

**BYLAWS OF THE  
REGIONAL TRANSPORTATION PLANNING AGENCY  
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL**

The Social Services Transportation Advisory Council (SSTAC) was established under the Transportation Development Act (TDA). The SSTAC serves as an advisory body to the Tehama County Transit Agency Board regarding the transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped and persons of limited means.

The SSTAC shall be governed by the following bylaws.

**A. RESPONSIBILITIES:**

1. Advise TCTAB on the transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped and persons of limited means.
2. Annually participate in the identification of transit needs in Tehama County, including unmet transit needs that may exist and may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services by expanding existing services.
3. Annually review and recommend action by the transportation planning agency for the area within the jurisdiction of the council which finds, by resolution, that (A) there are no unmet transit needs, (B) there are no unmet transit needs that are reasonable to meet, or (C) there are unmet transit needs, including needs that are reasonable to meet.
4. Advise TCTAB on any major transit issues, including the coordination and consolidation of specialized transportation services.

**B. MEMBERS:**

1. TCTAB shall appoint nine (9) SSTAC members in the following categories as established in Public Utilities Code Section 99238:
  - (a) One (1) representative of potential transit users who is 60 years of age or older.
  - (b) One (1) representative of potential transit users who is handicapped.
  - (c) Two (2) representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
  - (d) Two (2) representatives of local social service providers for the disabled, including one representative of a social service transportation provider.
  - (e) One (1) representative of a local social service provider for persons of limited means.

- (f) Two (2) representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, including one representative from an operator.
- (g) TCTAB may appoint additional members from a broad representation of social service and transit providers representing the elderly, the handicapped and persons of limited means. In appointing council members, TCTAB will attain geographic and minority representation among council members. Candidates shall complete an application for appointment provided by TCTAB.

2. **Alternates:**

The appointing authority for any Member may appoint an Alternate Representative, who shall serve at the pleasure of the appointing authority. The Alternate Representative shall be a person having a professional affiliation with the Member and must have developed and demonstrated prior interest and knowledge of the Council by attending prior Council meetings during the Member's term. The Alternate Representative shall serve and vote in place of the Member only if the Member is absent. Any meeting attended by the Alternate Representative shall not constitute an absence of the Member. In the event of the vacancy, the alternate of the member shall act on their behalf until a successor for the member is selected and has been qualified.

**C. TERM OF OFFICE:**

The term of office shall be held until a member resigns, misses three consecutive regular meetings without good cause or notification, or when a member can no longer carry out their responsibilities as a Councilmember.

**D. DESIGNATION OF ALTERNATE:**

A member representing a provider or agency may designate an alternate representing the same provider or agency who may attend meetings in lieu of the member and shall have the right to vote.

**E. VACANCIES:**

- 1. A vacancy shall be created when a member: resigns; misses three consecutive regular meetings without good cause or notification, so entered in the minutes; or when a member can no longer carry out their responsibilities as a Councilmember.
- 2. If a member representing a provider or agency resigns during their term, the member's designated alternate shall assume the term of the member.

3. Except as stated in the above paragraph, TCTAB shall recruit a new member when a vacancy exists, and a designated alternate is unable or unwilling to assume the position.
4. When a candidate applies to fill a vacancy, the SSTAC will review the application and make a recommendation to the TCTAB.

#### **F. ELECTION OF OFFICERS:**

During the first meeting of the calendar year, a Chair and Vice Chair will be elected by the Council and serve for one calendar year. If an officer resigns, a new officer shall be appointed at the next SSTAC meeting.

#### **G. DUTIES OF OFFICERS:**

1. Chair: The Chair will call to order, make announcements and preside at all meetings of the SSTAC.
2. Vice Chair: In the absence of the Chair, the Vice Chair will perform the duties of the Chair. Upon the absence of both the Chair and Vice Chair, the majority of a quorum may appoint a presiding officer for the meeting.
3. Deputy County Clerk: The Deputy County Clerk will keep minutes of all SSTAC meetings and assist with the preparation and distribution of the agendas.

#### **H. ORGANIZATION AND PROCEDURES:**

1. Meetings: The SSTAC will meet bimonthly, on the first Thursday of the month at 3:00 p.m. in the Tuscan Room of the County Administration building located at 727 Oak Street, Red Bluff. The meetings will be open to the public in compliance with the Brown Act, Government Code Section 54950 et seq. This facility is fully ADA compliant to facilitate the attendance of physically handicapped and disabled members of the SSTAC and the community in general.
2. Quorum: A majority of the nine (9) voting members will constitute a quorum in order to conduct the business of the SSTAC.
3. Voting: Voting on all matters of the SSTAC shall be by a voice vote.
4. Conduct of Meetings: Meetings are to be consistent with the Brown Act.
5. Minutes: Official minutes recording the members and guests present, motions entertained, and actions taken at each meeting will be prepared by the Deputy County Clerk and made available after each SSTAC meeting.
6. Bylaws: These bylaws may be amended by majority vote of the SSTAC members and subsequent approval of TCTAB.

7. Staff Assistance: TCTAB staff will assist the SSTAC by providing information, preparing meeting agendas and minutes, preparing correspondence and reports as requested by the SSTAC, and generally assisting the SSTAC.

Approved by SSTAC on  
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Chair:

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Date: