

GOLDEN GATE BRIDGE, HIGHWAY AND TRANSPORTATION DISTRICT

BUS PASSENGERS ADVISORY COMMITTEE BYLAWS

ARTICLE I: PURPOSE

Section 1. Name.

The name of this group is the Bus Passengers Advisory Committee ("Committee").

Section 2. Creation and Purpose.

The Committee was created on February 17, 1989 by Resolution No. 89-53 of the Golden Gate Bridge, Highway and Transportation District ("District") Board of Directors ("Board of Directors") with the purpose "to help the District provide transit services that are highly attractive and effective by expressing the service needs of a broad spectrum of bus passengers."

Section 3. Activity.

In a series of organized meetings, and with the assistance of District staff, the committee will be invited to critically review District operations and plans as they relate to the quality of service offered to bus passengers. The committee will be asked to formulate recommendations for actions that will make bus services as attractive and effective as they reasonably can be.

The Committee advises District staff. District staff will provide informational updates on Committee business to the Board of Directors.

ARTICLE II: MEMBERSHIP & STAFFING

Section 1. Composition.

The Committee shall be composed of up to eleven (11) members who reside or work in a variety of locations within the Golden Gate Transit service area, including Marin, San Francisco, and Sonoma Counties and the East Bay.

Section 2. Member Selection.

To ensure representation of a broad spectrum of bus passengers, the District's intent to form the committee shall be publicized by appropriate means such as news releases or notices on buses.

A simple form shall be used to enable persons to offer to serve on the committee and provide information to facilitate selection.

Selection of persons for appointment to the committee shall be based upon a consistently applied set of selection factors. These factors shall include, but not be limited to, the following:

- a) Experience as a user of transit in general and the Golden Gate Transit bus system in particular.
- b) Representative of a part of the transit service area that is not represented by other committee members.
- c) Representative of one or more types of bus passenger, such as:
 - Traditional commute passenger
 - Reverse commute passenger

- Non-commute passenger
 - Transit-dependent passenger
- d) Persons should preferably not have previous involvement in advising the District or other agencies on issues that potentially conflict with the issue of transit service quality.
- e) Ability to understand the basic operational and economic factors that relate to the quality of transit service.

Section 3. Member Attendance.

The effectiveness of the committee depends upon the active participation of its members. Members are required to attend at least fifty percent (50%) of meetings, as measured on a rolling two (2)-year basis. In addition, members who miss two (2) consecutive meetings without first notifying District staff of their absences are required to attend the subsequent meeting. Failure to meet these attendance requirements will result in termination from the committee.

Section 4. District Support.

Staff of the District's Planning Department shall provide administrative and secretarial support to the committee, and provide technical staff to research, lead, and facilitate discussion at the pleasure of the committee. Other district staff shall assist the committee as required.

ARTICLE III: OFFICERS

Section 1. Duties of Officers.

The officers of the Committee will be the Chair and Vice Chair. Their duties are as follows:

Section 1.1. Chair Duties.

The Chair presides over all Committee meetings of which there is quorum of members present. The Chair works with District staff to schedule meetings and develop meeting agendas. The Chair may create and appoint members to temporary ad hoc advisory subcommittees of the Committee as provided in the Brown Act.

Section 1.2. Vice Chair Duties.

The Vice Chair assists the Chair in the execution of that role. The Vice Chair presides over meetings in the event the Chair is absent. In the event of a vacancy in the Chair's position, the Vice Chair will succeed as Chair for the remainder of the Chair's term, and the Committee will elect a successor Vice Chair.

Section 2. Election of Chair and Vice Chair.

The Committee will elect a Chair and Vice Chair annually. Committee members will nominate and vote to elect a Chair and Vice Chair at the last regular meeting of each calendar year. An individual receiving a majority of the votes of the current membership will be elected and will assume office at the first meeting of the following year.

ARTICLE IV: MEETINGS

Section 1. Brown Act.

The Committee is subject to and will comply with the Ralph M. Brown Act (California Government Code Section 54950 et seq.) ("Brown Act"). Notice of Committee meetings, posting of Committee meeting agendas, and the conduct of such meetings will comply with the Brown Act requirements applicable to legislative bodies.

Section 2. Location and Time.

District staff, in consultation with the Committee Chair, will establish the time and place for regular Committee meetings to be held five times per year. The District may schedule additional meetings as necessary. Generally, meetings will be held on the third Wednesday of the selected month. The Chair, in consultation with District staff, may cancel a regularly scheduled meeting if there are no items requiring Committee discussion or action, or if less than a quorum of the Committee is expected to attend the meeting.

