



Alameda County Technical Advisory Committee Bylaws

Article 1: Definitions

1.1 2000 Transportation Expenditure Plan. The plan for expending transportation sales tax (Measure B) funds, presented to the voters in 2000, and implemented in 2002.

1.2 2014 Transportation Expenditure Plan. The plan for expending transportation sales tax (Measure BB) funds, presented to the voters in 2014, and implemented 2015.

1.3 Alameda County Transportation Commission (Alameda CTC). The Alameda CTC or "Commission" is a joint powers authority resulting from the merger of the Alameda County Congestion Management Agency ("ACCMA") and the Alameda County Transportation Improvement Authority ("ACTIA"). The 22-member Commission is comprised of the following representatives:

1.3.1 All five Alameda County Supervisors.

1.3.2 Two City of Oakland representatives.

1.3.3 One representative from each of the other 13 incorporated cities in Alameda County.

1.3.4 A representative from Alameda-Contra Costa Transit District ("AC Transit").

1.3.5 A representative from San Francisco Bay Area Rapid Transit District ("BART").

1.4 Alameda County Congestion Management Agency (ACCMA or CMA). The governmental agency originally tasked with the duty of coordinating land use, air quality and transportation planning, programming transportation funds from a variety of sources and preparing a Congestion Management Program to spend these funds. The CMA's duties also included preparation of a Countywide Transportation Plan. Alameda CTC has now assumed duties of the CMA.

1.5 Alameda County Transportation Improvement Authority (ACTIA). The governmental agency previously responsible for the implementation of the Measure B half-cent transportation sales tax in Alameda County, as approved by voters in 2000 and implemented in 2002. Alameda CTC has now assumed responsibility for administration of the sales tax.

1.6 Brown Act. California's open meeting law, the Ralph M. Brown Act, California Government Code, Sections 54950 *et seq.*

1.7 Congestion Management Program (CMP). A short-range document mandated by Proposition 111. It ensures that gas-tax funds produce the greatest benefit by coordinating planning, funding and other activities that affect the transportation system.

1.8 Countywide Transportation Plan (CTP). A long-range policy document that guides transportation funding decisions for Alameda County's transportation system over a 25-year horizon.

1.9 Fiscal Year. July 1 through June 30.

1.10 JPA. The Joint Powers Agreement which created Alameda CTC, dated for reference purposes as of March 25, 2010, as it may subsequently be amended from time to time.

1.11 Measure B. The measure approved by the voters authorizing the half-cent sales tax for transportation services now collected and administered by the Alameda CTC and governed by the 2000 Transportation Expenditure Plan. Collections for the sales tax authorized by Measure B began on April 1, 2002 and extend through March 31, 2022.

1.12 Measure BB. The measure approved by the voters authorizing the sales tax for transportation services collected and administered by the Alameda CTC and governed by the 2014 Transportation Expenditure Plan. Measure BB augments the half-cent Measure B sales tax by a half cent, beginning April 1, 2015 through March 31, 2022. The full one-cent sales tax authorized by Measure BB will begin April 1, 2022 and will extend through March 31, 2045.

1.13 Measure B Program. Transportation or transportation-related program specified in the 2000 Transportation Expenditure Plan for funding transportation programs and projects on a percentage-of-revenues or grant allocation basis.

1.14 Measure BB Program. Transportation or transportation-related program specified in the 2014 Transportation Expenditure Plan for Funding transportation programs and projects on a percentage-of-revenues or grant allocation basis.

1.15 Measure B Project. Transportation and transportation-related construction projects specified in the 2000 Transportation Expenditure Plan for funding in the amounts allocated in the 2000 Transportation Expenditure Plan.

1.16 Measure BB Project. Transportation and transportation-related capital projects specified in the 2014 Transportation Expenditure Plan for funding in the amounts allocated in the 2014 Transportation Expenditure Plan.

1.17 Member Agency. Public agency which is a member of the Commission pursuant to the JPA.

1.18 Planning Area. Geographic groupings of cities and of Alameda County for planning and funding purposes. North County: Alameda, Albany, Berkeley, Emeryville, Oakland, Piedmont; Central County: Hayward, San Leandro and the unincorporated areas of

Castro Valley and San Lorenzo, as well as other unincorporated lands in that area; South County: Fremont, Newark, Union City; East County: Dublin, Livermore, Pleasanton and all unincorporated lands in that area.

