



CITIZENS ADVISORY COMMITTEE

By-Laws

ARTICLE I – AUTHORITY

Section 1. Per Section 5.3 of the Transportation Authority’s Administrative Code, the eleven members of the Citizens Advisory Committee (CAC) are appointed by the San Francisco County Transportation Authority (Transportation Authority) to advise the Transportation Authority on the development and implementation of the Transportation Expenditure Plan.

ARTICLE II – MEMBERSHIP

Section 1. 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 2. 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. Any terminated member who wishes to be reappointed shall contact his or her district Supervisor and shall reappear before the Plans and Programs Committee to speak on his or her behalf.

ARTICLE III – 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 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. Nominations for the Chairperson and Vice-Chairperson shall be made at the last CAC meeting of the calendar year (e.g. December) in order to be eligible for election at the first CAC meeting of the following year (e.g. January). A nomination must be accepted by the candidate. Self-nominations are allowed. Candidates are required to submit statements of qualifications and objectives to the Clerk of the Transportation Authority one week prior to the January CAC meeting to be included in the meeting packet.

Section 3. 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 for the remainder of the term.

Vice-Chairperson: 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 CAC 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 IV – MEETINGS

Section 1. The regular meetings of the CAC shall be held on the fourth Wednesday of each month at 6:00 p.m. at the Transportation Authority offices.

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

Section 3. 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 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 V – 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 CAC members appointed by the CAC Chairperson.

ARTICLE VI – AMENDMENT OF BY-LAWS

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

ARTICLE VII – CONFLICT OF INTEREST

Per the Transportation Authority’s Administrative Code, 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.

ARTICLE IX – MAJORITY/MINORITY REPORTS

CAC members may present separate reports on decisions and actions by the CAC under the following circumstances: A majority report will reflect at least two-thirds of the CAC members present and voting. A minority report will reflect at least one-fourth of the CAC members present and voting.