

## Citizen Advisory Committee Meeting

Thursday, February 15, 2007  
5:30 PM to 7:30 PM

ACTIA Offices: 426 17<sup>th</sup> Street, Suite 100, Oakland

### AGENDA

(Full Packet Available at [www.actia2022.com](http://www.actia2022.com))

- |                |   |     |
|----------------|---|-----|
| 5:30 – 5:45 pm | <b>1. Welcome &amp; Introductions</b>   | I/D |
|                | a. Public Comment   | I/D |
|                | b. Approval of January 18, 2007 Minutes<br>( <a href="#">Attachment A – Page 1</a> )                | I/A |
| 5:45 – 7:00 pm | <b>2. Presentations:</b>  |     |
|                | a. Presentations on Transit Oriented Development  | I/D |
| 7:00 – 7:10 pm | <b>3. Discussion of CAC Calendar</b>  | I/A |
|                | a. Brainstorm on Caltrans Presentation  |     |
|                | b. Discussion of March 15 Meeting   |     |
| 7:10 – 7:15 pm | <b>4. Adoption of CAC Annual Report</b><br>( <a href="#">Attachment B – Page 23</a> )               | I/A |
| 7:15 – 7.:25   | <b>5. CAC Member / Outreach Reports</b><br>(2 minutes per person)                                   | I/D |
| 7:25 - 7:30 pm | <b>6. Staff Report</b>  | I/D |
| 7:30 pm        | <b>7. Adjournment/Next Meeting</b> —The next CAC meeting is scheduled for Thursday, March 15, 2007. |     |

Key: I/D - Information/Discussion Item I/A - Information/Action Item

### ATTACHMENTS:

- Attachment A: [January 18, 2007 Meeting Minutes – Page 1](#)  
Attachment A1: [ACTA/ACTIA Measure B Projects Presentation- Page 7](#)  
Attachment A2: [ACTA/ACTIA Measure B Programs Presentation- Page 17](#)  
Attachment B: [CAC Annual Report – Page 23](#)  
Attachment C: [CAC Bylaws– Page 27](#)  
Attachment D: [CAC Roster – Page 37](#)

*Location Information:* ACTIA is located in Downtown Oakland on 17<sup>th</sup> Street between Broadway and Franklin, and is easily accessible by all transportation modes. The office is just a few steps away from the 19<sup>th</sup> Street BART station. Bicycle parking is available inside the building. On-street automobile parking is available in the evening hours. Members of the public may address the Committee regarding any item, including an item not on the agenda. Please fill out a speaker card and submit it to the Chair or Vice-Chair. Time limitations will be at the discretion of the Chair. Meetings are wheelchair accessible. Please do not wear scented products so that individuals with environmental sensitivities may attend. Call 893-3347 (Voice) or 834-6754 (TTD) to request a sign-language interpreter. Five days notice requested. All items on the Agenda are subject to action and/or change by the Committee. The order of items may be changed by the Chair.

**ALAMEDA COUNTY TRANSPORTATION IMPROVEMENT AUTHORITY  
CITIZEN ADVISORY COMMITTEE (CAC)**

**DRAFT Meeting Minutes for January 18, 2007**

**CAC Members present:** Dr. Roop Jindal, Frances Hilliard, Sherman Lewis, Herb Crowle, Bob Billmire, Bill Stremmel, Barry Ferrier, Hale Zukas, Cynthia Dorsey, Linda Perry, Catherine Souders-Mahanpour, Elizabeth Cooke, Joseph Hilson, Gerarda Stocking, Audrey LePell, Ronald Washington

**Staff present:** Anees Azad, Jim Ogren, Christine Monsen, Tess Lengyel, Keonnis Taylor.

Meeting called to order at 5:38pm by Cynthia Dorsey.