Article 2: Purpose and Responsibilities

2.1 Committee Purpose. The Committee purpose is to provide technical expertise, analysis and recommendations related to transportation planning, programming and funding. The Committee will advise the Commission on major policy and technical issues related to Alameda CTC projects and programs which are referred to the Committee either by the Commission. It shall be the responsibility of the committee members to keep their respective agencies and departments in their agencies informed of key issues, facilitate communication between those agencies and Alameda CTC, and to help build the consensus necessary to make policy decisions.

2.2 Committee Roles and Responsibilities. The roles and responsibilities of the Committee include, but are not limited to:

- Review and provide recommendation and analysis on the State Transportation Improvement Program (STIP) and Federal Transportation Act Funding;
- Review and provide recommendation and analysis on the Congestion Management Program and related studies, programs, amendments and revisions thereto;
- Review and provide recommendation and analysis on the Countywide Transportation Plan and related studies and programs and including the Bicycle and Pedestrian Plans and revisions thereto;
- Review and provide recommendations and analysis on other long range and special studies as may be developed in response to changing legislative and planning environments;
- Review and provide recommendation and analysis on the development of regional planning efforts such as the Regional Transportation Plan, the Sustainable Communities Strategy;
- Review and provide recommendation and analysis on the Transportation and Land Use Program and revisions thereto;
- Review and provide input on issues relevant to Vehicle Registration Fee funds;
- Review and provide recommendation and analysis on Transportation Funds for Clean Air (TFCA) projects;
- Review and provide input on issues relevant to Measure B funds;

- Review and provide input on issues relevant to Measure BB funds;
- Review and provide input on issues relevant to Policy development;
- Review and provide recommendation and analysis on specific countywide planning studies such as Priority Development Areas, Parking management, Rail Freight and Goods movements;
- Review and provide recommendation and analysis on specific countywide guidelines such as Complete Streets guidelines and Transit Oriented Development guidelines;

Article 3: Members

3.1 Members of the Committee. Pursuant to the JPA and the Alameda CTC Administrative Code, the Committee shall be composed of the following: two staff representatives (one from a planning / economic development department and one from a public works / engineering department) from each agency represented on the Commission (each City in Alameda County, the County, BART and AC Transit) and one staff representative from a planning or engineering department (or equivalent) from each of the following agencies: Alameda CTC, Altamont Commuter Express (ACE), Association of Bay Area Governments (ABAG), Bay Area Air Quality Management District (BAAQMD), California Department of Transportation (Caltrans), California Highway Patrol (CHP), Livermore Amador Valley Transit Authority (LAVTA), Metropolitan Transportation Commission (MTC), Port of Oakland, San Francisco Bay Area Water Emergency Transportation Authority (WETA), Union City Transit. Each member of the Committee shall have one vote, except that a representative of a Commission member may cast two votes in the absence of the other representative of such Commission member.

3.2 Appointment. Committee members shall be assigned by the chief administrative officer, or designee, of each Member Agency and shall serve at the pleasure of the Member Agency.

3.3 Membership Term. Members to the Committee shall serve continuously until replacement by their respective agency.

3.4 Attendance. Members will actively support committee activities and regularly attend meetings.

3.5 Vacancies. Vacancies shall be filled by the body which made the original appointment.

Article 4: Officers

4.1 Chairperson. The Executive Director of Alameda CTC or his/her designee shall be the chairperson of the Committee.

4.2 Duties. The chairperson shall preside at all meetings of the Committee and represent the Committee before the Commission.

4.3 Secretary. The Alameda CTC shall assign an employee to attend each meeting of the Committee to serve in the capacity as the Committee's secretary. The Secretary shall furnish clerical services to prepare and distribute the Committee's agendas, notices, minutes, correspondence and other documents. The secretary shall maintain a record of all proceedings of the Committee as required by law and shall perform other duties as provided in these Bylaws.

Article 5: Meetings

5.1 Open and Public Meetings. All Committee meetings shall be governed by the Brown Act. The time allotted for comments by a member of the public in a general public comment period or on any agenda item shall be up to three minutes per speaker at the discretion of the chair. The number of regular and special meetings will be limited to the number of meetings approved in Alameda CTC's annual overall work program and budget, as approved by the Commission.

