

Proposed Amendment to Citizens Advisory Committee Bylaws

Citizens Advisory Committee

October 18, 2023

Agenda Item 9



Background

- The Citizens Advisory Committee (CAC) was established as a JPB advisory group (Resolution No. 1992-28) to serve as a forum for conveying community information, ideas, and comments to the Board
- Board of Directors adopted a set of Bylaws to formalize the rules of procedure governing the manner in which the CAC functions (Resolution No. 2002-13)
- Bylaws were most recently amended in 2019, adding alternate members and modifying the order of business (Resolution No. 2019-45)

Authority to Amend Bylaws

Pursuant to Article VI of the CAC Bylaws:

- Proposed amendments must be submitted in writing at a meeting and then voted on at a subsequent meeting
- Amendment requires a two-thirds vote of the members present and voting

CAC Order of Business

- Bylaws mandate a strict Order of Business that the CAC must follow for all regular meetings, listed in Article VIII
- Resolution 2019-45 amended the Bylaws to move Public Comment ahead of the Chair's Report
- Bylaws do not allow for changes to the Order of Business on a meeting-by-meeting basis

CAC Order of Business

The Order of Business for a regular meeting is listed in Article VIII of the Bylaws as follows:

- Call to Order
- Pledge of Allegiance to the Flag
- Roll Call
- Minutes
- Public Comments
- Chairperson's Report
- Public Hearings
- Committee Comments
- Pending Action Reports
- Staff Reports
- Old Business
- New Business
- Other Issues
- Adjournment

Proposed Action

- The CAC Bylaws do not have a means for the CAC to change the order to facilitate the CAC's efficient conduct of committee business
- On occasion, CAC discussion and member comment may be facilitated by staff presentation and public comment at the beginning of the agenda
- Staff recommends that the CAC amend the Bylaws to provide for the presentation of staff reports at the beginning of the meeting and to allow the CAC greater flexibility in determining the Order of Business for regular meetings

Proposed Action

- The proposed amendment permits any member of the CAC at the start of the meeting to move to modify the Order of Business to accommodate the needs of the CAC
- Following approval by a majority of the members, the updated Order of Business shall remain operative until the CAC passes a new motion at a later date
- This change would be effected on future agendas for CAC meetings until a new Order of Business is adopted

FOR MORE INFORMATION

WWW.CALTRAIN.COM

