

**BYLAWS**  
**of the**  
**MONTEREY-SALINAS TRANSIT DISTRICT**  
**MOBILITY ADVISORY COMMITTEE**

*Revised*  
*September 13, 2021*

**SECTION 1.0: NAME/PROVENANCE:**

The Monterey-Salinas Transit District (MST) Mobility Advisory Committee (Advisory Committee) serves in an advisory capacity to, and at the pleasure of, the Monterey-Salinas Transit District Board of Directors.

The Advisory Committee is designated and serves as the Transportation Agency for Monterey County's (TAMC) Social Services Transportation Advisory Committee (SSTAC) as stipulated in the TAMC Transportation Development Act (TDA) guidelines.

**SECTION 2.0: MISSION:**

The mission of the Advisory Committee is to:

1. Advise the MST Board of Directors on matters relating to all activities of the Consolidated Transportation Services Agency (CTSA)<sup>1</sup>, including the complementary Paratransit service provisions of the Americans with Disabilities Act (ADA).
2. Provide a mechanism for communicating concerns, advice and recommendations between those who rely on MST for their ADA Paratransit needs and/or specialized social service transportation, and the MST Board of Directors.
3. Advise the MST Board of Directors and/or the MST Mobility Department staff, on recommended actions to improve the quality of ADA Paratransit and social services transportation, to include, but not limited to, policies, dispatch, service planning, and field operations.
4. To annually participate in the identification of community transit needs by establishing a short and long-term list of projects which may include new public transportation or specialized transportation services or expanding existing services.

**SECTION 3.0: MEMBERSHIP:**

**3.1: Membership Generally:**

The MST Board of Directors shall appoint not less than nine (9) and not more than fifteen (15) individuals to the MST Advisory Committee with a majority consisting of one-half plus one of the total active members. MST shall provide a staff representative to the Advisory Committee who shall serve as an ex-officio member. The

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<sup>1</sup> Consolidated Transportation Services Agency (CTSA) – In 2006, the Transportation Agency for Monterey County (TAMC) designated Monterey-Salinas Transit District as the CTSA for Monterey County.

MST Board of Directors may appoint one (1) or more Board members to serve as ex-officio members of the Advisory Committee.

The Advisory Committee shall consist of individuals chosen to represent key elements of the community, (e.g., disabled, elderly, social service, Veterans, and healthcare agencies) and comply with the Transportation Development Act requirements of PUC 99238 for Social Services Transportation Advisory Council membership requirements as listed below, in such numbers as determined by the Advisory Committee. As much as practicable, the Advisory Committee shall seek a balance among these categories as well as a geographic balance across MST's service area.

Social Services Transportation Advisory Council Membership requirement:

- One representative of potential transit users who is 60 years of age or older.
- One representative of potential transit users who is disabled.
- Two representatives of the local service providers for seniors, including one representative of social transportation provider if one exists.
- One representative of a local social services provider for persons of limited means
- Two representatives from local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.

In their advisory capacity, members are charged with making suggestions formally through the Committee. The members may identify themselves as members of this assembly, but only the Chair, or designee of the Chair, shall speak specifically for the Advisory Committee.

### 3.2: Term of Membership

The MST Board of Directors shall appoint individuals to the Advisory Committee for three (3) year terms except for the appointee whose age ranges from 15-17 years old shall serve no more than a one (1) year term. Terms shall be staggered so that, insofar as possible, one-third of appointments shall expire each year. Initial length of terms under these bylaws shall be determined by lot among the members. Members shall be eligible for reappointment.

### 3.3: Membership Solicitation:

On a continuous basis, MST shall announce and publicize potential vacancies on the Advisory Committee and call for the nomination of persons to serve as members. MST staff shall elicit expressions of interest, process application forms, and compile background information. Individuals may be nominated by organizations, may be self-nominated, or may be nominated by the Advisory Committee itself.

Applicant information shall be provided to the Advisory Committee for review. The Advisory Committee shall review the nominations and recommend appointments on an annual basis to the MST Board of Directors at the Board's December meeting or when/if there becomes a vacancy needing to be filled per section 3.4: Vacancies/Removal below to achieve minimum membership. Advisory Committee terms shall begin in January.

### 3.4: Vacancies / Removal:

Vacancies may occur upon resignation, disability, or removal by the Advisory Committee for lack of participation or other good cause, as determined by the Advisory Committee by majority vote. Upon the occurrence of a vacancy, the Advisory Committee may nominate a successor to the MST Board of Directors from its existing files of nominees or may call for additional nominations. If the member whose departure caused

the vacancy was nominated by an organization, that organization may nominate a potential replacement. Vacancies shall be filled only for the unexpired term of the departing member.

