



AGENDA  
**NOTE ROOM CHANGE**

November 20, 2014 - Thursday

5:45 p.m.

1. Pledge of Allegiance
2. Introduction of Catherine Young, Representing San Francisco Bike Organization
3. Call to Order/Roll Call
4. Approval of Minutes of September 18, 2014 Meeting
5. Public Comment  
*Public testimony by each individual speaker shall be limited to three minutes*
6. Alameda Bikes San Francisco Parking Facility Update (Gene Oh)
7. Bicycle Access and Parking Recommendations (Sebastian Petty)
8. Ad Hoc Committee Reports
  - a. Bike Bump Reporting (Dan Provence)  
 Committee Members: Amitabha Banerjee, Wes Brinsfield, Dan Provence
  - b. Bike Capacity (Steve Vanderlip)  
 Committee Members: Jesse Quirion, Edward Saum, Steve Vanderlip
  - c. Timetables/Schedules (Jesse Quirion)  
 Committee Members: Wes Brinsfield, Garrett Turner, Jesse Quirion
9. Chairperson's Report (Garrett Turner)
  - a. 2015 Meeting Calendar
  - b. 2015 Election of Officers
  - c. 2015 Work Plan
  - d. Discussion of Charter Changes – Article VI: Officers
10. Staff Report (Tasha Bartholomew)
  - a. Staff Update and Follow-up Report
11. Written Correspondence
12. Committee Requests  
*Committee members may make brief statements regarding BAC-related areas of concern, ideas for improvement, or other items that will benefit or impact Caltrain service or the BAC*
13. Date and Time of Next Meeting: Thursday, January 15, 2015; 5:45 p.m.
14. Adjournment

*All Items on this agenda are subject to action*

**BAC MEMBERS**

County  
 San Francisco  
 San Mateo  
 Santa Clara

Public Agency  
 Dan Provence  
 Jesse Quirion  
 John Brazil

Bike Organization  
 Catherine Young  
 Steve Vanderlip  
 Edward Saum

General Public  
 Garrett Turner  
 Amitabha Banerjee  
 Wesley Brinsfield

## **INFORMATION TO THE PUBLIC**

If you have questions on the agenda, please contact the Assistant District Secretary at 650.508.6223 or [bacsecretary@caltrain.com](mailto:bacsecretary@caltrain.com). Meeting dates, minutes, and agendas are available on the Caltrain Web site at <http://www.caltrain.com>.

### Location, Date and Time of Regular Meetings

Regular meetings are held at the San Mateo County Transit District Administrative Building located at 1250 San Carlos Ave., San Carlos, CA, which is located one block west of the San Carlos Caltrain Station on El Camino Real. The office is also accessible by SamTrans bus routes FLX, 295, 260, ECR, and 398. Additional transit information can be obtained by calling 1.800.660.4287 (TTY 650.508.6448) or 511.

The Bicycle Advisory Committee meets regularly on the third Thursday of the month at 5:45 p.m. at the same location. Date, time and place may change as necessary.

### Public Comment

If you wish to address the Committee, please fill out a speaker's card located on the agenda table and hand it to the Assistant District Secretary. If you have anything that you wish distributed to the Committee and included for the official record, please hand it to the Assistant District Secretary, who will distribute the information to the Committee members and staff.

Members of the public may address the Committee on non-agendized items under the Public Comment item on the agenda. Public testimony by each individual speaker shall be limited to three minutes and items raised that require a response will be deferred for staff reply.

### Accessibility for Individuals with Disabilities

Upon request, the JBP will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and a preferred alternative format or auxiliary aid or service at least two days before the meeting. Requests should be mailed to Assistant District Secretary at Peninsula Corridor Joint Powers Board, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or emailed to [bacsecretary@caltrain.com](mailto:bacsecretary@caltrain.com); or by phone at 650.508.6279, or TTY 650.508.6448.

### Availability of Public Records

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, at the same time that public records are distributed or made available to the legislative body.

