



## **Bicycle Advisory Committee Charter**

### **ARTICLE I: NAME**

#### **Section 1.**

The name of this organization shall be the Caltrain Bicycle Advisory Committee, hereafter referred to as the Committee.

### **ARTICLE II: PURPOSE**

#### **Section 1.**

The purpose of the Committee is to facilitate dialogue between Caltrain and its current and future customers who use bicycles as their primary mode of access to the Caltrain rail line. This Committee will provide a formal venue for the interests and perspectives of bicyclists to be fully integrated into Caltrain decision-making processes, particularly with respect to:

- New ideas related to the needs of bicyclists on Caltrain
- Proposed investments and pilot programs
- Operating procedures
- Caltrain communications

The Committee shall be advisory in nature, and actions taken shall be brought to the Peninsula Corridor Joint Powers Board by Caltrain staff, when appropriate. Although the Committee is not, and was not created by a legislative body, it has been created as a venue that is open to the public and shall follow the Ralph M. Brown Act to ensure transparency and consistency with the Joint Powers Board and other Caltrain committees.

### **ARTICLE III: LOCATION AND TIME**

#### **Section 1.**

The Committee's meeting place for transaction of business is the headquarters of the San Mateo County Transit District, currently located at 1250 San Carlos Avenue, San Carlos, CA, 94070.

The meeting times will be 6:45 p.m.

### **ARTICLE IV: FUNCTION**

#### **Section 1.**

The function of the Committee is to promote and advance overall communication between Caltrain and members of the bicycling community, and to explore the realm of

needs bicycle riders have with respect to utilizing current and future Caltrain services, while taking into account the needs of all Caltrain customers.

### **Section 2.**

The Committee helps to educate the community-at-large, as well as other bicyclists, and serve as a communication conduit to ensure broad feedback on Caltrain initiatives related to bicycles.

### **Section 3.**

The Committee provides a connection to regional and local bicycle related planning processes between bicycle community stakeholders, the public and public agencies.

## **ARTICLE V: MEMBERSHIP & STAFFING**

### **Section 1.**

The Committee shall be composed of nine (9) members, providing equal representation for San Francisco, San Mateo and Santa Clara counties.

- Each county served by Caltrain shall have three (3) members:
  - One (1) member shall be a public agency staff member responsible for planning and/or policy development related to bicycles
  - One (1) member shall be a representative of a bicycle advocacy organization
  - One (1) member shall be a Caltrain bike passenger from the general public

### **Section 2.**

The members shall be selected by the Staff Coordinating Council (SCC) of the Peninsula Corridor Joint Powers Board. The SCC will serve as a selection panel, with one member representing each of the following:

- San Mateo County Transit District (JPB Managing partner)
- San Francisco Municipal Transportation Agency (JPB Partner)
- Santa Clara Valley Transportation Authority (JPB Partner)

The SCC shall review membership applications and make selections by consensus based on the criteria listed above in Article V, Section 1.

### **Section 3.**

The duration of Committee member terms is two years. The terms will be staggered so that all terms do not expire at the same time. During the first cycle, four of the nine members will serve a one-year term. A lottery was used to determine which members were chosen for the one-year term. Initial members with one-year terms will serve through December 2011. Initial members with two-year terms will serve through December 2012.

Incumbent members whose terms expire are eligible for reappointment pending application.

A vacancy in an unexpired term shall be filled by a person matching the appropriate criteria for the vacant seat as listed in Article V, Section 1.

#### **Section 4.**

Committee participation by each member is expected. The membership of any member who is absent for four (4) out of any (12) consecutive meetings shall automatically terminate. Any resulting vacancy shall be filled for the duration of the departing member's term by a person matching the appropriate criteria for the vacant seat as listed in Article V, Section 1.

#### **Section 5.**

The Committee shall have staff participation and support from the following Caltrain staff departments. All departments listed will provide relevant subject matter expertise and personnel to attend Committee meetings. The Public Affairs department and Committee Secretary will perform additional duties, as listed below:

- Public Affairs
  - Will serve as the primary staff liaison and will be responsible for agenda and item preparation, in collaboration with the Committee Chair and Committee Secretary staff. This department also will ensure staff reports to the Joint Powers Board are reviewed by the Committee Chair and Vice-Chair.
- Executive Staff
  - Will provide the Committee Secretary who will take minutes and perform other administrative support functions including distribution and posting of agendas and maintenance of a current list of Committee members and their contact information, as well as recruitment.
- Customer Service
- Operations
  - In addition to in-house staff, train conductors may be included at meetings, as appropriate.
- Parking & Stations Facilities Management
- Planning & Development

### **ARTICLE VI: OFFICERS**

#### **Section 1.**

The Committee shall annually elect a chairperson and a vice chairperson. The chairmanship shall rotate between representatives of the three counties. Nominations shall be made and elections held at the last regular meeting of each calendar year. An individual receiving a majority of votes of the membership (5 votes) shall be deemed to have been elected and will assume office at the first meeting of the following year. During the first cycle, officers will serve through December 2011.

## **Section 2.**

(a) It shall be the duty of the chairperson to preside over all meetings of the full Committee. The chairperson creates ad hoc committees as necessary and appoints committee chairs. The chairperson shall serve as the official representative of the Committee.

(b) It shall be the duty of the vice chairperson to assist the chairperson in the execution of that office and to preside at meetings in the event of the absence of the chairperson. In the event of a vacancy in the chairperson's position, the vice chairperson shall succeed as chairperson for the balance of the chairperson's term, and the Committee shall elect a successor vice chairperson.

## **ARTICLE VII: SUBCOMMITTEES**

### **Section 1.**

There shall be no standing subcommittees.

## **ARTICLE VIII: MEETINGS**

### **Section 1.**

The Committee shall call at least six bi-monthly, regularly scheduled meetings per year in addition to any special meetings convened by the Chair.

### **Section 2.**

The Committee Secretary shall give written or electronic notice of each regular meeting of the Committee to each Committee member at least one week prior to the meeting date. The Committee Secretary will endeavor to send the agenda to the Chair for approval 24 hours prior to the final agenda being posted. The Committee Secretary will endeavor to provide the complete agenda packet, including a complete correspondence file compiled up to the date of distribution, to each Committee member and post the same to the Caltrain website at least one week prior to the meeting date. In the event that a special meeting is called, the Committee Secretary shall give written or electronic notice to all Committee members at least 72 hours in advance of said meeting and shall post such notice on the Caltrain website at the same time.

### **Section 3.**

A meeting summary shall be posted on the Caltrain website within 2 weeks after a meeting. Official draft minutes will be distributed with the next meeting's agenda.

### **Section 4.**

Staff will endeavor to post all documents that are public records and are to be distributed during a Committee meeting to the Caltrain website 48 hours in advance of the meeting if prepared by Caltrain staff or a member of the Committee, or within one week after a meeting if prepared by some other person.

**Section 5.**

Each member of the public speaking before the Committee shall be limited to three minutes, unless the chairperson, at his or her discretion, permits additional time. Any person addressing the Committee may submit written statements, petitions, or other documents to complement his or her presentation. In case of time constraints in any particular case, the chairperson may limit comments to two minutes per speaker.

**ARTICLE IX: QUORUM****Section 1.**

A simple majority (5 members) of the Committee membership shall constitute a quorum authorized to transact any business duly presented at a meeting of the Committee.

**ARTICLE X: VOTING PROCEDURES****Section 1.**

Each member of the Committee shall have one vote. Members must be present to vote. Action items must have a simple majority vote (5 votes) of the full Committee in order to pass.

**ARTICLE XI: PARLIAMENTARY PROCEDURE****Section 1.**

Meetings are public and will follow Robert's Rules of Order.

**ARTICLE XII: AMENDMENT OF CHARTER****Section 1.**

This charter may be amended at any meeting of the Committee with a two-thirds majority vote (6 votes) of the full Committee, provided that the amendment has been submitted in writing at the previous meeting.

Adopted January 20, 2011