaws.

A. RESPONSIBILITIES

1. Advise SRTA on the following:
 - a. Transit needs of the general public (e.g. hours of service, new bus routes, shorter headways, etc.) including but not limited to transit dependent and transit disadvantaged persons such as the elderly, disabled, and persons of limited means.
 - b. Coordination between transit service providers in the region.
 - c. Potential connections for people walking or riding bikes to/from transit for funding consideration in SRTA's Non-Motorized Program.
 - d. Other issues the membership believes are relevant to transit in the Shasta Region (i.e. potential review of transit grant applications, coordination/consolidation of specialized transit services, connections to interregional transit services, etc.)
2. Annually participate in the identification of transit needs in the Shasta Region, 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.
3. Annually review and recommend action by SRTA 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; and/or
 - d. there are unmet transit needs that are not reasonable to meet.

B. PARTICIPANTS

1. SSTAC meeting participation shall include nine members per statutory guidelines (see Public Utilities Code Section 99238 below):
 - (a) One representative of potential transit users who is 60 years of age or older.
 - (b) One representative of potential transit users who is disabled.
 - (c) Two representatives of local social service providers for seniors, including one

representative of a transportation provider.

(d) Two representatives of local social service providers for the disabled, including one representative of a 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) The SRTA Board of directors may approve up to nine additional representatives, including representatives of residents walking and bicycling to/from transit, to participate at SSTAC meetings and serve as an alternates for any of the nine statutory members, if needed.

2. In appointing council members, SRTA shall strive to attain geographic and minority representation among council members.

C. TERM OF OFFICE

1. The term of appointment shall be for three years and may be renewed.

D. 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; or when a member can no longer carry out their responsibilities as a council member.

2. If a member resigns during his/her term, SRTA's Executive Director may fill vacancies, in consultation with the SSTAC or SSTAC Chair, for the remainder of the original term.

3. The SRTA Board of Directors approves three-year appointments.

4. All SSTAC positions shall be advertised, every three years, to either extend the tenure of current positions or appoint new members.

E. ELECTION OF OFFICERS

1. 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.

G. DUTIES OF OFFICERS

1. **Chair:** The Chair shall preside at all SSTAC meetings. The Chair may appoint committees, conduct elections to fill the positions of Chair and Vice Chair, prepare and sign correspondence reflecting SSTAC votes or input provided, and may delegate his/her responsibility to sign correspondence. The Chair or his/her designee should report to the SRTA Board of Directors 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 SRTA Executive Director or his/her designee. The Secretary shall provide information and general assistance; take meeting notes for all SSTAC meetings; prepare agendas, SSTAC letters and other correspondence, as requested by the Chair; and prepare and distribute special notices, agenda announcements, staff reports and other materials, as directed by the Chair or SRTA management.

H. ORGANIZATION AND PROCEDURES

1. **Meetings:** The SSTAC shall meet at least twice per year, typically in March and September. Additional meetings may be held as needed. Alternate times and dates to those scheduled must be 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.), and shall be held at the Shasta Regional Transportation Agency. If an alternate location is required, it must be an accessible location in order to facilitate the attendance of physically 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 minimum of five of the nine statutory members, or alternates, shall constitute a quorum for the transaction of official business.
3. **Voting:** Actions are generally taken by consensus of all participants. If a vote is required, it shall be by a voice vote unless any member requests a roll call vote. Where a vote is taken, passage requires five votes.
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 generally to be conducted in accordance with the principles of Robert's Rules of Order.

6. **Meeting Notes:** Meeting notes recording the members and visitors present, motions entertained, and actions taken at each meeting shall be prepared by SRTA staff, posted on the SRTA website, and made available to the SRTA Board of Directors after each SSTAC meeting.
7. **Bylaws:** These bylaws may be amended by a majority vote of the SSTAC members and subsequent approval by the SRTA Board of Directors.
8. **Communications:** Official communications shall be in writing and shall be approved by the SSTAC or SSTAC Chair. Official communications approved by the SSTAC Chair shall be shared with the SSTAC as soon as reasonably practical. The Chair or his/her designee should make presentations to the SRTA Board for unmet transit needs findings.
9. **Staff Assistance:** In addition to assistance from SRTA staff, the SSTAC shall solicit technical assistance from the Redding Area Bus Authority, other transit providers, and relevant local agency staff regarding public transit and walking/bicycling access to public transit.

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

Approved by SCRTPA on October 21, 2003; amended December 9, 2008

Amend approved by SSTAC November 14, 2012.

Amend approved by SRTA board December 20, 2012