**BICYCLE ADVISORY COMMITTEE (BAC)  
SAN MATEO COUNTY TRANSIT DISTRICT ADMINISTRATIVE BUILDING  
Bacciocco Auditorium, 2nd Floor  
1250 San Carlos Avenue, San Carlos CA 94070**

**MINUTES OF SEPTEMBER 18, 2014**

**MEMBERS PRESENT:** A. Banerjee, J. Brazil, W. Brinsfield, D. Provence, G. Turner (Chair), S. Vanderlip

**MEMBERS ABSENT:** J. Quirion, E. Saum

**STAFF PRESENT:** J. Averill, T. Bartholomew, D. Couch, C. Fromson, A. Maguigad, S. Petty

Vice Chair Wes Brinsfield called the meeting to order at 5:45 p.m. and led the Pledge of Allegiance.

**APPROVAL OF MINUTES OF JULY 17, 2014**

Motion/Second: Provence, Banerjee

Ayes: Banerjee, Brazil, Brinsfield, Provence, Vanderlip

Absent: Quirion, Saum, Turner

**PUBLIC COMMENT**

Pat Giorni, Burlingame, said as of September 18, there have been 212 bike bumps. This is a very critical issue. She said the BAC should try to convince staff and the Board to convert many of the new rail cars to bike cars. This problem can't wait until electrification.

**CALTRAIN MODERNIZATION PROGRAM – PRESENTATION ON ELECTRIC MULTIPLE UNITS (EMU) – Dave Couch**

David Couch, Director, Project Delivery, presented:

- Staff cannot complete the process and go forward with a contract until environmental clearance is reached.
- Status
  - April – Joint Powers Board (JPB) updated on EMU procurement process
  - May – Request For Information (RFI) issued
  - June – Industry responses and meetings with car builders

Chair Garrett Turner arrived at 5:53 p.m.

- Engagement
  - Eleven car builders contacted
    - Four have off-the-shelf models
    - Three participated in the June meeting
    - Staff anticipates two to four car builders will propose in Request for Proposals (RFP)

- Staff informed car builders Caltrain's issues and needs:
  - Maximize car capacity
    - Growing demand – ridership today is over 55,000, future demand will be over 100,000.
    - Today, trips are over 20 miles, weekday capacity peaks at 95 to 125 percent, with 11 percent bikes onboard.
    - In the future, Caltrain will share train slots with high-speed rail (HSR) and will have six Caltrain trains and four HSR trains per hour per direction. Caltrain needs to maximize car capacity and service frequency.
- Industry confirmation – car builders state that to maximize capacity per vehicle:
  - Stick with bi-level EMU
  - Off-the-shelf available
  - Twenty-two to 24 inch floor threshold
  - US regulation compliance
    - Americans with Disabilities Act (ADA)
    - Buy America
    - Federal Railroad Administration (FRA) waiver/alternative compliant vehicles criteria
    - Will meet Caltrain technical and quality standards
- Discussion topics with the public:
  - Consist length
  - Seats and standees
  - Bikes onboard
  - Bathrooms
- Station platform implications:
  - Previous discussions have taken place
  - Current status:
    - No level boarding
    - Eight inch above top of rail
    - Use mini-highs and lifts
    - Supports freight and passenger cars
  - Moving forward
    - Dedicated platforms
      - Capitol Corridor and Altamont Corridor Express (ACE) at two stations, Amtrak at one station, HSR at three stations
    - Different Caltrain EMUs and HSR trains
    - EMUs compatible with existing system
- Challenges for level boarding
  - Conflicting California Public Utilities Commission and ADA requirements.
  - If 25 or 50 inch height is selected, Caltrain would need a waiver.
  - Potential impacts to historic stations.
  - Construction while system is in operation will be a major challenge.
  - Making the transition will be expensive.
  - Caltrain would have to find a way to enable trains to operate at different heights because it can't change all platforms at the same time.
- Stakeholders
  - Boards and elected officials

