



Citizens Advisory Committee Meeting

Thursday, September 27, 2007
5:30 PM to 7:30 PM

Meeting Location:
ACTIA

**1333 Broadway, Suite 300
Oakland, CA 94612**

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Oakland, CA 94612

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Henry Chang, Jr., Chair
Vice Mayor, City of Oakland

Alice Lai-Bitker, Vice-Chair
Supervisor, District 3

Keith Carson
Supervisor, District 5

Nora Davis, Mayor
City of Emeryville

Mark Green
Mayor, City of Union City

Scott Haggerty
Supervisor, District 1

Marshall Kamena
Mayor, City of Livermore

Janet Lockhart
Mayor, City of Dublin

Nate Miley
Supervisor, District 4

Anthony Santos
Mayor, City of San Leandro

Gail Steele
Supervisor, District 2

Christine Monsen
Executive Director

Meeting Outcomes:

- Receive a Presentation on the Revised CAC Committee Structure
- Approve CAC Bylaws
- Approve CAC Calendar for FY 07/08
- Elect Chair and Vice-Chair for FY 07/08

AGENDA

(Full Packet Available at www.actia2022.com)

5:30 – 5:40 pm	1. Welcome & Introductions a. Public Comment b. Approval of June 21, 2007 minutes <i>(Attachment A – Page 1)</i>	I/D I/D I/A
5:40 – 6:40 pm	2. Organizational Meeting a. Presentation of Revised CAC Meetings <i>(Attachment B – Page 7)</i> b. Approval of CAC Bylaws <i>(Attachment C – Page 13)</i> c. Approval of CAC FY 07/08 Calendar d. Election of CAC Chair and Vice Chair <i>(Attachment D – Page 23)</i> <i>(Note: If you are interested in an officer position, please be prepared for a nomination.)</i>	I/A
6:40 – 7:00 pm	3. CAC Member / Outreach Reports (2 minutes per person)	I/D
7:00 – 7:15 pm	4. Staff Report	I/D
7:30 pm	5. Adjournment/Next Meeting—September 20, 2007	

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

ATTACHMENTS:

- Attachment A: June 21, 2007 Meeting Minutes – **Page 1**
- Attachment B: Revised CAC Meetings Structure and Schedule– **Page 7**
- Attachment C: CAC Redline Bylaws: Draft Proposed Revisions – **Page 13**
- Attachment D: CAC Chair and Vice Chair Roles and Responsibilities – **Page 23**
- Attachment E: CAC 2007 Roster – **Page 27**

Location Information: ACTIA is located in Downtown Oakland at the intersection of 14th Street and Broadway. There is Garage parking in the City Center Garage.

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.

**Attachment A:
June 21, 2007 Meeting Minutes**

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

DRAFT Meeting Minutes for June 21, 2007

CAC Members present: Cynthia Dorsey; Meredith Brown; Bill Stremmel; Audrey Lepell; Robert Boboc; Valerie Chinn; Frances Hilliard; Victoria Wang; Dr. Roop Jindal; Hale Zukas; Sherman Lewis; Bob Billmire; Barry Ferrier

Staff present: Christine Monsen, Art Dao, Tess Lengyel, Keonnis Taylor, Arun Goel

Guests present: Diana Sherman, MIG

Meeting called to order at 5:43 pm by Cynthia Dorsey.

1. Welcome and Introductions:

Self introductions were made by the committee members and staff.

Public Comment:

There was no public comment.

Approval of Minutes

a. Approval of May 17, 2007 Minutes

Minor changes were suggested to the minutes regarding the record of the Congestion Management Agency's presentation by Beth Walukas. An amended version of the minutes is available on the ACTIA website.

A motion was made by Hale Zukas to approve the minutes with amendments. Seconded by Frances Hilliard. The motion carried unanimously.

b. Approval of February 15, 2007 Minutes

A motion was made by Dr. Roop Jindal to approve the minutes as presented. Seconded by Bill Stremmel. The motion carried unanimously.