5.2 Regular Meetings. Regular meetings of the Committee shall be held on the Thursday prior to the second Monday of the month. Whenever a regular meeting falls on a holiday observed by Alameda CTC, the meeting shall be held on another day or cancelled at the direction of the Committee. A rescheduled regular meeting shall be designated a regular meeting.

5.3 Quorum. Presence of a majority of the Member Agencies constitutes a quorum for the transaction of business of the Committee, regardless of whether one or two representatives is present for each Member Agency, and further regardless of the percentage of representatives present at the time. Items may be discussed and information may be distributed on any item even if a quorum is not present; however, no action can be taken, until the Committee achieves a quorum.

5.4 Special Meetings. Special meetings may be called by the chair or by an action of the Committee on an as-needed basis. Agenda item(s) for special meeting(s) shall be stated when the meeting is called, but shall not be of a general business nature. Specialized meetings shall be concerned with plans and studies, emergencies, or items of a time-urgent nature. Agenda item(s) of a regular meeting may be tabled for further discussion and action at a special meeting, the time and location to be announced in the tabling motion. Notice of such meetings shall be given to all Committee members in accordance with the Brown Act.

5.5 Agenda. All meetings shall have a published agenda. Action may be taken only on items indicated on the agenda as action items. The Commission and/or chairperson will be responsible for preparing the meeting agenda. Items will be included on a meeting agenda by the Commission, the chairperson or action of the Committee. Copies of the agenda, with supporting material and the past meeting minutes, shall be mailed to members and any other interested parties who request it. The agenda shall be posted on the Alameda CTC website and in the Alameda CTC office and provided at the meeting, all in accordance with the Brown Act.

5.6 Roberts Rules of Order. The rules contained in the latest edition of "Roberts Rules of Order Newly Revised" generally govern the proceedings of the Committee and any subcommittees thereof to the extent that the person presiding over the proceeding determines that such formality is required to maintain order and make process and to the extent that these actions are consistent with these bylaws.

5.7 Place of Meetings. Committee meetings shall be held at the Alameda CTC offices, unless otherwise designated by the Committee. Meeting locations shall be within Alameda County, accessible in compliance with the Americans with Disabilities Act of 1990 (41 U.S.C., Section 12132) or regulations promulgated there under, shall be accessible by public transportation, and shall not be in any facility that prohibits the admittance of any person, or persons, on the base of race, religious creed, color, national origin, ancestry, or sex, or where members of the public may not be present without making a payment or purchase.

Article 6: Subcommittees

6.1 Establishment. The chairperson and/or Committee may establish subcommittees subject to the approved Alameda CTC overall work program and budget as approved by the Commission to develop and propose policy on a particular issue, to conduct an investigation, to draft a report or other document, or for any other purpose within the authority of the Committee.

6.2 Membership. Committee members will be appointed to subcommittees by the Committee, on a voluntary basis, or by the chair. Alameda CTC staff assigned by the chair will be part of the subcommittee. No subcommittee shall have fewer than three members.

Article 7: Records and Notices

7.1 Minutes. Minutes of all meetings, including actions and the time and place of holding each meeting, shall be kept on file at the Alameda CTC office. Actions taken by the Committee will be conveyed to Sub-Committee of the Commission or to the Commission.

7.2 Attendance Roster. A member roster and a record of member attendance shall be kept on file at the Alameda CTC office.

7.3 Brown Act. All meetings of the Committee will comply with the requirements of the Brown Act. Members of the public may address the Committee on any matter not on the agenda and on each matter listed on the agenda, in compliance with the Brown Act and time limits, up to three minutes per speaker, set at the discretion of the chair.

7.4 Meeting Notices. Meeting notices will be in writing and will be issued via one of the following methods: U.S. Postal Service, personal delivery, agency website and/or email. Any other notice required or permitted to be given under these bylaws may be given by any of these means.

Article 8: General Matters

8.1 Per Diems. No expenditures or requisitions for services and supplies shall be made by the Committee and no individual member thereof shall be entitled to reimbursement for travel or other expenses except as authorized by the Commission.

8.3 Bylaws. Bylaws governing the meetings and activities of the Committee are approved by the Alameda CTC.