- Advisory committees
- Customers
- Local agencies and funders
- Advocacy groups
- Two-phase outreach approach: Phase I – Inform RFP, Phase II – Inform selected builder
- EMU input milestones
  - RFI issued – spring 2014
  - Meetings with builders – summer 2014
  - Phase I outreach – summer/fall 2014
  - Develop and issue RFP – winter 2014/2015
  - Select car builder – 2015
  - Phase II outreach – 2016
- Information available on the website at [www.caltrain.com/emu](http://www.caltrain.com/emu), comments or questions can be addressed to [caltrainemu@caltrain.com](mailto:caltrainemu@caltrain.com), a survey is at [www.caltrain.com/emusurvey](http://www.caltrain.com/emusurvey)

Amitabha Banerjee asked if there is a possibility of having more than five cars per train. Mr. Couch said six is the most that can be done at this point until electrification. In the future, there is a possibility of extending the length of the trains, but it would require lengthening the platforms.

Steve Vanderlip asked if all the cars will be passenger cars. Mr. Couch said there will be two vehicles with engines on each set, but there will be space in those cars for seats, bathrooms, bikes, or a combination.

Mr. Brinsfield asked how many responses there have been to the survey. Mr. Couch said there have been more than 2,000 responses.

Mr. Brinsfield asked if the seats could be moved closer together as ridership goes up. Mr. Couch said it is a tradeoff and depends on the manufacturer and how the seats are installed.

Mr. Banerjee said it seems like there will not be more bike capacity and asked if a goal could be to retain the current capacity with new fleet. Mr. Couch said it is part of the mix and is a balance point to consider. He said it is up to the will of the customers and judgment of Board to keep or increase capacity.

Mr. Banerjee asked if the main input comes from the survey. Mr. Couch said it is from the survey tempered by what the builders can do and then the judgment of the Board.

Mr. Brinsfield asked if anything would be impacted or if the configuration would change if HSR did not happen. Mr. Couch said no, HSR will have a different vehicle.

#### Public Comment

Pat Giorni, Burlingame, said if there is no HSR there will not be money to pay for electrification. She said the planning should be for 20 percent bicycle capacity. She said every car should be equipped to carry bicycles. She said seats should be

cantilevered and high enough to put luggage or a folding bike under the seat. She said there are no bathrooms at stations, but the plumbing and sewage is still in place so bathrooms should be installed at stations.

### **BICYCLE ACCESS AND PARKING PLAN (BAPP) – NEXT STEPS – Sebastian Petty**

Sebastian Petty, Senior Planner, said he will come back to the BAC on a regular schedule to talk about how projects have been prioritized and reprioritized, updates on grants, and to get input on whether new projects should be added.

John Brazil said it would be good to have a place holder for the next meeting in case someone has a major issue after reading this document.

Mr. Petty said in 2008, Caltrain created a BAPP focusing on the wayside aspects of Caltrain's bike system including bike parking, how bicyclists get to the station, safety, way finding, etc. The BAPP focused on the 10 highest ridership stations. Since then, there has been limited progress implementing many improvements recommended in the plan, but during that time a second bike car was added to each train. He said as staff moved forward they realized in addition to onboard capacity, wayside facilities had to be addressed. The BAPP discusses progress to date, items that have been completed, items in progress and changes that would now make some of the ideas no longer relevant. He said the document discusses the process defined to look at the recommendations and sort them into pathways that could be moved forward. Caltrain-led projects have cost estimations included, which totals up to about \$3.5 million. The document then discusses how staff would go about prioritizing the projects and seek funds, and how the process gets implemented.

### **AD HOC COMMITTEE REPORTS**

#### **Bike Bump Reporting – Dan Provence**

Mr. Provence said the reporting form includes an explanation about bikes onboard, the number of bike spaces on cars, the growth of ridership, and what information to provide if bumped. He said the group will add the phrase, "We regret you were not allowed to board" to the top of the form. He said Mr. Banerjee looked into making this form a Google form so it would be linked to Twitter and help make the information available to the public faster.

