



Committee Communication: The attached document was prepared and submitted by Committee member David Pilpel for the Committee's consideration.

**GOLDEN GATE BRIDGE, HIGHWAY AND TRANSPORTATION DISTRICT
DISTRICT ADVISORY COMMITTEES
DRAFT RULES OF ORDER**

Article I. Committee Names, Authority, Membership, and Conduct.

Section 1. Committee Names.

The District has established four (4) District Advisory Committees ("the Committees"): (a) Advisory Committee on Accessibility (ACA), formed in 1979; (b) Bus Passengers Advisory Committee (BPAC), formed in 1989; (c) Ferry Passengers Advisory Committee (FPAC), formed in 19__; and (d) Pedestrian and Bicycle Advisory Committee (PBAC), formed in 2021.

Section 2. Purpose and Authority.

The Committees shall advise the District, through the Board of Directors, District Officers, and District staff, regarding issues within their respective jurisdiction. Each Committee shall operate as a body and shall advise but not dictate or interfere with day-to-day District operations. The Committees shall have no authority to bind the District in any way, enter into contracts, or expend funds. The Committees have been established by the Board of Directors and may be abolished or restructured by action of the Board of Directors.

Section 3. Membership, Application, and Appointment.

Each Committee shall consist of no less than three and no more than fifteen members. An application to serve shall be available on the District's website and shall be available on request from the District Secretary's Office, Customer Relations, and the Planning Department. The General Manager may establish reasonable criteria for applicants to the Committees and make reasonable requests for information from members of the public applying to serve on the Committees. The General Manager shall appoint members of the public to serve on the Committees for indefinite terms. The membership of the Committees shall be broadly representative of the residents of the District and users of District facilities and services.

Section 4. Committee Member Conduct, Orientation, and Training.

Each Committee member shall act in a manner reasonably expected of a public advisory body. Committee members shall be provided orientation materials by District staff. Each Committee shall periodically receive training on its jurisdiction, process, and expectations, including the Ralph M. Brown Act, and any other training required by applicable law, District rules or policy.

Section 5. Conflicts of Interest and Recusals.

Advisory Committee members shall not be subject to Form 700 Statement of Economic Interests filing requirements under California state law. However, when a Committee member has a conflict of interest under any applicable law, or cannot participate in discussion and action on an item due to actual bias or the appearance thereof, the Committee member shall recuse from the

decision-making process on that item. At any Committee meeting when a Committee member has a conflict of interest, immediately prior to consideration of that item, the Committee member shall: (1) publicly identify the financial interest or other reason that requires recusal and (2) leave the room until after the discussion, vote, or other disposition of the item has concluded.

Section 6. Committee Member Email Use; Committee Websites.

Committee members may use an email address for email related to Committee business and shall comply with any District policies related to email use. Email related to Committee business received by a Committee member and intended for a majority of Committee members shall be forwarded to the Committee Chair and District staff for inclusion in the Communications Log. The District shall maintain a website for each Committee with notices, agendas, and minutes.

Article II. Committee Officers, Powers and Duties, and District Staff.

Section 1. Election and Terms of Committee Officers.

At the first regular Committee meeting each year, or at a subsequent meeting, the date of which shall be fixed by the Committee, the Committee members shall elect from among their number a Committee Chair and Vice Chair, each to serve for a one-year term or until their successors are elected. If the position of Chair becomes vacant before expiration of the term, the Vice Chair shall assume the position of Chair and serve for the remainder of the term, and at the next regular Committee meeting, the Committee members shall elect a new Vice Chair to serve for the remainder of the term. If the position of Vice Chair becomes vacant before expiration of the term, at the next regular Committee meeting, the Committee members shall elect a new Vice Chair to serve for the remainder of the term.

Section 2. Powers and Duties of Committee Officers.

The Chair shall preside at Committee meetings; shall preserve order and decorum; shall decide questions of order, subject to appeal to the Committee by any member; shall appoint any subcommittee of the Committee; shall work with the assigned District staff on Committee business; and shall perform any other duties necessary or incidental to the office. The Chair shall represent the Committee to the Board of Directors and District staff. The Chair shall have the right to participate in the proceedings of the Committee, including the right to make and second any resolutions or other motions, and may speak to points of order in preference to the other members. In the absence of the Chair, the Vice Chair shall preside, and in the absence of both the Chair and the Vice Chair, the senior member of the Committee in length of service on the Committee shall preside.

Section 3. District Staff Assignments and Functions.

The General Manager shall assign District staff to facilitate the work of each Committee. In particular, each Committee shall have a staff member assigned for administrative support (meeting notices, agendas, minutes, etc.) and another for substantive support (agenda items, presentations, etc.). Primary support for the Committees shall be from the Planning Department,

but assistance shall also be provided by other District Officers, Divisions, and Departments. District staff shall work with each Committee Chair to set meeting agendas, communicate the work of the Committee to the Board of Directors and the public, facilitate communications between the Committee and the District, and respond to requests for information from the Committee. Committee members shall deal with Committee administrative matters solely through the assigned District staff and shall not interfere with day-to-day District operations.

Article III. Committee Procedures and Meetings.

Section 1. Rules of Order and Amendments Thereto.

These Rules of Order shall govern Committee meeting procedures unless special circumstances require otherwise, as determined by the Committee in conjunction with District staff. Any material deviations from these Rules of Order shall be reported during the next regular report to the Board of Directors. Amendments to these Rules of Order may be proposed by the Board of Directors or District staff, and comments shall be solicited from each Committee prior to action.

Section 2. Regular Committee Meetings.