**1. Welcome and Introductions:**

Cynthia Dorsey welcomed attendees to the meeting. Ms. Dorsey introduced new member, Joseph Hilson.

a. **Public Comment:**

There was no public comment.

b. **Approval of November 16, 2006 Minutes:**

CAC members made corrections to the minutes, including the correcting of Barry Ferrier's name and Linda Perry's presence in the attendance record. Changes were also made in the account of the presentation by Len Simon, ACTIA's Federal Lobbyist. The section on CAC Member Outreach Reports was deleted.

c. **Approval of October 19, 2006 Minutes:**

Minor changes were made to the minutes.

Dr. Jindal suggested that members remember to sign the attendance to ensure accuracy of the attendance record. Audrey LePell suggested that members raise their hands to be recognized before speaking on record. Bill Stremmel offered to assist staff by providing his notes. Hale Zukas requested seeing the corrections made to the minutes prior to the next meeting.

*Herb Crowle made a motion to accept the minutes as amended and corrected. Dr. Roop Jindal seconded. The minutes were approved with one no vote (Zukas), and one abstention (Hilson).*

**2. Presentations**

Projects and Programs Update by ACTIA Staff

Tess Lengyel welcomed CAC members, and stated that staff would be giving a “quick snapshot” update of ACTIA Projects and Programs, asking CAC members to identify those they considered important to them for inclusion in the CAC Calendar which was on the agenda for later in the meeting. Ms. Lengyel also stated that as the CAC calendar was established, meetings would be held in each area of the county.

Jim Ogren of ACTIA’s Project Controls Team presented a slideshow highlighting the status of all active ACTA and ACTIA Measure B Projects. Mr. Ogren presented information including Project Sponsor, Cost, Measure B Commitment, Other Funding Sources, and Project Status of all 27 ACTIA projects.

Highlighted ACTIA information included:

- There are a total of 27 projects, varying in size, type, and complexity, including two project studies and one project that is “programmatic” in nature. - Of the 27 projects, fourteen are completed, in construction, or ready for completion.
- The current estimated cost of the Capital Program is about \$2.5 billion.
- To date, the Board has allocated \$211.9 million.
- Projects must have full funding plans and environmental clearance by April 2007.

Mr. Ogren’s presentation is included at Attachment A1.

Tess Lengyel, ACTIA’s Programs and Public Affairs Manager, also presented a slideshow detailing ACTIA’s Measure B Programs. Ms. Lengyel highlighted the purpose of the programs, which include expanding mass transit, improving local streets and roads, improving bicycle and pedestrian safety, expanding special transportation for seniors and people with disabilities, and transit oriented development. Ms. Lengyel also outlined the reporting requirements for the recipients of Pass-through Funds and Countywide programs which are allocated through grants.

Ms. Lengyel’s presentation is included as Attachment A2.

Questions and comments by CAC members followed the presentations.

### 3. **Organizational Meeting**

#### a. Approval of bylaws

Cynthia Dorsey suggested that the CAC bylaws be amended to place CAC’s calendar on a fiscal year, rather than the calendar, which would put the committee in alignment with ACTIA’s other Community Advisory Committees.

Audrey LePell suggested providing a copy of Robert’s Rules of Order and a gavel to the Chair.

*Audrey LePell made a motion to adopt the presented bylaws with the proposed amendments. Sherman Lewis seconded the motion. The motion was carried unanimously.*

b. Chair and Vice Chair elections

*Audrey LePell made a motion to retain the current Chair and Vice Chair of CAC until June. Barry Ferrier seconded. Motion carried unanimously.*

Cynthia Dorsey suggested that those interested in a Chair or Vice Chair position practice chairing during the Member Reports portion of the agenda during upcoming meetings. Ms. Dorsey also noted that she would not be present at the March CAC meeting.

c. Establish Calendar for 2007

CAC members put stickers on charts identifying their interests in projects and programs on which to receive reports and presentations in each planning area of the county. The only program identified was Transit Oriented Development. The top-ranking projects were:

**Central County:** Central County I-580/Interchange-Castro Valley and I-880/S.R. 92 Clawiter Interchange

**East County:** I-580 Bart to Livermore and Route 84 Expressway

**South County:** I-680/I-880 Cross Connector Study and Bart Extension to Warm Springs

**North County:** Oakland Airport Connector and I-880 Broadway-Jackson

October, and November will consist of Caltrans presentation and a legislative update respectively.

