



**SHASTA COUNTY
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 County Regional Transportation Planning Agency (SCRTPA) regarding the transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped, and persons of limited means.

The SSTAC shall be governed by the following bylaws.

RESPONSIBILITIES

1. Advise SCRTPA on the transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped, and persons of limited means.
2. Annually participate in the identification of transit needs in Shasta County, 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 by expanding existing services.
3. Annually review and recommend action by SCRTPA 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, or (d) there are unmet transit needs that are not reasonable to meet.
4. Advise the SCRTPA on any other major transportation issues, including the coordination and consolidation of specialized transit services.

MEMBERSHIP

1. SCRTPA shall appoint SSTAC members in the following categories as established in Public Utilities Code Section 99238:
 - (a) One representative of potential transit users who is 60 years of age or older.
 - (b) One representative of potential transit users who is handicapped.
 - (c) Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider.
 - (d) Two representatives of local social service providers for the handicapped, including one representative of a social service 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) SCRTPA may appoint additional members in accordance with the procedure prescribed in paragraph 2.
2. SCRTPA shall recruit candidates for appointment from a broad representation of social service and transit providers representing the elderly, the handicapped, and persons of limited means. In appointing council members, SCRTPA shall strive to attain geographic and minority representation among council members. Candidates shall complete an application for appointment provided by the SCRTPA.

TERM OF OFFICE

The term of appointment shall be for three years. Members may be reappointed for additional terms.

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.

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, so entered in the minutes; or when a member can no longer carry out their responsibilities as a council member.
2. If a member representing a provider or agency resigns during his/her term, the member's designated alternate shall assume the term of the member.
3. Except as otherwise provided in paragraph 2, SCRTPA shall advertise to recruit a new member when a vacancy exists. Reappointment of an existing member shall not require advertising.
4. When a candidate submits an application to fill a vacancy, the SSTAC shall review the application and make a recommendation to the SCRTPA Board.

ELECTION OF OFFICERS

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.

DUTIES OF OFFICERS

1. Chair: The Chair shall preside at all meetings of the SSTAC, and may appoint committees, sign correspondence, approve agendas, conduct elections, and delegate his/her responsibility to sign correspondence. The Chair or his/her designee shall report to the SCRTPA Board 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 the SCRTPA staff. The Secretary shall keep minutes of all SSTAC meetings, read correspondence at the meetings, prepare SSTAC letters, prepare and distribute special notices, agenda announcements, minutes, staff reports, and other materials, as directed by the Chair.

ORGANIZATION AND PROCEDURES

1. Meetings. The SSTAC shall meet at least quarterly at a time and date 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.). The meetings shall be held in an accessible location in order to facilitate the attendance of physically handicapped or 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 majority of the appointed members shall constitute a quorum for the transaction of business.
3. Voting. Voting on all matters shall be by a voice vote, unless any member requests a roll call vote.
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 to be conducted in accordance with the principles of Robert's Rules of Order.
6. Minutes. Official minutes recording the members and visitors present, motions entertained, and actions taken at each meeting shall be prepared by SCRTPA staff, posted on the SCRTPA website, and made available to the SCRTPA Board after each SSTAC meeting. The minutes shall reflect minority views in addition to the majority viewpoint.
7. Bylaws. These bylaws may be amended by a majority vote of the SSTAC members and subsequent approval by SCRTPA.
8. Communications. Official communications shall be in writing and shall be approved by the majority of members in attendance. The Chair or his/her designee shall make presentations

to the SCRTPA Board for unmet transit needs findings.

9. Staff Assistance. SCRTPA staff shall assist the SSTAC by providing information, preparing meeting agendas as directed, preparing the minutes, preparing correspondence and reports as requested by the SSTAC, and generally assisting the SSTAC. SCRTPA staff shall solicit technical assistance from the Redding Area Bus Authority regarding public transit issues.

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

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

Public Utilities Code

99238. Each transportation planning agency shall provide for the establishment of a social services transportation advisory council for each county, or counties operating under a joint powers agreement, which is not subject to the apportionment restriction established in Section 99232.

(a) The social services transportation advisory council shall consist of the following members:

(1) One representative of potential transit users who is 60 years of age or older.

(2) One representative of potential transit users who is handicapped.

(3) Two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.

(4) Two representatives of local social service providers for the handicapped, including one representative of a social service transportation provider, if one exists.

(5) 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 (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.

(7) The transportation planning agency may appoint additional members in accordance with the procedure prescribed in subdivision (b).

(b) Members of the social services transportation advisory council shall be appointed by the transportation planning agency which shall recruit candidates for appointment from a broad representation of social service and transit providers representing the elderly, the handicapped, and persons of limited means. In appointing council members, the transportation planning agency shall strive to attain geographic and minority representation among council members. Of the initial appointments to the council, one-third of them 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 an additional three-year term. The transportation planning agency may, at its discretion, delegate its responsibilities for appointment pursuant to this subdivision to the board of supervisors.

(c) The social services transportation advisory council shall have the following responsibilities:

(1) Annually participate in the identification of transit needs in the jurisdiction, including unmet transit needs that may exist within the jurisdiction of the council and that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services or by expanding existing services.

(2) Annually review and recommend action by the transportation planning agency for the area within the jurisdiction of the council 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.

(3) Advise the transportation planning agency on any other major transit issues, including the coordination and consolidation of specialized transportation services.

(d) It is the intent of the Legislature that duplicative advisory councils shall not be established where transit advisory councils currently exist and that those existing advisory councils shall, instead, become part of the social services transportation advisory council and shall assume any new responsibilities pursuant to this section.

99238.5. (a) The transportation planning agency shall ensure the establishment and implementation of a citizen participation process appropriate for each county, or counties if operating under a joint powers agreement, utilizing the social services transportation advisory council as a mechanism to solicit the input of transit dependent and transit disadvantaged persons, including the elderly, handicapped, and persons of limited means. The process shall include provisions for at least one public hearing in the jurisdiction represented by the social services transportation advisory council. Hearings shall be scheduled to ensure broad community participation and, if possible, the location of the hearings shall be rotated among the various communities within the advisory council's jurisdiction. 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. The transportation planning agency 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.

(b) In addition to public hearings, the transportation planning agency shall consider other methods of obtaining public feedback on public transportation needs. Those methods may include, but are not limited to, teleconferencing, questionnaires, telecanvassing, and electronic mail.