

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

*Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough • Menlo Park • Millbrae
• Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

SPECIAL MEETING NOTICE

BOARD RETREAT

Meeting No. 223

DATE: Thursday, April 8, 2010

TIME: 6:00 P.M.
Dinner Provided

NOTE: *Revised Starting Time & Change of Location*

PLACE: San Mateo County Transit District Office
1250 San Carlos Avenue, **Fourth Floor Dining Room**
San Carlos, CA

PARKING: Available adjacent to and behind building.
Please note the underground parking garage is no longer open.

PUBLIC TRANSIT: SamTrans Bus: Lines 261, 295, 297, 390, 391, 397, PX, KX.
CalTrain: San Carlos Station.
Trip Planner: <http://transit.511.org>

RETREAT AGENDA

1.0 INTRODUCTIONS (6:00 p.m.)

2.0 GUEST SPEAKER (6:15 – 6:45 p.m.)

Senator Leland Yee - California State Senator - Eighth District

3.0 DINNER (6:45 – 7:15 p.m.)

- 4.0 C/CAG BOARD TABLE DISCUSSIONS (7:15 – 7:45 p.m.) Tom Kasten
- 5.0 REPORT OUT/ DISCUSSION (7:45 – 8:15 p.m.)
- 6.0 CONCLUSION (8:15 – 8:30 p.m.) Tom Kasten
- 7.0 ADJOURN

Next scheduled meeting: May 13, 2010 Regular Board Meeting

C/CAG Board Members

Acronyms

Bylaws

**C/CAG Rules of Conduct and
Recommendations for Member Agencies**

C/CAG Board Members

C/CAG

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2010 BOARD MEMBERS

Chair: Tom Kasten, Council Member, Town of Hillsborough
Vice Chair: Carole Groom, Supervisor, San Mateo County
Vice Chair: Bob Grassilli, Council Member, City of San Carlos

VOTING MEMBERS

<u>AGENCY</u>	<u>REPRESENTATIVE</u>	<u>ALTERNATE</u>
Atherton	Jerry Carlson	Kathy McKeithen
Belmont	Coralin Feierbach	Dave Warden
Brisbane	Sepi Richardson	
Burlingame	Terry Nagel	Michael Brownrigg
Colma	Joseph Silva	Diana Colvin
Daly City	David Canepa	Carol Klatt
East Palo Alto	Carlos Romero	Ruben Abrica
Foster City	Linda Koelling	Art Kiesel
Half Moon Bay	Naomi Patridge	Marina Fraser John Muller
Hillsborough	Tom Kasten	Christine Krolik
Menlo Park	Kelly Fergusson	Rich Cline
Millbrae	Paul Seto	Daniel F. Quigg
Pacifica	Julie Lancelle	Sue Digre
Portola Valley	Maryann Moise Derwin	John Richards
Redwood City	Rosanne Foust	Alicia Aguirre
San Bruno	Irene O'Connell	Jim Ruane
San Carlos	Bob Grassilli	Omar Ahmad
San Mateo	Brandt Grotte	Jack Mathews
San Mateo County	Carole Groom	Richard Gordon
South San Francisco	Karyl Matsumoto	Kevin Mullin
Woodside	Deborah Gordon	

NOTE: 11 voting members needed for a quorum.

