RATIFIED: May 8, 1986
AMENDED: May 20, 1992
AMENDED: November 4, 1998
AMENDED: February 6, 2008
AMENDED: August 6, 2014

CITIZENS TRANSPORTATION ADVISORY COMMITTEE (CTAC)
BYLAWS

ARTICLE I: FUNCTIONS

The Citizens Transportation Advisory Committee (hereinafter referred to as "CTAC") serves as representatives of the general public. The functions of CTAC are as follows:

A. To develop and forward recommendations on transportation policies and implementation.

B. To review and study existing transportation related issues and affairs.

ARTICLE II: MEMBERSHIP

Section 1: Regular Members. The Committee shall be composed of Fifteen (15) regular voting members, representing various public interests concerned with transportation, shall be appointed to the Citizens Transportation Advisory Committee (CTAC) by the Board of Supervisors, incorporated cities and the San Luis Obispo Council of Governments as follows:

- One appointed by the city council (7 members)
- One appointed by each District Supervisor (5 members)
- Three at-large, appointed by the San Luis Obispo Council of Governments, ***every even numbered year*** - with emphasis placed on assurance of a balanced representation of user groups.

Each regular member shall serve so long as the appointing body allows or until resignation. Vacancies shall be filled by the appropriate appointing agency. Each regular member shall have full voting privileges.

Section 2: Absences. Members shall be notified in writing after two (2) consecutive absences without an advance explanation from regular Committee meetings. The Committee may recommend that the appointing entity drop a member from its rolls after the third consecutive absences, without an advance explanation upon a vote of a majority of the active Committee membership

Section 3: Vacancies. Should a vacancy occur on the Committee by reason of resignation, disability, or otherwise, the original appointing entity shall then appoint a member to fill the vacancy.

ARTICLE III: OFFICERS

Section 1: Officers. The officers of the Committee shall consist of a Chairman and Vice Chairman. A staff secretary will be provided to:

1. Keep the minutes of all meetings.
2. Give or serve all notices required by these Bylaws.
3. Prepare the agenda for all meetings.
4. Be custodian of Committee records.

Section 2: Selection of Officers. The Chairman and Vice Chairman shall be chosen by majority vote of the regular members of the Committee. Secretarial services shall be provided by the San Luis Obispo Council of Governments. The selection of officers shall take place at the January meeting.

Section 3: Term of Office. Officers shall serve for a term of one year. No elected officer shall serve more than two (2) consecutive one-year terms in any office.

Section 4: Vacancies. When a vacancy occurs it shall be filled by an election at the next regular meeting to follow such vacancy by a majority vote of the members present.

Section 5: Duties of Officers.

A. Chairman:

1. To preside at all meetings of the Committee.
2. To call special meetings of the Committee in accordance with these Bylaws.
3. To see that all actions of the Committee are properly taken.
4. To appoint standing subcommittees.

B. Vice Chairman:

1. To exercise or perform all the duties and be subject to all the responsibilities of the Chairman during the absence, disability, or disqualification of the Chairman.
2. To assist the Chairman in the conduct of Committee business.

ARTICLE IV: MEETINGS

Section 1: Regular Meetings. A Regular meeting of the Committee shall be held at least prior to each regularly scheduled SLOCOG Board meeting. Notice shall be sent to members stating the time and place of the meeting. A Regular meeting may be canceled or rescheduled by the Committee at any meeting.

Section 2: Special Meetings. The Chairman or the SLOCOG Executive Director may call a Special meeting of the Committee, provided written notice is given all members at least 24 hours in advance, proper public notice is given.

Section 3: Quorum. A quorum shall consist of a majority of seated voting members of the Committee. No formal action shall be taken in the absence of a quorum, except to adjourn the meeting to a later date.

Section 4: Agenda. Items for the agenda shall be provided to the Chairman by staff at least seven (7) days in advance of the meeting. The Chairman, at his/her discretion, may add matters of urgent business to the agenda. A written copy of the agenda for each meeting shall be given each regular member at least 48 hours in advance of a regular meeting.

Section 5: Proceedings. In all matters, not otherwise provided for herein, all meetings of the Committee shall be conducted in accordance with Robert's Rules of Order, Newly Revised.

ARTICLE V: SUBCOMMITTEES

Section 1: The Chairman shall appoint the members and determine the duties of Subcommittees, as needed or directed by the Committee.

Section 2: Subcommittees shall make and submit recommendations to the full Committee for appropriate action.

ARTICLE VI: EFFECTIVE DATE

Section 1: These Bylaws and any amendments shall go into effect upon the date of adoption by the San Luis Obispo Council of Governments.