2. Discussion of CAC Roles, Responsibilities, and Organization

Tess Lengyel provided background regarding the origin and purpose of the CAC and the three other ACTIA Community Advisory Committees. Ms. Lengyel used the context of ACTIA's Local Business Enterprise/Small Local Business Enterprise (LBE/SLBE) Program outreach to note the significance of commentary from the business community and CAC members. Ms. Lengyel outlined her presentation, including a review of CAC Roles and Responsibilities, and staff's proposed revisions to that document.

Ms. Lengyel provided an overview of previous CAC input regarding the structure of CAC meetings, including the desire to hold meetings throughout Alameda

County, hold more meetings at which the public attend, increase publicity for the meetings, have access to more resources and materials for outreach, and develop more clearly defined roles and responsibilities.

Ms. Lengyel proposed holding four public Open House meetings – one in each area of the County. The meetings would be held quarterly, in January, April, July, and October, and be implemented as follows:

5:30-6:30PM – CAC Meeting

6:30-7:00PM – Open House

7:00-8:00PM – Presentations from Project Sponsors and Question & Answers

8:00-8:30PM – Informal discussion and Close of Meeting

Outreach for these public Open Houses would include flyers, packets of informational materials, press releases, and newspaper ads. Outreach would target community groups, the business community, and elected officials. Ms. Lengyel noted that ACTIA would provide assistance from the Media/Public Relations team which would assist with all media and press, ads and flyers, expanded outreach, and putting the Open House meetings together.

CAC members engaged in much discussion on this topic noting possible collaborations with existing efforts such as those of the Transportation and Land Use Coalition (TALC) or other existing community fairs. Additional suggestions included using email rather than hard copies of outreach materials; closed-circuit television; maintaining the current CAC calendar in addition to the public meetings; and shortening the proposed three-hour Open House. The committee was not able to take an action on a revised structure due to lack of a quorum.

3. **Organizational Meeting**

CAC members reviewed staff's proposed changes to the Bylaws, which if accepted, would reduce CAC meetings from eight to four per year.

Staff members asked CAC members to identify their preferences for ACTA and ACTIA projects and programs on which to receive presentations. Selections were made by placing dots on a chart next to the corresponding project.

Project Interest is reported as follows:

ACTIA Projects in North County

Oakland Airport Connector:	4
I-880 Broadway Jackson Study:	2
AC Transit Telegraph-International- East 14 th Street Rapid Bus:	2
AC Transit San Pablo Corridor:	1
Downtown Streetscape:	1

ACTIA Projects in Central County

I-238 Widening:	1
I-580 Interchange Improvements in Castro Valley:	0
Lewelling-East Lewelling Widening:	1
I-880/SR 92 Reliever Route- Clawiter/Whitesell:	0
I-880 Washington Ave. Interchange:	1
Westgate Extension to Davis:	0
East 14 th Street/Hesperian/150 th Improvements:	1
Hesperian/Lewelling Widening:	0

ACTA Projects in Central County

Route 238/Mission/Foothill:	6
Central County Freeway Study:	0
I-880/SR 92:	0
Castro Valley Circulation Improvement Project:	0

ACTIA Projects in South County

BART to Warm Springs Extension:	4
Dumbarton Corridor:	1
Union City Intermodal Station:	1
I-680 Smart Lane:	0
I-680/I-880 Cross Connector Study:	1
ACE Capital Improvements:	0

ACTA Projects in South County

East-West Connector Project in North Fremont and Union City:	1
I-880/Mission Blvd. Interchange & Freeway Widening to County Line:	0

ACTIA Projects in East County

Route 84 Expressway:	1
I-580/Isabel Avenue (SR 84) Interchange	0
I-580 Corridor/BART to Livermore Studies:	2
I-680 SMART Lane:	1
Iron Horse Bicycle, Pedestrian, and Transit Route:	0
I-580 Auxiliary Lanes:	0

Due to lack of quorum, no actions were taken during the organizational meeting.

4. CAC Member/ Outreach Reports

Sherman Lewis reported continuing difficulties on the “Mini Loop” in Hayward, noting that there is much opposition to the project. The project will go before the Hayward City Council at their next meeting.

Cynthia Dorsey reported that AC Transit will implement massive service changes beginning June 24.