C/CAG EX-OFFICIO (NON-VOTING) MEMBERS

AGENCY

REPRESENTATIVE

ALTERNATE

San Mateo County
Transportation
Authority

Rosanne Foust

San Mateo County
Transit District

Karyl Matsumoto

C/CAG STAFF

Richard Napier, Executive Director
650-599-1420

Nancy Blair, Administrative Assistant
650-599-1406

2010 C/CAG Board Members – Contact Information

Agency	Representative	Alternate
Atherton	Jerry Carlson Town of Atherton 91 Ashfield Road Atherton, CA 94027 jcarlson@ci.atherton.ca.us	Kathy McKeithen Town of Atherton 91 Ashfield Road Atherton, CA 94027 kmckeithen@ci.atherton.ca.us
Belmont	Coralin Feierbach City of Belmont One Twin Pines Lane Belmont, CA 94002 cfeierbach@belmont.gov	Dave Warden City of Belmont One Twin Pines Lane Belmont, CA 94002 dwarden@belmont.gov
Brisbane	Sepi Richardson City of Brisbane 50 Park Lane Brisbane, CA 94005 richardson@ci.brisbane.ca.us	
Burlingame	Terry Nagel City of Burlingame 501 Primrose Road Burlingame, CA 94010 tnagel@burlingame.org	Michael Brownrigg City of Burlingame 501 Primrose Road Burlingame, CA 94010 mbrownrigg@burlingame.org
Colma	Joseph Silva Town of Colma 1198 El Camino Real Colma, CA 94014 joseph.silva@colma.ca.gov	Diana Colvin Town of Colma 1198 El Camino Real Colma, CA 94014 dcolvin@colma.ca.gov
Daly City	David Canepa City of Daly City 333 - 90th Street Daly City, CA 94015 dcanepa@dalycity.org	Carol Klatt City of Daly City 333 - 90th Street Daly City, CA 94015 cityclerk@dalycity.org
East Palo Alto	Carlos Romero City of East Palo Alto 2415 University Avenue East Palo Alto, CA 94303 cromero_ezln@yahoo.com	Ruben Abrica City of East Palo Alto 2415 University Avenue East Palo Alto, CA 94303 rubenxl@aol.com

2010 C/CAG Board Members – Contact Information

Agency	Representative	Alternate
Foster City	Linda Koelling City of Foster City 610 Foster City Boulevard Foster City, CA 94404 lkoelling@fostercity.org	Art Kiesel City of Foster City 610 Foster City Blvd. Foster City, CA 94404 akiesel@fostercity.org
Half Moon Bay	Naomi Patridge City of Half Moon Bay 510 Main Street Half Moon Bay, CA 94019 naomip@hmbcity.com	John Muller City of Half Moon Bay 510 Main Street Half Moon Bay, CA 94019 jmuller@hmb.city.com Marina Fraser City of Half Moon Bay 501 Main Street Half Moon Bay, CA 94019 marinaf@hmbcity.com
Hillsborough	Thomas Kasten - Chair Town of Hillsborough 1600 Floribunda Avenue Hillsborough, CA 94010 TKasten@hillsborough.net	Christine Krolik Town of Hillsborough 1600 Floribunda Avenue Hillsborough, CA 94010 CKrolik@hillsborough.net
Menlo Park	Kelly Fergusson City of Menlo Park 701 Laurel Street Menlo Park, CA 94025 kfergusson@menlopark.org	Rich Cline City of Menlo Park 701 Laurel Street Menlo Park, CA 94025 racline@menlopark.org
Millbrae	Paul Seto City of Millbrae 621 Magnolia Avenue Millbrae, CA 94030 pseto@ci.millbrae.ca.us	Daniel Quigg City of Millbrae 621 Magnolia Avenue Millbrae, CA 94030 dquigg@ci.millbrae.ca.us
Pacifica	Julie Lancelle City of Pacifica 170 Santa Maria Avenue Pacifica, CA 94044 jlancelle@ci.pacifica.ca.us	Sue Digre City of Pacifica 170 Santa Maria Avenue Pacifica, CA 94044 sdigre@ci.pacifica.ca.us

2010 C/CAG Board Members – Contact Information

Agency	Representative	Alternate
Portola Valley	Maryann Moise Derwin Town of Portola Valley 765 Portola Road Portola Valley, CA 94025 mderwin@portolavalley.net	John Richards Town of Portola Valley 765 Portola Road Portola Valley, CA 94025 jrichards@portolavalley.net
Redwood City	Rosanne Foust City of Redwood City 1017 Middlefield Road Redwood City, CA 94063 rfoust@redwoodcity.org	Alicia Aguirre City of Redwood City 1017 Middlefield Road Redwood City, CA 94063 aaguirre@redwoodcity.org
San Bruno	Irene O'Connell City of San Bruno 567 El Camino Real San Bruno, CA 94066 ioconnell@ci.sanbruno.ca.us	Jim Ruane City of San Bruno 567 El Camino Real San Bruno, CA 94066 jruane@ci.sanbruno.ca.us
San Carlos	Bob Grassilli – Vice Chair City of San Carlos 600 Elm Street San Carlos, CA 94070 bgrassilli@cityofsancarlos.org	Omar Ahmad City of San Carlos 600 Elm Street San Carlos, CA 94070 oahmad@cityofsancarlos.org
San Mateo	Brandt Grotte City of San Mateo 330 West 20th Avenue San Mateo, CA 94403-1388 bgrotte@cityofsanmateo.org	Jack Matthews City of San Mateo 330 West 20th Ave San Mateo, CA 94403 jmatthews@cityofsanmateo.org
South San Francisco	Karyl Matsumoto City of South San Francisco 400 Grand Avenue South San Francisco, CA 94080 kmatsumoto@ssf.net	Kevin Mullin City of South San Francisco 400 Grand Avenue South San Francisco, CA 94080 kmullin@ssf.net
San Mateo County	Carole Groom – Vice Chair County of San Mateo Board of Supervisors 400 County Ctr, PONY 106 Redwood City, CA 94063 cgroom@co.sanmateo.ca.us	Richard Gordon County of San Mateo Board of Supervisors 400 County Ctr, PONY 106 Redwood City, CA 94063 rgordon@co.sanmateo.ca.us

2010 C/CAG Board Members – Contact Information

Agency	Representative	Alternate
Woodside	Deborah Gordon Town of Woodside 2955 Woodside Road Woodside, CA 94062 dcgordon@woodsideside.org	

Acronyms

ACRONYMS

AADT	Annual Average Daily Traffic (volumes)
AASHTO	American Association of State Highway and Transportation Officials
ABAG	Association of Bay Area Governments
ADT	Average Daily Traffic (volumes)
ALUC	Airport Land Use Committee
APA	American Planning Association
APCO	Air Pollution Control Officer
APTA	American Public Transportation Association
APWA	American Public Works Association
ARRA	American Recovery and Reinvestment Act
ATC	Automatic Train Control
AVA	Abandoned Vehicle Abatement
AVL	Automatic Vehicle Location
AVR	Average Vehicle Ridership (riders / vehicles)
BAAQMD	Bay Area Air Quality Management District
BAC	Bicycle Advisory Committee
BART	Bay Area Rapid Transit
BASMAA	Bay Area Stormwater Management Agencies Association
BATA	Bay Area Toll Authority
BAWSCA	Bay Area Water Supply & Conservation Agency
BCDC	Bay Area Conservation and Development Commission
BIG	Build It Green
BMS	Bridge Management System
BPAC	Bicycle and Pedestrian Advisory Committee

ACRONYMS

C/CAG	City/County Association of Governments
C/CEA	City/County Engineers Association
CaFCP	California Fuel Cell Partnership
CAHSRA	California High Speed Rail Authority
CAISO	California Independent System Operator
California LEEP	California Local Energy Efficiency Program
CALTRANS	California Department of Transportation
CAP	Clean Air Plan
CAP	Climate Action Plan
CARB	California Air Resources Board
CASQ	California Stormwater Quality Association
CASQA	California Stormwater Quality Association
CBCS	California Building Code Standards
CBT	Californians for Better Transportation
CBTP	Community Based Transportation Plan
CCA	Community Choice Aggregation
CCA	Community Choice Aggregation
CCTV	Closed Circuit Television (camera)
CEAC	County Engineers Association of California (committee of CSAC)
CEC	California Energy Commission
CELSOC	Consulting Engineers and Land Surveyors of California
CEQA	California Environmental Quality Act
CFL	Compact Fluorescent Lamp

ACRONYMS

CHP	California Highway Patrol
CIP	Capital Improvement Program
CMA	Congestion Management Agency
CMAQ	Congestion Mitigation and Air Quality Program
CMEQ	Congestion Management and Environmental Quality Committee of C/CAG
CMIA	Corridor Mobility Improvement Account (State Infrastructure Bond)
CMP	Congestion Management Program
CMS	Changeable Message Sign
CO	Carbon Monoxide
CO2	Carbon Dioxide
CPUC	California Public Utilities Commission
CRP	Congestion Relief Plan
CSAC	California State Association of Counties
CTC	California Transportation Commission
CTP	Countywide Transportation Plan
DBE	Disadvantage Business Enterprise
DMV	Department of Motor Vehicles
DOT	Federal Department of Transportation
DRC	Dumbarton Rail Corridor
EAP	Energy Action Plan
EIR	Environmental Impact Report (State)
EIS	Environmental Impact Statement (Federal)
EMME2	Modeling software (used in San Mateo County travel forecasting model)
EMS	Extinguishable Message Sign

ACRONYMS

EPA	U.S. Environmental Protection Agency
ESCO	Energy Service Company
EVP	Emergency Vehicle Preemption
FAA	Federal Aviation Administration
FHWA	Federal Highway Administration
FRA	Federal Railroad Administration
FTA	Federal Transit Administration
FTE	Full Time Equivalent
GHG	Green House Gas
GIS	Geographic Information System
GPA	General Plan Amendment
GPS	Global Positioning System
HAR	Highway Advisory Radio
HBRR	Highway Bridge Restoration & Replacement Program
HC	Hydrocarbons
HCD	Housing and Community Development (CA)
HCM	Highway Capacity Manual (method of calculating LOS)
HIP	Housing Incentive Program
HOT	High Occupancy Toll lane
HOV	High Occupancy Vehicle lane
HSRA	High Speed Rail Authority
HUTA	Highway Users Tax Account (CA)
HVAC	Heating Ventilation and Air Conditioning

ACRONYMS

I/C	Interchange
ICLEI	Name - Not an acronym
IOU	Investor Owned Utility
ITE	Institute of Transportation Engineers
ITIP	Interregional Transportation Improvement Program
ITMS	Intermodal Transportation Facilities and Systems Management System
ITS	Intelligent Transportation System
IVHS	Intelligent Vehicle Highway System
JPA	Joint Powers Agreement
JPB	Peninsula Corridor Joint Powers Board
JVSVN	Joint Venture Silicon Valley Network
KW	Kilo-Watts
KWH	Kilowatt Hour
LAO	Legislative Analyst Office
LED	Light Emitting Diode
LEED	League for Effective Economic Development
LEED	Leadership in Energy and Environmental Design
LGP	Local Government Partnership
LID	Low Impact Development
LOS	Traffic Level of Service (A through F)
LRT	Light Rail Transit
LS&R	Local Streets and Roads
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding

ACRONYMS

MPO	Metropolitan Planning Organization (MTC)
MRP	Municipal Regional Permit
MRP	Municipal Regional Stormwater Permit
MRSP	Municipal Regional Stormwater Permit
MTC	Metropolitan Transportation Commission
MTS	Metropolitan Transportation System (administered by MTC)
MUNI	San Francisco Municipal Railway
MW	Mega-Watts
MWH	Mega Watt Hour
NEPA	National Environmental Policy Act
NHS	National Highway System
NHTSA	National Highway Traffic Safety Administration
NOI	Notice of Intent
NOP	Notice of Preparation
NOx	Nitrous Oxide
NPDES	National Pollution Discharge Elimination System
NPRM	Notice of Proposed Rule Making
NTSB	National Transportation Safety Board
O & M	Operation and Maintenance
OES	Office of Emergency Services
PA&ED	Project Approval and Environmental Document
PACE	Peninsula Association of Contractors and Engineers
PCA	Priority Conservation Area

ACRONYMS

PCJPB	Peninsula Corridor Joint Powers Board
PDA	Priority Development Area
PECG	Professional Engineers in California Government
PG&E	Pacific Gas and Electric
PMS	Pavement Management System
PRP	Peninsula Rail Program
PS & E	Plans, Specifications and Estimates
PSR	Project Study Report
PTAC	Partnership Technical Advisory Committee
PUC	Public Utilities Commission
PV	Photo Voltaic
PVEA	Petroleum Violation Escrow Account
RBN	Regional Bike Network
RBP	Regional Bicycle Program
RBWG	Regional Bicycle Working Group
REC	Renewable Energy Credit
RHC	Reactive Hydrocarbons
RHNA	Regional Housing Needs Allocation
RIDES	Rideshare Agency for the San Francisco Bay Area (superseded by RRP)
RMCP	Resource Management and Climate Protection Committee
ROW	Right of Way
RRP	Regional Rideshare Program
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan

ACRONYMS

RWQCB	Regional Water Quality Control Board
SAFETEA-LU	Safe, Accountable, Flexible and Efficient Transportation Act: A Legacy for Users
SAMCEDA	San Mateo County Economic Development Association
SAMTRANS	San Mateo County Transit District
SFLA	San Francisco International Airport
SFO	San Francisco International Airport
SFPUC	San Francisco Public Utilities Commission
SHA	State Highway Account
SHOPP	State Highway Operation and Protection Program
SIP	State Implementation Plan
SMCTA	San Mateo County Transportation Authority
SMCWPPP	San Mateo Countywide Water Pollution Prevention Program
SOV	Single Occupant Vehicle
SR/SH	State Route or Highway
S RTP	Short Range Transit Plans
SSMC	Sustainable San Mateo County
SSV	Sustainable Silicon Valley
STA	State Transit Assistance Fund
STIP	State Transportation Improvement Program
STOPPP	Stormwater Pollution Prevention Program
STP	Surface Transportation Program
SVLG	Silicon Valley Leadership Group
SVRT	Silicon Valley Rapid Transit

ACRONYMS

TAC	Technical Advisory Committee
TAZ	Traffic Analysis Zone
TCI	Transit Capital Improvement Program
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TDM	Transportation Demand Management
TEA	Transportation Enhancement Activities
TFCA	Transportation Fund for Clean Air
TIA	Transportation Impact Analysis
TIP	Federal Transportation Improvement Program
TLC	Transportation For Livable Communities
TLSP	Traffic Light Synchronization Program (Proposition 1B)
TMA	Transportation Management Areas
TMC	Transportation Management Center
TOD	Transit Oriented Development
TOS	Traffic Operations System
TravInfo	Bay Area Advanced Traveler Information System
TRB	Transportation Research Board (circular)
TRO	Trip Reduction Ordinance
TSM	Transportation Systems Management
TSP	Transit Signal Priority
USTF	Utilities and Sustainability Task Force
V/C	Volume to Capacity Ratio (numerical method of determining LOS)

ACRONYMS

VHD	Vehicle Hours of Delay (used by BAAQMD)
VHT	Vehicle Hours of Travel (used by BAAQMD)
VII	Vehicle Infrastructure Integration
VMT	Vehicle Miles of Travel (used by BAAQMD)
VOC	Volatile Organic Compound (hydrocarbons)
VTA	Santa Clara Valley Transportation Authority

C/CAG Bylaws

**BYLAWS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY**

The County of San Mateo and the cities within the County of San Mateo have entered into a Joint Powers Agreement establishing the City/County Association of Governments of San Mateo County (hereinafter referred to as “C/CAG”). Section 3 (f) of the Joint Powers Agreement authorizes C/CAG to adopt bylaws. C/CAG hereby adopts the following bylaws for the purpose of providing for the orderly conducts of its affairs.

ARTICLE I. NAME

The name of the separate entity established by the Joint Powers Agreement is the “City/County Association of Governments of San Mateo County,” and may be referred to as “C/CAG.”

ARTICLE II. PURPOSES

Section 1. C/CAG shall have the following purposes operating through the Board of Directors for control, direction and administration:

- (a) Plan, organize, and maintain the work of C/CAG and be responsible for its overall operation.
- (b) Advise City Councils and the Board of Supervisors of all significant activities of C/CAG.
- (c) Prepare, review, adopt, monitor and enforce the following state mandated Countywide plans:
 - (1) Congestion Management Program;
 - (2) Integrated Solid Waste Management Plan;
 - (3) Airport Land Use Plan;
 - (4) Hazardous Waste Management Plan;

- (5) NPDES - Stormwater Management Plan.
- (d) Perform such additional countywide planning activities as approved by or directed by two-thirds (2/3) of the members representing two-thirds (2/3) of the population of the County.
- (e) Assume all the activities previously assigned to the Regional Planning Committee.

Section 2. C/CAG shall not participate in or endorse any political activity involving any individual candidate for public office. The selection of officers within Article IV herein shall not be considered a political activity subject to this section.

ARTICLE III. MEMBERSHIP

Section 1. The County of San Mateo and each city which has signed the Joint Powers Agreement shall be members of C/CAG.

Section 2. The Board of Directors of C/CAG shall consist of a member of the City Council of each participating city to be selected by that city and one member of the Board of Supervisors to be selected by the Board of Supervisors.

Section 3. Each member City Council and the Board of Supervisors may select one alternate member from its body who shall participate when the regular member is absent.

Section 4. If both the member and the alternate will be absent the City Council or Board of Supervisors may designate a substitute for that meeting and notify C/CAG, in writing, of the designation.

