



## **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.