## **SECTION 4.0: OFFICERS:**

### **4.1: Terms and Election of Officers:**

During the first meeting of the calendar year, the Advisory Committee shall elect a Chair and Vice Chair to serve for a one (1) year term. The Chair shall preside at all meetings of the Advisory Committee. The Vice-Chair shall perform the duties of the Chair in his or her absence.

If both officers are absent, the majority of the quorum may elect a presiding officer for that meeting. Upon resignation or removal of an officer, a special election shall be held. Ex-officio members of the Advisory Committee are not eligible for election as officers.

### **4.2: Duties of Officers:**

4.2.1: Chair - The Chair of the Advisory Committee sets meeting agendas, presides over all Advisory Committee meetings, appoints subcommittees and carries out any other duties assigned by the MST Board of Directors. The Chair shall be the primary liaison with MST staff.

4.2.2: Vice Chair - Upon the inability or unwillingness of the Chair to serve, the Vice Chair, shall succeed to the Chair for the remainder of the term. In the temporary absence or incapacity of the Chair, the Vice Chair shall carry out the duties of the Chair.

4.2.3: Members - The Advisory Committee shall select an acting Chair in the absence of both the Chair and the Vice Chair.

4.2.4: Members – Members are required to attend scheduled meetings. Failure to notify MST staff or the Advisory Committee Chair or Vice Chair of non-attendance in a timely manner twice in a 12-month period shall result in being dropped from the Advisory Committee.

## **SECTION 5.0: STAFF:**

MST staff shall serve as primary staff to the Advisory Committee.

## **SECTION 6.0: ORGANIZATION AND PROCEDURES:**

### **6.1: Meetings.**

The Advisory Committee shall meet at a regular time and date agreed upon by a majority of the members to carry out the purpose and duties described above. The meetings shall be open and public in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.). The meetings shall be held at a location accessible to persons with disabilities.

### **6.2: Quorum.**

A majority of the voting members shall constitute a quorum for the transaction of business. A majority consists of one-half plus one of the total active members.

### **6.3: Voting.**

Each member, with the exception of the ex-officio members, shall have one (1) vote. Ex-officio members of the Advisory Committee shall not vote although they may participate freely in any and all discussions of the Advisory Committee. Voting on all matters shall be on a voice vote unless any member in attendance requests a roll call. In the event that a meeting is held via video or teleconference, a roll call vote shall be taken on matters requiring action.

#### 6.4: Limitation of Discussion:

Discussion on any particular matter by Advisory Committee members or by any member of the general public may be limited at the discretion of the Chair to such length of time as the Chair may deem reasonable under the circumstances.

#### 6.5: Conduct of Meetings:

The meetings shall be conducted in accordance with the principles of Robert's Rules of Order.

#### 6.6: Minutes:

Official minutes will be kept, noting the members and visitors present, motions entertained, and actions taken at each meeting. Minutes shall be prepared by staff and submitted to the MST Board of Directors after each Advisory Committee meeting.

#### 6.7: Bylaws:

Subject to the approval by the MST Board of Directors, the information set forth in these bylaws shall be deemed sufficient to serve as the bylaws for the Advisory Committee. These bylaws may be amended by a majority vote of the Advisory Committee and subsequent approval by the MST Board of Directors.

#### 6.8: Communications:

The Advisory Committee may communicate freely with elected or appointed bodies, public or private agencies or individuals to obtain information or opinions regarding MST Advisory Committee matters. Copies of relevant correspondence regarding Advisory Committee issues shall be forwarded to the MST Board of Directors.

#### 6.9: MST Staff Assistance:

MST staff assistance shall consist of providing information, preparing meeting agendas as directed by the Chair, preparing meeting minutes, preparing correspondence and reports as requested by the Advisory Committee, and generally assisting the Advisory Committee.

#### 6.10: Conflict of Interest:

An Advisory Committee member or ex-officio member shall disqualify himself/herself from making, participating in, or attempting to influence any Advisory Committee decision which will have a foreseeable material financial effect, distinguishable from its effect on the public generally, on (1) any real property in which said person has a direct or indirect interest worth more than \$2000; (2) any source of income aggregating \$250 or more in value provided to, received by, or promised to said persons within twelve (12) months prior to the time when the decision is made; or (3) any business entity in which said person is a director, officer, partner, trustee, employee, or holds any position of management. Each Advisory Committee member shall file with MST an annual statement of economic interests on a form prescribed by the California Fair Political Practices Commission (FPPC).