Barry Ferrier noted the improvement of the “fly-over” ramp at I-880/Mission Boulevard Interchange.

5. Staff Report

Staff distributed handouts of the Monthly Status Reports for ACTA and ACTA Measure B Programs and Capital Projects. Art Dao noted that all projects were on schedule with the exception of the SR 92/I-880 Interchange.

Tess Lengyel notified the Committee of a Save-the-Date card which was distributed for the Annual Paratransit Workshop and Transportation Fair to be held July 30 at the MTC Auditorium.

Christine Monsen introduced new ACTIA staff, Arun Goel, who will be helping Art Dao with projects and working on ACTIA’s database.

6. Adjournment / Next Meeting

The meeting adjourned at 7:30 PM.

**Attachment B:
Revised CAC Meetings Structure, Schedule, and
Implementation Plan**

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DRAFT Proposed Modification of the Citizen Advisory Committee

Introduction

The Alameda County Transportation Authority and the Alameda County Transportation Improvement Authority (Authority) created and continued, respectively, the Citizens Advisory Committee to perform specific functions as part of the implementation of the voter-approved half-cent sales tax measures (1986 Measure and 2000 Measure).

The CAC is the longest standing community advisory committee of the Authority and is comprised of 33 seats for community involvement. The committee currently meets eight times per year in two-hour meetings in various locations around Alameda County and membership wavers at approximately 20 people. During the annual organizational meeting, the CAC identifies topics and approves a calendar for the coming year to receive presentations from ACTIA staff, projects sponsors and partners. These open public meetings are noticed via a press release sent to Alameda County publications regarding the Authority's monthly meetings, included in the ACTIA Board packet, and are placed on ACTIA's website.

In an effort to fulfill the purpose and responsibilities of the CAC and to further ACTIA's community outreach efforts, staff has evaluated the effectiveness of this committee and proposes modifications to invigorate, strengthen and expand the committee activity and ACTIA's engagement with communities throughout the County. Listed below are the **CAC Roles and Responsibilities** as described in their bylaws, **Staff's Recommendation for modifying the committee**, and the resultant **Effect** on the committee.

CAC Purpose and Responsibilities

According to the bylaws approved by the CAC, their specific roles and responsibilities are outlined in Article 2 as described below:

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.*

Staff Recommendation

Staff recommends that the ACTIA Citizens Advisory Committee be modified to more fully and effectively perform its function as set out by the ACTIA Board and to further the outreach efforts of the Authority.

ACTIA and its partners are implementing projects and programs throughout the County with Measure B funds. Community outreach is an important way to inform and receive feedback on the projects and programs. In addition, ACTIA and its partners rely on the business community to perform work to deliver the voter approved transportation projects and programs. Therefore, these meetings will also provide a forum to outreach to the business community and let them know of upcoming contracting opportunities.

Staff proposes that the CAC meeting schedule and format be modified and implemented as described below:

1. **Open House Meetings**: CAC will hold four Open Houses throughout the County, in addition to one organizational meeting per year. The Open House meetings will be held on the third Thursday, quarterly, and will be from 5:30 p.m. to 8:30 p.m. The structure of the meetings will be as follows:
 - a. From 5:30 – 6:30 p.m., the CAC will hold its regular meeting and then adjourn to the open house. The format of the regular meeting will include general business of the CAC (approval of minutes, public comment, discussion of upcoming meetings and outreach, updates on recent ACTA and ACTIA activities, elections, etc).
 - b. From 6:30 to 7:00, the open house will begin and members of the public are welcome to come to the open house and walk around the room to look at exhibits of the projects that will be discussed that evening as well as discuss projects and programs with the CAC, ACTIA staff, and project sponsors.
 - c. From 7:00 to 8:00 p.m., project sponsors will provide approximately 15 minute presentations on their projects, with approximately 10 minutes for Q&A. The formal presentations will begin with an opening statement from the CAC Chair and any ACTA/ACTIA Board members welcoming the public and introducing the project sponsor speakers. Speaking notes for the introductions will be prepared by staff.
 - d. At 8:00 p.m., presentations will conclude. Informal discussions at each of the project tables/display areas may continue
 - e. At 8:30 p.m., the Open House is adjourned and closed.
2. **Open House Meetings Schedule**: Staff recommends that the open house meetings be held quarterly in January, April, July, and October.
3. **Outreach**: CAC will perform outreach as part of their function with the following:
 - a. *Open House Outreach*: Flyers will be developed and a packet of 20 mailed to each CAC member. CAC members may distribute them to organizations, individuals, or businesses deemed appropriate. In addition, CAC members are encouraged to provide contact information to ACTIA to which flyers will be mailed.
 - b. *General Outreach*: ACTIA will submit packets of general information materials (20 copies each when printed of Newsletters, Annual Reports, Flyers, other publications as requested by CAC members) to CAC members. CAC members may distribute them to organizations, individuals, or

businesses they deem appropriate. Additional quantities will be supplied to CAC members based upon request.

- c. *Publications*: ACTIA will prepare press releases to actively notice the open houses with special interest features to draw additional attention to the projects, and will place ads in newspapers about the meetings. These will be distributed to the CAC members.

4. **Target Audiences**: These modified CAC meetings are aimed at providing information in an open and accessible format for community members in which projects are or will be implemented and for the business community which may be interested in working with ACTIA and/or its partners. Outreach efforts for these CAC meetings will be to the following:
 - a. *Local Community Groups*: The CAC will be requested to provide information to ACTIA regarding community groups, neighborhood groups, interested parties to which information may be sent regarding upcoming Open House meetings. ACTIA will publish information in local journals about the upcoming meetings and will send press releases as well.
 - b. *Businesses*: The CAC will be requested to provide information to ACTIA about businesses that may be interested in attending the Open House meetings. ACTIA will send information to its lists of businesses and perform outreach to Chambers of Commerce, Rotary clubs, and other business organizations as part of its general outreach efforts.
 - c. *Elected Officials*: ACTIA will contact elected officials within the area of the Open House meetings and invite them to attend the meetings.

Effect of this Proposed Change

Significant time and effort is required to support the current structure of the CAC. While its 20 members and those they outreach to remain informed and updated on projects and programs funded by Measure B, there is not larger engagement with a broader community as part of the CAC. This proposed change aims to harness the efforts required to set up, conduct and document the current eight meetings per year into four meetings with broader reach.

The open house meetings will be three hours long - 12 hours total for four meetings per year compared to 16 hours for the current eight meetings. Members will receive per diems for the four open house meetings and are still eligible to receive an additional per diem each month if they attend a Board or Board committee meeting (Admin/Leg/Finance or Work Program Committee).

Staff believes this modification will result in greater community visibility of the CAC work and the ACTIA projects and programs, and will more effectively fulfill the roles and responsibilities of the CAC.

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**Attachment C:
CAC Redline Bylaws: Draft Proposed Revisions**

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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.
 - 2.1.4 Responsibilities will be annually adopted in a committee implementation plan.

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~~ five 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 6. 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__.

Adopted: January 2007

Amended: September 2007

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**Attachment D:
CAC Chair and Vice Chair Roles and Responsibilities**

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Roles and Responsibilities of CAC Officers

At the end of each fiscal year, CAC elects two new officers to serve a one-year term from July through June, including a CAC Chair and a CAC Vice Chair. Officers receive a great deal of support from Staff, and the position does not require prerequisite experience. New officers and interested members are welcome to attend the “Advisory Committee Leadership, Meeting Management and Facilitation Training” in September of each year. This training covers group theory, agenda-setting, meeting facilitation, dealing with difficult members, Robert’s Rules of Order, the Brown Act, and other useful topics. Additionally, every month Staff draws up agendas with the input of the Chair and Vice Chair. The agenda planning session is also a chance to discuss how the meeting will be run and to strategize. Staff will also assist with writing notes for any presentation Officers have to make to other committees or meetings.

