

Plumas County Transportation Commission Social Services Transportation Advisory Council (SSTAC) By-Laws

I. Preface.

- A. Senate Bill No. 498, approved by the Governor of California on September 16, 1987, required the establishment of a social services transportation advisory council to serve as an advisory body to the Plumas County Transportation Commission regarding the transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped, and person of limited means.
- B. The Plumas County Transportation Commission hereby establishes a social services transportation advisory council, which shall be governed by these By-Laws and its Rules.

II. Council Name.

- A. The long name of the council shall be known as: "Plumas County Social Services Transportation Advisory Council."
- B. The short name of the Council shall be known as: "SSTAC"

III. Council Membership.

- A. The social services transportation advisory council shall consist of the following members:
 - 1. One (1) representative of potential transit users who is 60 years of age or older.
 - 2. One (1) representative of potential transit users who is handicapped.
 - 3. Two (2) representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.
 - 4. Two (2) representatives of local social service providers for the handicapped, including one (1) representative of a social service transportation provider, if one exists.
 - 5. One (1) representative of a local social service provider for persons of limited means.
 - 6. Two (2) representatives from the 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.
 - 7. The transportation-planning agency may appoint additional members in accordance with the procedure prescribed in subdivision (b).

- B. Voting Members of the social services transportation advisory council shall be appointed by the transportation planning agency, which shall recruit candidates for appointment from a broad representation of social service and transit providers representing the elderly, the handicapped, and persons of limited means. In appointing council members, the transportation-planning agency shall strive to attain geographic and minority representation among council members. Of the initial appointments to the council, one-third of them shall be for a one-year term, one-third shall be for a two-year term, and one-third shall be for a three-year term. Subsequent to the initial appointment, the term of appointment shall be for three years, which may be renewed and re-renewed.
- C. The Chair of the council shall be designated by the Plumas County Transportation Commission from among the appointed council members.
- D. A non-voting member shall be appointed to the council by the Plumas County Director of Public Works to perform staff support duties on behalf of the council.

IV. Council Responsibilities.

- A. The social services transportation advisory council shall have the following responsibilities:
 - 1. Annually participate in the identification of transit needs in the jurisdiction, including unmet transit needs that may exist within the jurisdiction of the council and that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services or by expanding existing services.
 - 2. 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.
 - 3. Advise the transportation-planning agency on any other major transit issues, including the coordination and consolidation of specialized transportation services.
 - 4. Review and make recommendations concerning the adoption of transit related reports and plans to the Plumas County Transportation Commission. These reports and plans include, but are not limited to the latest editions of, the Mobility Management Feasibility Study and the Plumas County Short Range Transit Plan.
 - 5. Assist the Plumas County Transportation Commission with the Commission's duty to establish and implement its citizen participation process by assuring SSTAC acts as a mechanism to solicit the input of transit dependent and transit disadvantaged persons, including the elderly, handicapped, and persons of limited means.
- B. SSTAC is responsible for conducting its business in compliance with the California Ralph M. Brown Act (Government Code Section 54950, et seq.).

V. Budget.

- A. Budget support shall be provided by the Plumas County Transportation Commission. Any request for project or support funds will be voted upon by a majority of SSTAC and submitted to the Transportation Commission for approval before any funds may be expended.
- B. Voting Members of SSTAC are entitled to reimbursement of mileage costs in accordance with Plumas County Policies. The Transportation Commission budget shall include funds for payments therefor.

VI. Amendments to Bylaws.

- A. These By-laws are adopted by, and may be amended from time to time, by the Plumas County Transportation Commission.
- B. A proposed amendment must be introduced by appearing on a special or regular meeting agenda, posted in accordance with the provisions of the Brown Act. This action is known as the "First Reading."
- C. The proposed amendment must then appear on a subsequent special or regular meeting agenda, posted in accordance with the provisions of the Brown Act. This action is known as the "Second Reading" and the amendment may be voted upon by the Plumas County Transportation Commission.
- D. No amendment is deemed to be approved unless it receives at least 4 affirmative votes from Commission members. Proxy voting by absent members is not permitted.

Plumas County Transportation Commission Social Services Transportation Advisory Council Rules

I.Quorum.

A quorum of the SSTAC consists of five (5) voting members to be present.

II.Proxy Voting.

Proxy voting by absent members is not permitted.

III.Agenda Preparation.

Staff shall be responsible for the timely preparation of a meeting agenda, in consultation with the SSTAC Chair.

IV.Staff Support for SSTAC.

Staff support duties on behalf of the council shall include, but not be limited to:

- A. Coordination of the SSTAC meeting schedule.
- B. Responsible for advance coordination of the council meeting agendas with the SSTAC Chair.
- C. Responsible for posting the council meeting agenda in compliance with the Brown Act.
- D. Responsible for assuring the taking of meeting minutes.
- E. Responsible for timely distribution of the meeting agenda packets, following consultation with the SSTAC Chair.
- F. Performing liaison duties among the SSTAC Chair, SSTAC Members and the PCTC Executive Director.
- G. Responsible for timely distribution of the draft minutes of a meeting within twenty-one (21) calendar days of the meeting.

V. Amendments to the Rules

- A. These Rules are adopted by, and may be amended from time to time, by the Plumas County Transportation Commission.
- B. A proposed amendment must be introduced by appearing on a special or regular meeting agenda, posted in accordance with the provisions of the Brown Act. This action is known as the "First Reading."
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