

Adopt Amendments to the JPB Rules of Procedure, the CAC Bylaws and Charter, and the Public Meeting Code of Conduct

**Peninsula Corridor Joint
Powers Board**

August 6, 2026



Proposed Action

- Recommend that the Board of Directors of the JPB amend:
 - JPB Rules of Procedure and Committee Charters to clarify the Committees' jurisdiction, adopt Rosenberg's Rules of Order instead of Robert's Rules of Order, and require action minutes instead of summary minutes
 - CAC Charter and CAC Bylaws to clarify the Board's authority, rename the CAC to the Community Advisory Committee, adopt Rosenberg's Rules of Order instead of Robert's Rules of Order, and require action minutes instead of summary minutes
 - JPB Public Meeting Code of Conduct to change address and address unique configuration of new Board room

Background: JPB Rules of Procedure

- JPB meetings are governed by the JPB Rules of Procedure, which establish the functions and responsibilities of the JPB's standing committees
- JPB adopted Rules of Procedure in 1992 and amended them in 2022 to create current standing committees
- Currently, the Rules require use of Robert's Rules of Order and the preparation of summary minutes of each Board meeting

Proposed Amendments to JPB Rules of Procedure

- Clarify committee jurisdiction:
 - Finance: real estate and proposed procurements (except contracts for projects within jurisdiction of another committee)
 - TOPS: technology, safety, and planning, including capital improvement projects and contracts related to those projects
 - AMP: major capital projects (e.g., the Portal, Diridon, Corridor Crossing) and legislation
- Adopt Rosenberg's Rules of Order instead of Robert's Rules of Order
- Adopt action minutes rather than summary minutes

Background: CAC Bylaws and Charter

- Board established the Citizens Advisory Committee (CAC) as an advisory group in 1992 (JPB Resolution No. 1992-28)
- Board adopted CAC Bylaws in 2002 to formalize the Rules of Procedure governing the conduct of the CAC (JPB Resolution No. 2002-13)
- CAC uses Robert's Rules of Order and prepares summary minutes of each CAC meeting

Proposed Amendments

- Clarify that the members of the CAC serve at the pleasure of the Board
- Require that future amendments to the CAC's Bylaws are reviewed and approved by the Board
- Authorize the Board to revise the CAC Bylaws if deemed to be in the best interest of the JPB and the public
- Rename the Citizens Advisory Committee to the Community Advisory Committee
- Change the Rules of Order from Robert's to Rosenberg's Rules of Order
- Adopt action minutes instead of summary minutes

Background: Public Meeting Code of Conduct

- JPB meetings are subject to the Brown Act, which permits:
 - Agencies to adopt/ enforce policies for orderly, decorous meetings
 - Removal of disruptive individuals to preserve order
- After CAC review, the Board adopted the Code of Conduct in response to Brown Act changes in 2023

Proposed Amendments to Public Meeting Code of Conduct

- Amend Public Meeting Code of Conduct to:
 - Update the address to Caltrain's new headquarters
 - Ensure the hallway remains opposite the Board dais remains clear during meetings to ensure safety and access

Proposed Action

- Recommend that the Board of Directors of the JPB amend:
 - JPB Rules of Procedure and Committee Charters to clarify the Committees' jurisdiction, adopt Rosenberg's Rules of Order instead of Robert's Rules of Order, and require action minutes instead of summary minutes
 - CAC Charter and CAC Bylaws to clarify the Board's authority, rename the CAC to the Community Advisory Committee, adopt Rosenberg's Rules of Order instead of Robert's Rules of Order, and require action minutes instead of summary minutes
 - JPB Public Meeting Code of Conduct to change address and address unique configuration of new Board room

FOR MORE INFORMATION

WWW.CALTRAIN.COM