Staff will present a calendar to the CAC at its next meeting in February.

d. Discussion of Outreach Goals

This item was not discussed due to time constraints.

e. Discussion and approval of Annual Report to Board

A draft Annual Report to the Board was presented by staff. Minor amendments were made by CAC members, including:

- Change language to state that “*up to* 33 members are appointed”
- Under “Outreach,” add Newark Rotary and Distribution of Paratransit Brochures.

- Under “Successful Efforts,” include “Worked on Mission/Foothill Project now going to construction.”
- Add Elizabeth Cooke to the CAC Roster on the Annual Report

Additional comments on the Draft Report are welcome, and must be submitted by Monday, January 22.

A final report will be brought to the committee in February for approval.

**4. CAC Member/Outreach Reports**

Joseph Hilson introduced himself and gave background on his connection to transportation improvements in Alameda County. Mr. Hilson was appointed by Mayor Roberta Cooper prior to her leaving office.

CAC members gave positive feedback on ACTIA’s Leadership Training Workshop. Four CAC members attended the training. Highlights mentioned by attendees included Robert’s Rules of Order, Meeting Facilitation, and transferable skills.

**5. Staff Report**

Tess Lengyel reported that the ACTIA Board would be holding elections at their January 2007 meeting.

Ms. Lengyel also gave a brief update on ACTIA’s Local Business Enterprise/Small Local Business Enterprise (LBE/SLBE) Program. There was an article about the program in the East Bay Business Times. The LBE/SLBE outreach is different than CAC general outreach; CAC will get advance notice and updates of meetings. Cynthia Dorsey suggested inviting all ACTIA committees to the meetings.

ACTIA will be moving on March 23, 2007 to 1333 Broadway in Oakland.

ACTIA’s Citizen Watchdog Committee (CWC) did not reach a quorum at their last meeting, but noted their interest in CAC providing support in getting the CWC Annual Report to the public.

**6. Adjournment / Next Meeting**

*It was moved by Gerarda Stocking and seconded by Cynthia Dorsey to end the meeting.*

Meeting adjourned at 7:45 pm.

Next meeting is February 15, 2007 at 5:30 pm at ACTIA.

**2006 CITIZEN  
ADVISORY  
COMMITTEE MEMBERS**

<b>Member's Names</b>	<b>Appointed by:</b>
Billmire, Bob	Mayor Roberta Cooper
Chinn, Val	Mayor Roberta Cooper
Cooke, Elizabeth	Mayor Shelia Young
Crowle, Herbert ( <b>Vice-Chair</b> )	Supervisor Gail Steele
Dlugosh, John	Mayor Shelia Young
Dorsey, Cynthia ( <b>Chair</b> )	Supervisor Keith Carson
Ferrier, Barry	Mayor Mark Green
Hilliard, Frances	Supervisor Alice Lai-Bitker
Hilson, Joseph	Mayor Roberta Cooper
Jindal, Dr. Roop	Supervisor Scott Haggerty
LePell, Audrey	Supervisor Steele
Lewis, Sherman	Supervisor Steele
Perry, Linda	Mayor Tom Bates
Sandbrink, William	Supervisor Scott Haggerty
Schaub, Bill	Mayor Janet Lockhart
Souders-Mahanpour, Catherine	Mayor Mark Green
Stocking, Gerarda	Supervisor Scott Haggerty
Stremmel, William	Mayor Shelia Young
Washington, Ronald	Supervisor Carson
Zukas, Hale	Supervisor Keith Carson



ACTIA's Citizen Advisory Committee meets eight times per year.