Section 3. Minutes.

District staff will record each regular and special meeting. District staff will prepare the minutes for all Committee meetings. A copy of the minutes of the prior meeting will be presented to the Committee for approval at the next Committee meeting. District staff will include a copy of the minutes of the most recent Committee meeting in the informational report on advisory committees to the Transportation Committee of the Board of Directors.

Section 4. Public Comment.

Public comment at Committee meetings will be limited to three (3) minutes per person, unless the Chair, at his or her discretion, permits additional time.

Section 5. Parliamentary Procedure.

Section 5.1. Robert's Rules of Order.

The Committee will follow Robert's Rules of Order, except where inconsistent with applicable law, these Bylaws, or modified by action of the Committee.

Section 5.2. Voting.

Each member of the Committee shall have one vote. Members must be present to vote. Action items must have a simple majority vote of the current Committee membership in order to pass, unless otherwise specified in these Bylaws. Procedural questions may be decided by a simple majority vote of the Committee members present.

Section 5.3. Quorum.

A simple majority of the current Committee membership shall constitute a quorum authorized to transact any business duly presented at a meeting of the Committee.

Section 6. Order of Business.

The order of business for Committee meetings generally will be as follows:

- (a) CALL TO ORDER
- (b) ROLL CALL AND INTRODUCTIONS
- (c) ELECTION OF OFFICERS – When appropriate and at least once each year.
- (d) APPROVAL OF MEETING MINUTES
- (e) BUS STOPPERS – Members to submit observed problems in bus operations, preferably in writing before the meeting, and provide a verbal summary in less than 2 minutes.
- (f) ONGOING BUSINESS
- (g) NEW BUSINESS
- (h) ANNOUNCEMENTS
- (i) MEMBERS' FORUM – Members to discuss topics not covered on the agenda or that should be added to a future agenda.
- (j) PUBLIC COMMENT
- (k) ADJOURNMENT

Section 7. Adjournment.

The Chair may adjourn a meeting when the discussion of all business on the agenda has concluded or a quorum of the Committee is no longer present at the meeting.

ARTICLE V: MISCELLANEOUS**Section 1. Reporting.**

The committee shall be asked to address its advice to the Transportation Committee of the Board of Directors. The advice may be conveyed, at the committee's pleasure, by staff or by the committee's appointed spokesperson. In accordance with District practice, advice that involves certain subjects may be referred for further consideration by other committees of the Board, or by the full Board of Directors.

Section 2. Communications with the District; Requests for Information.

All member communications to the District related to the Committee, including requests for information or records to support Committee business, should be directed to the staff person designated by the District or submitted to pac@goldengate.org.

Section 3. Committee Records.

All Committee records are the property of the District and are subject to public disclosure pursuant to the California Public Records Act (Government Code Sections 7920.000 et seq.). Requests to inspect or copy Committee records should be made to the Secretary of the District by email at districtsecretary@goldengate.org, or by mail at Golden Gate Bridge, Administration Building, Golden Gate Bridge Toll Plaza, San Francisco, California, 94129. The Secretary of the District will handle all requests for Committee records.

Section 4. Member Conduct.

Members are expected to show respect for each other by raising hands, not interrupting, and following time limits for discussion at Committee meetings. Members are expected to respect the Brown Act's open meeting requirements when communicating with each other about subjects within the Committee's jurisdiction.

Section 5. Conflicts of Interest.

If a member has a conflict of interest in a matter before the Committee, the member must abstain from making, participating in making, or influencing the making of a decision on that matter. Before the Committee begins discussing an item in which a member has a conflict of interest, the member must state the nature of the conflict on the record, excuse themselves from the meeting, and refrain from any participation in the decision.

Section 6. Compensation.

Members will not receive compensation for, or reimbursement of expenses associated with, attendance of Committee meetings. The District will not make any reimbursement or payment in connection with expenses incurred on behalf of the Committee without prior approval of the Board of Directors.

Section 7. No Standing Subcommittees.

There shall be no standing subcommittees.

ARTICLE VI: AMENDMENT OF BYLAWS

These Bylaws may be amended at any meeting of the Committee by a majority vote of the current Committee membership, provided that the amendment has been submitted in writing to the Committee at a previous meeting. Actions by the Board of Directors that replace or supersede these Bylaws or provisions thereof shall take precedence or be incorporated as soon as possible.

Adopted: _____, 2023

DRAFT