Tasha Bartholomew, Community Relations Officer, said a newer version will be made available at the next meeting. She said Mr. Banerjee created a template and it is being tested. Once the language is agreed upon, then staff can link the form to the Caltrain website and the information will be tweeted out. She said she would like to see this form published by this fall.

Chair Turner asked if the data would be available for people to run analytical reports. Mr. Banerjee said it is just like a spreadsheet and can be done and he is ready to help.

Mr. Brinsfield said the person reporting the bump will have a place to go to look at the data so they will feel their input is valued.

Mr. Brazil suggested moving the explanatory paragraphs to the bottom after the form.

Mr. Vanderlip asked if this would be recorded somewhere for the public to see. Mr. Brinsfield said that is what he was suggesting. Anyone would be able to go to the website and see the history, graphs, etc.

Mr. Banerjee asked what is holding this up. Ms. Bartholomew said she would like the committee to meet one more time and post a draft by the next meeting.

Mr. Brinsfield said he would like to see a beta test or a dummy site and what it would look like on a smart phone.

Chair Turner asked if there is any tracking within Caltrain on when bike cars are full and announced on the visual message signs. April Maguigad, Manager, Rail Operations, said the reporting is not consistent and only happens when the conductors make the effort. She said the reporting is not uniform across all conductors.

Mr. Provence asked what the procedure is to get the message on the sign that a bike car is full. Ms. Maguigad said there is not currently a formal process, but there are some conductors who are more conscientious about it.

#### Public Comment

Pat Giorni, Burlingame, said she redacts the e-mail addresses on her reports, but the JPB prints correspondence however it is received, including e-mail addresses. She asked where the reports will go. She said she sends the bike bumps that she tracks to the Board, the CAC, the BAC, other local bike groups, and hundreds of people. She said she wants this information to stay public and go to the Board and the CAC and BAC.

Chair Turner said the goal is for this to be made public and to be published on the Caltrain website.

Mr. Banerjee said this information will be tweeted out immediately and the account will have a history of all tweets.

#### **Bike Capacity – Steve Vanderlip**

Mr. Vanderlip said the ad hoc committee discussed the top ideas from the list that was submitted at a previous meeting:

- Allow more bikes per rack instead of the current standard of four. Staff is reviewing this idea and discussing it with FRA.
- Add third bike car to existing trains. This is not a change Caltrain can support due to capacity with seated passengers and other issues.
- Six-car trains. One of the reasons for the purchase of new cars is to add a car to each train, but it is primarily for adding seating capacity. Staff is discussing how to implement the cars and whether bike capacity can or will be added.
- Changing luggage racks to have more cubby holes to accommodate more folding bikes. The committee discussed conducting a survey to find out if customers would use folding bikes more often if they were easier to use.

Mr. Brazil said there are space efficiencies for using folding bikes. He said adding a fifth bike to the bike racks and adding a third bike car could result in about a 100 percent

increase in bikes onboard, but over the long term, Caltrain needs a 1,000 percent increase in capacity. He said the BAC should encourage policy makers to plan for the long term.

#### Public Comment

Pat Giorni, Burlingame, said with a third bike car, it would take away a net of 160 seats, which is not a lot considering there will be 1,600 seats added, and would help make capacity consistent between the different train sets. She said asking people to buy folding bikes is not cost effective because they are expensive.

Adina Levin, Menlo Park, said the real reason people use bikes in this area is because their first or last destination is farther away than walking distance from Caltrain stations.

#### **Timetables/Schedules – Jesse Quirion**

Chair Turner said this committee did not meet so he would like to leave the ad hoc committee open so the BAC can get an idea on the process for creating train schedules. Ms. Maguigad said the October changes are mostly due to the construction project.

Chair Turner said the committee would like to work with staff before the next schedule change.

#### **CHAIRPERSON'S REPORT – Garrett Turner**

##### **2014 Work Plan update**

Chair Turner said the Alameda Bikes Update has been moved to November and BAPP recommendations has been added to November. He said the 2015 calendar and the election of officers will be in November.

#### **STAFF REPORT – Tasha Bartholomew**

Ms. Bartholomew reported:

- A new BAC member will be in place by the next meeting.
- BAC recruitment opens November 3.

Mr. Brinsfield said elections are in November and because of the open seats the committee might not know who is electable. He said he would like to consider moving the election until January when the seats are filled. Josh Averill, Assistant District Secretary, said the Charter states the elections are to be done in November, but the committee can postpone the elections if they want to.

Chair Turner said the committee should consider making a change to the Charter to make sure all nine members have an opportunity to run to be chair or vice chair. This problem will come up every year. He said he would like to agendize a discussion on the charter change for November and postpone the elections until January.

Ms. Bartholomew continued:

- Chair Turner will be an actor in the Bikes Onboard Video. The launch date will be October 3.

Public Comment

Pat Giorni, Burlingame, asked if she could submit a letter of support for the BAC members who reapply for the committee. Ms. Bartholomew said it wouldn't hurt.

Adina Levin, Menlo Park, said the bike video should include anti-best practices to show people what not to do.

Mr. Brazil said only bike users will watch this video, so anti-best practices would need to be on a general video.

**WRITTEN CORRESPONDENCE**

Mr. Brinsfield said he is amazed at how well the system is doing given the number of bikes.

**COMMITTEE REQUESTS**

Chair Turner said a 75<sup>th</sup> anniversary event is scheduled for October 18 at NASA Ames Research Center and they are expecting 250,000 people. They are not allowing many cars. Ms. Maguigad said staff is aware of it and have been planning for several months.

Mr. Brazil said there is an event on September 29 about HSR. He asked for more information.

Public Comment

Adina Levin, Friends of Caltrain, said Mr. Brazil is referring to an opportunity for questions and answers and for people to weigh-in on the rail car issues concerning bikes, bathrooms, standing room, and extra attention on platform height and HSR compatibility questions.

**DATE, TIME AND LOCATION OF NEXT MEETING:**

November 20, 2014 at 5:45 p.m., San Mateo County Transit District Administrative Building, 2<sup>nd</sup> Floor Bacciocco Auditorium, 1250 San Carlos Avenue, San Carlos, CA.

Meeting adjourned at 7:42 p.m.



**BAC Committee  
2015 Meeting Calendar**

Thursday – 5:45 PM
January 15
March 19
May 21
July 16
September 17
November 19

BAC meetings: bimonthly – 3rd Thursday 5:45 p.m.

San Mateo County Transit District  
Bacciocco Auditorium, 2<sup>nd</sup> Floor  
1250 San Carlos Avenue  
San Carlos, CA 94070

**Purpose**

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 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.

**Function**

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.

- 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.
- Provides a connection to regional and local bicycle related planning processes between bicycle community stakeholders, the public and public agencies.

**List of Tentative Agenda Topics/Presentations for 2015:**

**Meetings**

- Jan. 15 –
  - Vote on Possible Charter Changes
  - Brown Act Presentation
  - Bicycle Access & Parking Plan??
  - CalMod Update - vehicles

## Caltrain Bicycle Advisory Committee

### 2015 Work Plan

- March 19 –
- May 21 –
  - Presentation on Annual Passenger Count Data
  - CalMod Update - vehicles
- July 16 –
- Sept. 17 –
- Nov. 19 –
  - 2016 Election of Officers
  - 2016 Meeting Calendar

#### Committee Suggestions:



## **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 5:45 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.

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. No person may occupy the chair position for more than two consecutive terms. Nominations shall be made and elections held at the ~~last-first~~ 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-second~~ meeting of the ~~following~~ year.

#### **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  
Revised November 21, 2013