**CITIZEN ADVISORY  
COMMITTEE  
ANNUAL REPORT TO  
THE ACTIA BOARD**

ACTIA/ACTIA



**ACTIA/ACTIA**

426 17th Street , Suite 100  
Oakland, CA 94612  
Phone: 510/893-3347  
Fax: 510/893-6489  
Webpage: [www.actia2022.com](http://www.actia2022.com)



**JANUARY 2007**

## 2006 ANNUAL REPORT TO THE ACTIA BOARD

Local community members serve on ACTA/ACTIA's Citizens Advisory Committee (CAC) as representatives of Alameda County's communities. Up to thirty-three members are appointed by the ACTIA Board to keep informed of the progress of Measure B programs and projects, discuss local community transportation concerns, share information relevant to the overall success of ACTIA's mission, and provide feedback to their respective communities and the ACTIA Board. In July 2002, the CAC began serving both the ACTA and ACTIA Boards.

ACTIA CAC members serve on a multitude of other citizen organizations, extending the reach of ACTA/ACTIA public information throughout Alameda County.

### MEMBER OUTREACH

CAC members belong to many of the following committees and organizations and regularly provide updated information on Measure B projects and programs and bring back information to the ACTIA Board from these community members.

- AC Transit's/BART Paratransit Service Review Advisory Committee
- United Seniors of Oakland and Alameda County
- ACTIA's Paratransit Advisory Planning Committee (PAPCO)

- ACTIA's Citizen Watchdog Committee
- Transportation and Land Use Coalition
- Churches
- Homeowners Associations
- Newark Rotary
- Alameda County Commission on Aging
- Senior Centers and Housing Complexes

### SUCCESSFUL EFFORTS

Outreach efforts by CAC Members have resulted in the following:

- Local discussions, informal meetings, and general public outreach about Measure B and programs and projects
- Monthly presentations at the Royal Merritt Homeowners Association explaining ACTIA programs and projects
- ACTIA inclusion in HAPA newsletter in Hayward
- Analysis of AB1462 and relationship to Central County
- Public display rack distributing ACTIA newsletter, fact sheets, and annual reports
- Rotary presentation to the Newark Rotary Club
- Distribution of Paratransit brochures
- Participation in meetings with Project Sponsors
- Distribution of materials to senior assisted facilities
- Involvement in the Mission/Foothill Corridor Project

## CAC 2006 MEETINGS SCHEDULE

Date	Subject	Speaker/Location
January 19	Organizational Meeting ACTA/ACTIA Programs & Projects Update	ACTIA Staff/ACTIA
February 16	AC Transit Bus Rapid Transit	ACTIA
March 16	East County Projects: • Bart Extension to East County • Iron Horse Bike/Ped/Transit	East County
May 18	South County Projects: • Route 84/ Fremont, Union City • Dumbarton Rail Corridor • BART to Warm Springs	South County
June 15	Central County Projects: • Route 238/Mission-Foothill-Jackson • State Route 92—Clawiter-Whitesell • I-238 Widening	Hayward City Hall
September 15	Tour	
October 19	Caltrans Presentation	Caltrans
November 16	Legislative Update	Steve Wallauch, Lynn M. Suter & Associates/ACTIA

**DRAFT**  
**BYLAWS**  
**of**  
**THE CITIZENS ADVISORY COMMITTEE**  
**of the**  
**ALAMEDA COUNTY TRANSPORTATION IMPROVEMENT AUTHORITY**  
**ACTIA**

