

**CALAVERAS 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 (SB 498 1987). The SSTAC serves as an advisory body to the Calaveras Council of Governments (CCOG) regarding the transit needs of transit dependent and transit disadvantaged persons, including older adults, persons with disabilities, 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 CCOG on the transit needs of transit dependent and transit disadvantaged persons, including older adults, persons with disabilities, and persons of limited means including, but not limited to, recipients of the CalWORKS program.
2. To annually participate in the identification of unmet 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 CCOG 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. This process is required if funds are to be used for streets and roads.
4. To advise CCOG on any other major transportation issues, including the coordination and consolidation of specialized transportation services.

MEMBERSHIP

(a) CCOG shall appoint SSTAC members in the following categories as established in Section 99238 of TDA statutes, and who are residents of Calaveras County:

- (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 are persons with disabilities.
- (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 persons with disabilities, 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 of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.

(7) One member at-large position. In appointing council members, CCOG shall strive to attain geographic and minority representation among council members.

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.

EX-OFFICIO MEMBERSHIP

Ex-officio members are non-voting members and include the County Department of Public Works, CCOG staff and Caltrans District 10 Representative.

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 by the CCOG Governing Board. There is no limit on the number of terms a member may be appointed.

VACANCIES

A vacancy shall be created when an appointed member of the SSTAC resigns; completed their term of appointment and does not wish to be reappointed; misses three consecutive regular meetings without contacting the Chair or CCOG Executive Director, as 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 SSTAC 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.

STAFF

CCOG staff shall serve as primary staff to the SSTAC.

APPOINTMENT

Any qualified resident of Calaveras County may apply for membership on the SSTAC. CCOG Staff shall maintain a current list of applicants. The SSTAC will review the list of applicants when there is a vacancy. An appropriate candidate will be identified by the SSTAC and recommended for appointment to the CCOG Board for approval.

ORGANIZATION AND PROCEDURES

- a) Meetings. The SSTAC shall meet regularly at a 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 persons with disabilities of the SSTAC and the community in general.
- b) Quorum. A majority of voting members shall constitute a quorum for the transaction of business.
- c) Voting. Voting on all matters shall be on a voice vote unless a roll call vote is requested by any member in attendance. Any 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 CCOG and/or Department of Transportation shall vote in case of tie.
- d) Limitation of Discussion. Discussion on any particular matter by either SSTAC 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 staff and submitted to CCOG after each SSTAC meeting. Minutes will be distributed within 30 days of each 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 CCOG. These bylaws may be amended by a majority vote of the SSTAC members and approval by CCOG.
- h) Communications. The SSTAC may communicate freely with elected or appointed bodies, public or private agencies or individuals to obtain information or opinions regarding transportation issues. Copies of all correspondence originating with the SSTAC shall be included, as it occurs, in the CCOG Board agenda packets.
- i) Staff Assistance. CCOG staff assistance shall consist of providing information, preparing meeting agendas, preparing the minutes, preparing correspondence and reports as requested by the SSTAC, and generally assisting the SSTAC.
- j) Conflict of Interest. A SSTAC member or ex-officio member shall disqualify himself/herself from making, participating in, or attempting to influence any SSTAC decision which will have a foreseeable material financial effect, distinguishable from its effect on the public generally, on: (1) any real property in which said person has a direct or indirect interest worth more than \$1,000; (2) any source of income aggregating \$250 or more in value provided to, received by, or promised to said person within 12 months prior to the time when the decision is made; or (3) any business entity in which said person is a director, officer, partner, trustee, employee, or holds any position of management.

PUBLIC HEARING PROCESS

CCOG shall ensure the establishment and implementation of a citizen participation process utilizing the SSTAC as a mechanism to solicit the input of transit dependent and transit disadvantaged persons, including the elderly, disabled, and persons of limited means. The process shall include provisions for at least one public hearing. 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. CCOG 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. Unmet transportation needs identified by the SSTAC shall be reported to CCOG.

IDENTIFICATION OF TRANSIT NEEDS

Prior to CCOG making any allocation for streets and roads purposes, the SSTAC shall assist CCOG in annually doing the following:

- (1) Assess the size and location of identifiable groups likely to be transit dependent or transit disadvantaged, including, but not limited to, the elderly, persons with disabilities, and persons of limited means, including recipients under the CalWORKs program.
- (2) Analyze the adequacy of existing public transportation services and specialized transportation services, including privately and publicly provided services, in meeting the transit demand identified in the above paragraph.
- (3) Analyze any potential alternative public transportation, specialized transportation services, or transportation service improvements that would meet all or part of the identified transit demand.

ADOPT UNMET NEEDS RESOLUTION (IF WARRANTED)

The SSTAC shall annually make a recommendation to CCOG regarding which of the following resolutions should be adopted by CCOG 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.

If CCOG 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.

The definition adopted by CCOG for the terms "unmet transit needs" and "reasonable to meet" shall be documented by resolution or in the minutes of CCOG. The fact that an identified transit need cannot fully be met based on available resources shall not be the sole reason for finding that a transit need is not reasonable to meet.

If all of the transit funds in Calaveras County are used for transit operations and capital, then the SSTAC will sponsor informative transit forums throughout the County to provide transit information and learn about ways to improve public transit in Calaveras County.