Each Committee shall schedule a regular meeting no less than 4 times, and no more than 8 times, annually, at a location designated by the Committee. At the last regular meeting of each year, each Committee shall adopt a schedule of regular meetings for the following year. The schedule of regular meetings shall be posted on the Committee's website and updated promptly if amended by the Committee. Scheduling regular meetings shall prioritize the availability of Committee members, District staff, and meeting locations, as well as public access and participation. Regular meetings shall be scheduled to coordinate with other District activities, including Board of Directors meetings and operating Division signups. Items to be included on a Committee meeting agenda shall be determined by the Committee Chair and District staff, or by a motion adopted by an affirmative vote of a majority of Committee members.

Section 3. Special Committee Meetings.

Special Committee meetings may be called at any time by the Chair or a majority of Committee members. Notice of the time and place of every Special Committee meeting shall be given to Committee members at least 72 hours before the time of such meeting, and shall be given by posting and otherwise, as required. Written notice may be dispensed with for any Committee member who, at or prior to the time the meeting convenes, files with the Committee Chair or District staff a written waiver of notice, which may be given by electronic written notice. Such written notice may also be dispensed with as to any member who is actually present at the meeting when it convenes. Each special meeting shall be held at the regular meeting place, except that the Committee may designate an alternate meeting place in the meeting notice.

Section 4. Attendance at Committee Meetings.

Unless excused, Committee members shall be present at the appointed time for each Committee meeting. Committee members with a medical condition requiring excessive absences from

participating in Committee meetings may request a leave of absence in writing. Following notice to a Committee member, excessive unexcused absences shall be deemed a resignation.

Section 5. Quorum and Vote Required.

A quorum for the transaction of Committee business shall be a majority of Committee members. The affirmative vote of a majority of Committee members shall be required for the approval of any matter, except that a Committee may act by the affirmative vote of a majority of Committee members present for matters of procedure. Each Committee member present at a Committee meeting shall vote "yes" or "no" when a question is put to a vote, unless excused from voting by a motion adopted by a majority of Committee members present.

Section 6. Order of Business and Agenda for Regular Committee Meetings.

The normal order of business at each regular Committee meeting shall be as follows:

- A. Call to Order, Roll Call, and Agenda Changes
- B. Welcome and Announcements from the Chair
- C. General Public Comment, not to exceed 15 minutes
- D. District Staff Report, including Communications Log and Advance Calendar
- E. Consent Calendar of Routine Matters, including Adoption of Minutes
- F. Regular Calendar Items for Consideration
- G. New Business and Requests for Information from Committee Members
- H. General Public Comment, continued from earlier
- I. Adjournment

Section 7. Call to Order and Roll Call.

The Chair shall call to order each Committee meeting at the appointed time. Following the call to order, District staff shall call the roll of Committee members and shall record in the minutes those members present and those absent at the first roll call, as well as the name and time of arrival or departure of any member who arrives or departs during the meeting. District staff shall record the minutes of each Committee meeting, including the actions taken and vote of each Committee member, as well as a summary of the discussion on each agenda item and the names of those persons making public comment, along with a brief summary of each public comment.

Section 8. Public Comment at Committee Meetings.

Public comment shall be allowed on each item listed on a meeting agenda. Public comment shall normally be allowed after an item is introduced and presented and may be before or after discussion by the Committee. Public comment shall normally be three minutes per person on each item, but may be limited to less than three minutes by the Chair as circumstances warrant. General public comment shall be allowed at the beginning of each regular Committee meeting, not to exceed 15 minutes, and at the end of each regular Committee meeting, provided that each person shall have the same amount of total speaking time for general public comment.

Section 9. Consent Calendar Procedures.

Consent calendar items are considered routine; they shall be heard together and acted on by a single vote. There shall be no separate discussion of these items unless a Committee member or a member of the public requests an item be removed, in which case it shall be heard separately.

Section 10. Regular Calendar Items.

Each Committee shall maintain a list of ongoing and recurring regular calendar items. ACA shall review Bus and Ferry vehicles, signage, schedules, operating policies and procedures, fares, and customer service issues related to persons with disabilities. BPAC shall review Bus Division vehicles, signage, schedules, operating policies and procedures, fares, and customer service issues. FPAC shall review Ferry Division vessels, signage, schedules, operating policies and procedures, fares, and customer service issues. PBAC shall review wayfinding, signage, safety, and rules and regulations related to bicyclists and pedestrians using all District facilities and services but focused primarily on the Bridge Division. Prior to significant changes to bus or ferry operating schedules, changes to bridge tolls or bus and ferry transit fares, adopting the Short Range Transit Plan, considering significant budget change proposals, or any other public hearing held by the Board of Directors, District staff shall present these items, including any Title VI analysis, to each Committee as appropriate, and solicit comments and recommendations.

Section 11. Committee Member Requests for Information.

Committee members who wish to make a request for information at a meeting shall seek recognition from the Chair. Once the request is made and acknowledged by the Chair, the request becomes a request of the Committee, and the Committee shall receive a response. The Chair, with the concurrence of the Committee, shall determine whether a request is proper.

Section 12. Adjournment of Committee Meetings.

The Chair shall adjourn a meeting when the discussion of the business on the agenda has concluded. The Committee may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time.

Section 13. Recordings and Minutes of Committee Meetings.

District staff shall audio record each Committee meeting and video record each Committee meeting held by video conference. Such recordings shall not be erased or destroyed. Draft minutes shall be available no later than ten business days after the meeting. Final minutes shall be available no later than five business days after the meeting at which the minutes are adopted.

[DP base document 11-18-22; first draft 1-10-23]