**Article 1. Definitions**

- 1.1 “Alameda County Transportation Improvement Authority” or “ACTIA” means the governmental agency established to carry out 2000 Measure B.
- 1.2 “Alameda County Transportation Authority” or “ACTA” means the governmental agency established to carry out 1986 Measure B.
- 1.3 “ACTIA Board” means the governing board of the Alameda County Transportation Improvement Authority, composed of 11 Alameda County officials.
- 1.3.1 All five members of the Alameda County Board of Supervisors.
- 1.3.2 Three representatives appointed by the Alameda County Mayors’ Conference from among the cities of Hayward, Fremont, Newark, Union City, Pleasanton, Livermore and Dublin.
- 1.3.3 Two representatives appointed by the Alameda County Mayors’ Conference from among the cities of San Leandro, Oakland, Alameda, Albany, Berkeley, Emeryville and Piedmont.
- 1.3.4 One representative designated by the Mayor of Oakland.
- 1.2 “Appointing Party” means (i) each of the individual members of the Alameda County Board of Supervisors, (ii) the Alameda County Mayors’ Conference, and (iii) the Mayor of Oakland.
- 1.4 “Brown Act” means California’s open meeting law, the Ralph M. Brown Act, California Government Code, Sections 54950 *et seq.*
- 1.5 “CAC” means the Citizens Advisory Committee.
- 1.6 “Expenditure Plans” collectively means the 15-year plan for expenditure of 1986 Measure B Tax revenues for transportation purposes, as amended from time to time by the ACTA Board (“1986 Expenditure Plan”), and the 20-year plan for expenditure of 2000 Measure B Tax

revenues for transportation Programs and Projects, as amended from time to time by the ACTIA Board.

- 1.7 “Executive director” means the chief executive staff member of ACTIA who reports directly to the ACTIA Board.
- 1.8 “1986 Measure B” means the measure approved by the voters of Alameda County in 1986 to address major transportation needs and congestion in Alameda County, and implemented by the ACTA Board pursuant to the 1986 Expenditure Plan.
- 1.9 “2000 Measure B” means the measure approved by the voters of Alameda County in 2000 to address further transportation needs in Alameda County, and implemented by the ACTIA Board pursuant to the 2000 Expenditure Plan.
- 1.10 “Measure B Tax” means the half-cent sales tax for the transportation Projects and Programs set forth in the Expenditure Plans. The original Measure B Tax was collected during the period from 1987 to 2002; collection of the current Measure B Tax began on April 1, 2002, and will continue through March 31, 2022.
- 1.11 “Member” means a member of the CAC.
- 1.12 “Organizational Meeting” means the annual regular first meeting of the CAC.
- 1.13 “Program” means a transportation or transportation-related program specified in the 2002 Expenditure Plan for funding on a percentage-of-revenues basis or grant allocation.
- 1.14 “Project” means transportation and transportation-related construction projects specified in the 2002 Expenditure Plan for funding in the amounts allocated in the 2002 Expenditure Plan.

## **Article 2. CAC Purpose and Responsibilities**

- 2.1 The specific CAC responsibilities are:
  - 2.1.1 To serve as a conduit for ideas and information coming from the public at large to the ACTIA Board, through written and oral reports.
  - 2.1.2 To serve as a conduit of information back to the public ensuring that the programs, projects, policies, and goals of ACTA and ACTIA are conveyed and understood.
  - 2.1.3 To develop and maintain working relationships with community organizations and groups throughout Alameda County that are interested in and affected by the Measure B program.

## **Article 3. Members**

- 3.1 Thirty-three (33) Members will be seated, each Authority member appointing three, to serve terms of two years.
- 3.2 Qualification for Membership. Each CAC member shall be a resident of Alameda County.
- 3.3 Selection of Members
  - 3.3.1 Each ACTIA Board member shall select three Members to represent his or her area.
- 3.4 Term of Membership.
  - 3.4.1 A Member shall serve a two-year term.
- 3.5 Termination of Membership.
  - 3.5.1 A Member's term shall terminate on the occurrence of any of the following:
    - 3.5.1.1 The Member voluntarily resigns by written notice to the CAC chair with copies to the Executive Director and the CAC.
    - 3.5.1.2 The two-year term of a Member expires and the Member is not reappointed by the Authority member.
    - 3.5.1.3 The Member fails to continue to meet the qualifications for membership, including attending at least one-half of all CAC meetings within any six-month period.
    - 3.5.1.4 The Member passes away or otherwise becomes incapable of continuing to serve.
- 3.6 Meeting Attendance: CAC members will be expected to actively support committee activities and regularly attend meetings. Accordingly, more than three consecutive unexcused absences will be cause for removal from the committee. However, a member removed from the committee may be subject to reappointment by an Authority Member.
- 3.7 Vacancies. An Appointing Party shall have the right to appoint (subject to approval by the ACTIA Board) a person to fill the unexpired term of any vacant Member position on CAC. CAC shall be responsible for notifying an Appointing Party of such vacancy and for urging expeditious appointment of a new member, as appropriate.

