



Citizens Advisory Committee Overview

Background

Public Utilities Code (PUC) 130105 requires the Orange County Transportation Authority (OCTA), in its role as the county transportation commission, to appoint a Citizens Advisory Committee (CAC) to provide input on OCTA's transportation projects, programs, and services. PUC 130105 states that, the commission shall..."Appoint ... a citizens advisory committee, which membership shall reflect a broad spectrum of interests and all geographical areas of the county."

The CAC has gone through a series of membership changes through the years as the OCTA board membership has changed. The present membership, which was adopted by the Board of Directors on February 7, 2005, created a 34 member committee.

Membership Criteria

OCTA Board Members appoint two members each to the CAC, creating a committee of 34 members.

Committee members should be geographically based with representation from all supervisorial districts. A balance of interest is desired between all modes of transportation. Members with proven community involvement, a demonstrated interest in community activities and transportation issues, and a willingness to dedicate no fewer than 20 hours per year to OCTA is desired.

Meeting Frequency

The committee as a whole should meet a minimum of twice per year to hear about upcoming transportation projects and participate in meaningful discussions regarding OCTA outreach efforts. During the year, committee members volunteer to serve on ad hoc committees, participate in roundtable discussions, and hear and advise on various transportation projects, programs and services.

Responsibilities

The committee's responsibilities include:

- Commenting on significant transportation issues, suggesting possible solutions and making recommendations to the OCTA Board of Directors;
- Identifying opportunities for community input;

- Recommending mechanisms and methodologies for obtaining public opinion on specific transportation issues;
- Serving as a liaison between the public and OCTA.

Election of Chair/Vice-Chair

The CAC members shall annually elect a chair to set the agenda with staff and run the meetings. Should the chair be absent, the vice-chair will run the meeting.

Terms of Service

Committee members serve staggered terms of two years beginning in July. Terms are served at the pleasure of the appointing board member. If an appointing Board Member leaves the office, the replacing Board Member has the choice of leaving the acquired appointees in place or replacing the appointees.

Recruitment

Every year, one half of the CAC members' terms expire. About four months prior, an ad is placed in the newspaper of choice seeking interest from the public on serving on the CAC. Staff also polls the members with expiring terms to determine their interest in continuing. This information along with any new applications of interest is passed on to members of the Board. The decision to continue with existing appointments or to appoint a new member is solely the decision of the appointing Board Member.

In the event a member resigns before the term expires, the appointing Board member can appoint a new member mid-term.



CITIZENS ADVISORY COMMITTEE MISSION STATEMENT

As a broad-based, geographically representative committee of the Orange County Transportation Authority (OCTA), created and appointed by the OCTA Board of Directors, the mission of the Citizens Advisory Committee is to provide advice and recommendations to the OCTA for reaching the greatest possible public consensus concerning Orange County transportation matters.

To carry out its mission, the Citizens Advisory Committee will:

1. Review significant transportation issues and provide recommendations to the OCTA Board of Directors as appropriate.
2. Recommend mechanisms and methodologies for obtaining public opinion on specific transportation issues.
3. Identify opportunities for community input.
4. Serve as a liaison between the public and OCTA.



CITIZENS ADVISORY COMMITTEE BYLAWS

Membership and Term

Each member of the Orange County Transportation Authority (OCTA) 17-member Board of Directors appoints two county citizens to serve on the Citizens Advisory Committee (CAC).

- Committee members serve staggered terms of two years.
- All members will serve terms as appointed at the pleasure of their appointing Board Member.
- Any new member appointed to fill an open position created by a resignation will serve the remainder of the resigning member's term.

Election/Removal of Chair and Vice Chair

The members of the CAC will elect, by majority vote, a Chair and Vice Chair at the first committee meeting. The individuals selected as Chair and Vice Chair will serve for one year. These positions may be replaced at any time by a majority vote of the full committee. In the event of resignations, the replacement will be elected by a majority vote.

Duties of the Chair/Vice Chair

Chair:

- Schedule meeting dates
- Establish meeting agenda
- Serve as ex-officio member of all subcommittees
- Act as spokesperson for the CAC when required
- Determine assignments to ad hoc committees based on member interest

Vice Chair:

- Perform duties of Chair when Chair is absent
- Perform other duties as required

Affirmed by CAC vote 10/16/07

Quorum

Attendance by a simple majority of those appointed will establish a quorum. A quorum must be present for any votes to be valid. Information and discussion may take place if a quorum is not present.

Meetings

The CAC will meet as a whole at least two times every year.

- Members of the CAC will adopt a set time and date for their regular meetings.
- Members are expected to make a commitment to attend. Members unable to attend due to extenuating circumstances must notify OCTA staff prior to the CAC meeting.
- Committee members participate in committee activities on behalf of the organization or constituency they represent. Personal interests or issues should not interfere with committee business at any time.

Affiliation

Members may not characterize their opinions or views as representative of the CAC as a whole unless given direction to do so by a majority vote of the committee.

Public Outreach Participation

Throughout the year, committee members will have the opportunity to participate in various public outreach programs to help OCTA seek input on specific issues or projects. Committee members may be asked to participate in outreach programs which may include ad hoc committees, focus groups, roundtable discussions, special events, public open houses, etc. Additional members from the public may also be recruited, as appropriate.