Roles and responsibilities of each officer are outlined below:

CAC Chair

- Provides overall leadership to CAC
- Facilitates the CAC meetings to ensure full and fair participation from all members
- Weighs in on all decisions of CAC and provides opinion
- Participates in a planning session with staff to plan the following meeting’s agenda
- Participates with staff to plan CAC-sponsored events
- Participates in all subcommittees
- Provides reports to the ACTIA Board members after each meeting
- Provides a year-end written report to the ACTIA Board regarding CAC activities
- Eligible for up to four per diems per month for CAC, Board and committee meetings, as applicable

Estimated Time Commitment per month: 4-5 hours

CAC Vice Chair

- Provides overall leadership to CAC
- Assists the CAC Chair to ensure full and fair participation from all Committee members
- Participates in a planning session with staff to plan CAC’s agenda
- Participates with staff to plan the CAC-sponsored events

Roles and Responsibilities of CAC Officers

- Participates in all subcommittees
- Eligible for up to two per diems per month for CAC, Board and committee meetings, or four if filling in for Chair, as applicable

Estimated Time Commitment per month: 4-5 hours per month

**Attachment E:
CAC 2007 Roster**

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CAC Public Roster September 2007

	Name	City	Appointed By	Term Began	Re-apptmt.	Term Expires
1	Bobac, Robert	Dublin	Mayor Janet Lockhart	Mar-07		Mar-09
2	Billmire, Bob	Hayward	Mayor Marshall Kamena	Oct-02	Sep-05	Sep-07
3	Brown, Meredith	Oakland	Supervisor Nate Miley	Apr-07		Apr-09
4	Chinn, Val	Hayward	Mayor Marshall Kamena	Dec-02	Sep-05	Sep-07
5	Cooke, Elizabeth	San Leandro	Mayor Anthony Santos	Oct-05	Sep-07	Oct-09
6	Dorsey, Cynthia	Oakland	Supervisor Keith Carson	Feb-02	Mar-07	Mar-09
7	Ferrier, Barry	Union City	Mayor Mark Green	Jan-04	May-06	May-08
8	Handelman, Carol	Emeryville	Mayor Nora Davis	Sep-07		Sep-09
9	Hilliard, Frances	Oakland	Supervisor Alice Lai-Bitker	Jun-02	Apr-05	Apr-07
10	Hilson, Joseph	Hayward	Mayor Marshall Kamena	Dec-06		Dec-08
11	Jindal, Dr. Roop	Hayward	Supervisor Scott Haggerty	Oct-03	Oct-05	Oct-07
12	Kent, Christopher	Albany	Supervisor Alice Lai-Bitker	Jan-07		Jan-09
13	LePell, Audrey	Hayward	Supervisor Gail Steele	May-04	Jan-07	Jan-09
14	Schaub, Bill	Dublin	Mayor Janet Lockhart	Mar-06		Mar-08
15	Sebastien, Nicholas	Emeryville	Mayor Nora Davis	Sep-07		Sep-09
16	Souders-Mahanpour, Catherine	Union City	Mayor Mark Green	Oct-02	Sep-07	Sep-09
17	Stocking, Gerarda	Livermore	Supervisor Scott Haggerty	Oct-03	Oct-05	Oct-07
18	Stremmel, Bill	Oakland	Mayor Anthony Santos	Sep-03	Sep-07	Sep-09
19	Wang, Victoria O.	San Leandro	Mayor Anthony Santos	May-07		May-09
20	Washington, Ronald	Berkeley	Supervisor Keith Carson	Feb-02	Mar-07	Mar-09
21	Zukas, Hale	Berkeley	Supervisor Keith Carson	Feb-02	Mar-07	Mar-09
22	Vacancy		Councilmember Henry Chang			
23	Vacancy		Councilmember Henry Chang			
24	Vacancy		Councilmember Henry Chang			
25	Vacancy		Mayor Nora Davis			
26	Vacancy		Mayor Mark Green			
27	Vacancy		Supervisor Scott Haggerty			
28	Vacancy		Supervisor Alice Lai-Bitker			
29	Vacancy		Mayor Janet Lockhart			
30	Vacancy		Supervisor Nate Miley			
31	Vacancy		Supervisor Nate Miley			
32	Vacancy		Supervisor Gail Steele			
33	Vacancy		Supervisor Gail Steele			