#### **Article 4. Meetings**

- 4.1 Open and Public; Public Comment. All meetings of CAC shall be open and public and governed by the Brown Act. Public comment shall be allowed at all CAC meetings. Comments by a member of the public in the general public comment period or on any agenda item shall be limited to five minutes per item. In the discretion of the chair, the time limit may be increased or reduced, but not to less than two minutes.
- 4.2 Regular Meetings. CAC will hold up to eight meetings per year. Annually, at the Organizational Meeting, CAC shall establish the schedule of regular meetings for the ensuing

year. Meeting dates and times may be changed and additional regular meetings scheduled during the year by action of CAC.

4.3 Special Meetings. Special meetings may be called by the chair or by a majority of the Members requesting the same in writing given to the chair, with copies to the vice chair and the Executive Director, specifying the matters to be considered at the special meeting. The chair or vice chair shall cause notice of a special meeting stating the matters to be considered to be given to all CAC members and posted and published in accordance with the Brown Act, at least 24 hours prior to any special meeting.

4.4 Agenda.

4.4.1 Only matters set forth on a posted and published agenda may be discussed or acted upon at a meeting.

4.4.2 Items for a regular agenda may be submitted by any Member not later than three weeks prior to the meeting or at such later time as may be permitted by the chair. Supporting material for an agenda item shall be submitted at the same time. The chair and vice chair shall review and approve the final agenda in advance of distribution and posting.

4.4.3 The agenda for a regular meeting shall be posted not less than 72 hours prior to the meeting; the agenda for a special meeting shall be posted not less than 24 hours prior to the meeting. Copies of the agenda, with supporting material and the prior meeting minutes, shall be mailed to members and any other interested parties who request it, not later than the time the agenda is required to be posted. CAC shall also endeavor to have the agenda posted on the ACTIA website, provided at the meeting, and otherwise made widely available.

4.4.4 Every agenda shall include the following items:

4.4.4.1 Change of date, time, or place of a future meeting and scheduling of additional meeting(s).

4.4.4.2 Review of member attendance

4.4.4.3 Provision for members of the public to address CAC.

4.5 Quorum. The presence at the meeting, in person or by communications equipment, of a majority of the Members entitled to vote shall constitute a quorum for the transaction of business. The number of "members entitled to vote" shall not include any vacancies. Every act or decision done or made by the majority of the Members present at a meeting duly held at which a quorum is present shall be regarded as the action of CAC. Members present at a duly called or held meeting at which a quorum is present may continue to discuss agenda items until adjournment, notwithstanding the withdrawal of enough Members to leave less than a quorum, but no action may be taken without a quorum present.

- 4.6 Place of Meetings. Meetings of CAC shall be held at any place within Alameda County as described in the CAC Calendar or, if no such place has been designated, at the offices of ACTIA. Meeting locations shall be 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 5. Officers**

- 5.1 Officers. The officers of CAC shall be a chair and a vice-chair, and such other officers as CAC may designate from time to time. Each officer must be a duly appointed Member of CAC. No Member may hold more than one office.
- 5.2 Election of Officers. Officers shall be elected by the members annually at the Organizational Meeting. Officers shall serve at the pleasure of CAC. An individual receiving a majority of votes shall be deemed to have been elected, and shall assume office at the meeting following the election, unless elected to fill a vacancy in which case the newly-elected officer shall assume office immediately. Officer terms are limited to two consecutive elections. However, a Member may be re-elected after at least one year of membership without holding an officer position.
- 5.3 Removal and Resignation of Officers. Any officer may resign from office (with or without resigning from CAC) at any time by giving written notice to the CAC chair, with copies to the CAC vice-chair and the Executive Director. A resignation shall take effect at the date of the receipt of that notice or at any later time specified in that notice; and, unless otherwise specified in that notice, acceptance of the resignation shall not be necessary to make it effective.
- 5.4 Vacancies in Offices. A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these bylaws for regular election to that office.
- 5.5 Chair. The chair shall preside at all meetings of CAC and shall make regular reports to the ACTIA Board.
- 5.6 Vice Chair. In the absence or disability of the chair, the vice chair shall perform all the duties of, have all the powers of, and be subject to all the restrictions upon, the chair. The vice chair shall have such other powers and perform such other duties as from time to time may be prescribed to him or her respectively by the CAC, the bylaws, or the Chair.
- 5.7 In the absence of the Chair or Vice-Chair at a meeting, the Members shall, by consensus, appoint one Member to preside over that meeting.

### **Article 5. Subcommittees**

- 6.1 Establishment. CAC may establish subcommittees when and as necessary or advisable to make nominations for office of CAC, to draft a report or other document, or for any other purpose within the purview of CAC. CAC shall have no standing subcommittees.
- 6.2 Subcommittee Membership. CAC members shall be appointed to subcommittees by CAC, or by the chair, if CAC delegates the appointment of a particular subcommittee to the chair. No subcommittee shall have fewer than three members nor shall a subcommittee have sufficient members to constitute a quorum of CAC. The members of a subcommittee shall elect a chair from among their number.

### **Article 7. Records and Notices**

- 7.1 Minutes. CAC shall cause to be kept at the offices of ACTIA a book of minutes of all meetings and actions of CAC and its subcommittees with the time and place of holding, the names of those present at CAC meetings and subcommittee meetings, and the proceedings.
- 7.2 Roster; Attendance Records. CAC shall cause to be kept at the offices of ACTIA a roster of Members and a record of Member attendance.
- 7.3 Notices. The CAC chair shall cause notice of all meetings of the Members required by the bylaws or by law to be given. Notices shall be in writing and shall be given by posting. The chair shall endeavor to cause meeting notices also to be given to CAC members by personal delivery, telecopier, US Mail, or email, and 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 Rules of Order. The rules contained in the latest edition of "Robert's Rules of Order" shall govern the proceedings of CAC and 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 said rules are not inconsistent with these bylaws or the Brown Act.
- 8.2 Public Statements. No member of CAC may make public statements on behalf of CAC without authorization by affirmative vote of CAC. An exception is when the chair, or in his or her place the vice chair, and only when making a regular report of CAC activities and concerns to the ACTIA Board.
- 8.3 Expenses. CAC members shall be entitled to a per diem stipend for meetings attended in amounts and in accordance with policies established by the ACTIA Board.
- 8.4 Conflict. In the event these bylaws conflict with any provision of the 2000 Measure B or the Brown Act, the conflicting provision in the 2000 Measure B or the Brown Act shall prevail. In the event these bylaws conflict with resolutions or motions of the ACTIA Board, the resolutions or motions of the ACTIA Board shall prevail.

- 8.5 Amendments. These bylaws may be amended, repealed or altered, in whole or in part, by a resolution adopted at a duly-constituted CAC meeting at which a quorum is present.
- 8.6 Member Materials. Before the first meeting of a new Member's term, the chair shall provide or cause to be provided to the new Member a copy of each of the following, together with such other materials as the chair may deem advisable for a new member to have: a roster of CAC Members; a roster of ACTIA Board members; the Expenditure Plans; these bylaws, as amended to date; the Brown Act as then in effect; and minutes, whether approved or not, of the most recent regular CAC meeting and any special CAC meetings held after the most recent regular meeting.

### **Certificate of Chair**

I am the duly elected chair of the Citizens Advisory Committee for the Alameda County Transportation Improvement Authority ("CAC") and I hereby certify that the foregoing is a true and correct copy of the bylaws of CAC as of \_\_\_\_\_, 20\_\_.

