

**SAN RAMON
TRANSPORTATION ADVISORY COMMITTEE
GUIDELINES AND BY-LAWS**

*Approved by the San Ramon City Council April 25, 2006
Amended by the San Ramon City Council April 10, 2012
Amended by the San Ramon City Council July 10, 2018
Amended by the San Ramon City Council November 24, 2020*

ARTICLE I: NAME

- A. The name of this group shall be the San Ramon Transportation Advisory Committee (hereinafter referred to as "Committee").

ARTICLE II: HISTORY

- A. The Committee was established by the City Council in January 1986. The Committee evolved from the previous City Transit Committee.

ARTICLE III: PURPOSE

- A. The purpose of the Committee is to provide ongoing input to the City of San Ramon on the provision and delivery of transportation issues affecting the City of San Ramon.

ARTICLE IV: CHARGE

- A. The Committee's main objectives are to:
1. Review and provide recommendation(s) on all transportation related complaints, comments, or suggestions.
 2. Review County Connection bus ridership, bus routes every six months, and make appropriate recommendations to Council.
 3. Review and provide comments on transportation issues regarding the Metropolitan Transportation Commission (MTC), Caltrans, County Connection, LAVTA, and BART.
 4. Review and provide comments and recommendations on the City's General Plan circulation elements and specific plans.
 5. Participate in the implementation of the Bicycle Master Plan:
 - a. Review the Bicycle Master Plan a minimum of twice annually.
 - b. Provide recommendations for a project or projects to be considered as part of the annual Capital Improvement Program (CIP).
 - c. When appropriate, TAC will convene a Bicycle Master Plan

Subcommittee to review regional bicycle/pedestrian plans and/or studies and provide recommendations for TAC consideration.

6. Review and provide recommendations for Council on local, state, and federal transportation legislation affecting San Ramon.
7. Review and provide recommendations on transportation policies, issues, and programs which involve the Contra Costa Transportation Authority (CCTA) and tri-Valley Transportation Council (TVTC).
8. Review and provide recommendations on the contra Costa Countywide bicycle plan.
9. Establish an annual project study list to address specific issues.
10. Other matters as referred to Committee from Council.

ARTICLE V: MEMBERSHIPS

- A. The Committee shall consist of six (6) community representatives and (1) Chamber of Commerce Representative. Members shall meet any one or more of the following criteria and must meet all qualifications:
- Are interested or knowledgeable in the provision and delivery of transportation issues;
 - Have prior experience in community projects or activities;
 - Have prior experience in a community-based organization; and
 - Are 18 years of age or older.

Applicants must meet all of the following qualifications:

- Applicants should have the ability to take an active role in Committee meetings and projects and participate a minimum of six hours per quarter in Transportation programs and activities;
 - Be a resident of the City of San Ramon; and
 - Not currently serving on another City Advisory Committee.
- B. The Committee will have voting capacity. The Committee will include one liaison from the Planning Commission, City Council, and Teen Council who will be non-voting members. Two non-voting City staff members (Director, Division Manager, and/or Program Manager) will serve to provide professional expertise, program and budget advice, and assistance with applicable open meeting regulations.
- C. Persons meeting the qualifications and interested in serving on the Committee shall complete the appropriate application form. An application filing period will be announced publicly in order to solicit applications when vacancies exist on the Committee.
- D. All seven seats and shall be appointed by the City Council.

- E. Members will serve a two-year term on the Committee or until a successor is appointed and able to serve. Incumbents wishing to reapply will be re-appointed by the City Council. Terms will commence in January of each year.
- F. Members wishing to resign from the Committee must provide a written resignation addressed to the City Clerk.
- G. In the event of a vacancy on the Committee, the person selected to fill the vacancy shall serve for the remainder of the unexpired term. If fewer than six months remain in the unexpired term, the city council has the option of appointing a person to serve the remainder of the unexpired term or the unexpired term followed by a full term.

ARTICLE VI: COMMITTEE ORGANIZATION

- A. Meetings will be held every month. Additional meetings may be scheduled as deemed necessary by the Chair of the Committee or by Department staff.
- B. Quorum: A majority of voting members in good standing shall constitute a quorum for the purpose of action on any issue or agenda item.
- C. Members shall notify the Chair or staff in the event of an anticipated absence from a regularly scheduled meeting. Three absences in any twelve month period shall constitute voluntary resignation from being a Committee member. Attendance records will be maintained by staff.
- D. Meetings shall follow the Brown Act Laws for Open Public Meetings, Government Code Section 54950.5, and public input during a public forum shall be established and supported. Standard rules of parliamentary procedure will govern meetings.
 - 1. Agendas: A written agenda shall be developed by the Chair and the staff, and shall be delivered to all Committee members at least 72 hours in advance of the Committee meeting.
 - 2. Minutes: Written summary minutes shall be recorded by the staff, typed and issued to all Committee members for their approval.
 - 3. Written Correspondence/Verbal Communication: All written official correspondence and verbal communication on behalf of the Committee or any Committee member that is directed to any outside agency, organization or person shall have the consent of the Committee.
- E. Officers:

The Committee shall elect a Chair and a Vice Chair from among its members following the annual appointment. Term of office is one year. The Chair shall not serve consecutive full year terms as Chair. Elections also shall be held to fill vacancies in these positions as they occur, or as soon thereafter as practical.

- a. Chair: Shall preside at all meetings of the Committee; decide on all points of order; appoint sub-committee membership; follow up on work of sub-committees; represent Committee to City Council and Commission; call special meetings; coordinate agenda preparation with staff; encourage active participation of members.
- b. Vice-Chair: Shall preside at all meetings in the absence of the Chair.

F. Staff:

Shall record all activities of the Committee and keep written summary minutes of all Committee meetings; record attendance; arrange for filling vacancies; prepare agenda in consultation with Chair; provide information necessary for Committee work; assure compliance with applicable laws; lend professional expertise; track time spent on Committee work.

ARTICLE VII: POWERS OF COMMITTEE:

- A. Committee members may recommend and the Committee establish sub-committees as deemed necessary. Appointment of sub-committee members will be made by the Chair. Sub-committees may consist of persons not on the Advisory Committee, and may be of any size. Sub-committee Chair will be elected by the sub-committee membership. Sub-committees will be appointed either for single task force assignments or as an ongoing standing sub-committee. Sub-committees are for the sole purpose of researching, reviewing, or providing overall policy direction on programs, facilities, or services prior to being presented to the full Committee.
- B. Committee will submit recommendations to the City Council in writing, as approved by a majority of the Committee.
- C. Committee shall establish annual goals and action plan consistent with City Council policies and direction.

ARTICLE VIII: AMENDMENTS

- A. Any proposed amendment to these bylaws must be approved by a majority vote of the Committee, and ratified by the City Council.