Section 5. There shall be four (4) nonvoting ex-officio members: the County Superintendent of Schools; a member of the San Francisco Airport Commission selected by the Commission; a member of the San Mateo County Transit District Board of Directors selected by the Board of Directors; a member of the San Mateo County Transportation Authority selected by the Authority.

Section 6. Any member may withdraw from C/CAG by filing written notice of intention to do so with the Chairperson of C/CAG by September 30 of each year. The rights and obligations of any such member shall terminate at the end of the first full fiscal year for which such member has made its contribution following such notice having been given.

Section 7. If any member fails to make its contribution in accordance with Section 6 of the Joint Powers Agreement, that member shall forfeit its voting rights during the period of such nonpayment.

Section 8. If any member, or designated representative, fails to attend three consecutive meetings, without notification of the Chairperson or the Executive Director, the Chairperson will notify the City Council or Board of Supervisors to encourage future participation.

ARTICLE IV. OFFICERS

Section 1. The officers of the Board of Directors shall consist of a Chairperson, and two Vice Chairpersons.

Section 2. The Chairperson and Vice Chairpersons shall be elected from among the nominees by the Board of Directors at the March meeting to serve for a term of twelve (12) months commencing on April 1. There shall be a two-term limit for each office. That is, a member may not serve more than two terms as the Chairperson, and not more than two terms as a Vice Chairperson. An officer shall hold his or her office until he or she resigns, is removed from office, is otherwise disqualified to serve, or until his or her successor qualifies and takes office.

Section 3. Nomination for officers of the Board of Directors shall be made from the floor only at the regular February Board meeting. Nominations shall be made only by voting members of the Board of Directors.

Section 4. The Chairperson and each Vice Chairperson must be a regularly designated, voting member (eg., not an alternate, or an ex-officio member) of the Board of Directors.

Section 5. Nominations and election of the Chairperson shall precede nominations and election of the Vice Chairpersons. Voting shall be public for all offices.

Section 6. The Chairperson shall preside at all meetings of the Board, may call special meetings when necessary, and shall serve as the principal executive officer. The Chairperson shall have such other powers, and shall perform such other duties which may be incidental to the office of the Chairperson, subject to the control of the Board.

Section 7. In the absence or inability of the Chairperson to act, the Vice Chairperson(s), in the order of their seniority, shall exercise all of the powers and perform all of the duties of the Chairperson. The seniority of the Vice Chairpersons shall alternate monthly such that one Vice Chairperson shall have seniority over the other during April, June, August, October, December and February; and the other Vice Chairperson shall have such seniority during May, July, September, November, January and March. Each Vice Chairperson shall also have such other powers and shall perform such other duties as may be assigned by the Board of Directors.

Section 8. A special election to fill the vacant office shall be called by the Board of Directors if the Chairperson or any Vice Chairperson is unable to serve a full term of office.

Section 9. All officers shall serve without compensation.

Section 10. The Chairperson or any Vice Chairperson may be removed from office at any time by a majority vote of those members present at a duly constituted meeting of the Board.

Section 11. All Vice Chairpersons shall be members of the Administrators' Advisory Committee.

ARTICLE V. EXECUTIVE DIRECTOR

Section 1. The Executive Director shall report to the full Board of Directors through the Chairperson.

Section 2. The Board of Directors shall have dealings with staff and contractors through the

Executive Director.

Section 3. The Board of Directors shall develop a process for the review of the performance of the Executive Director on an annual basis.

ARTICLE VI. COMMITTEES

Section 1. The Board of Directors may establish and appoint members to committees and advisory boards wherever necessary. The following standing committees have been established to assist in accomplishing C/CAG's goals:

Administrators' Advisory

Airport Land Use

Bicycle & Pedestrian Advisory

Congestion Management & Environmental Quality

Congestion Management Program Technical Advisory Committee

Finance

Hazardous Waste Management Plan Advisory

Solid Waste Advisory

NPDES

NPDES Technical Advisory Committee

Review & Compensation

Section 2. Persons who are not members of the Board of Directors, including other elected officials and public members, may be appointed to serve on any committee or advisory board established by the Board of Directors.

Section 3. During any consecutive twelve month period, members will be expected to attend at least 75% of the scheduled meetings and not have more than three consecutive absences. If the number of absences exceed these limits, the seat may be declared vacant by the C/CAG Chair.

Attendance by designated alternates, where included in the composition of the committee, will not count toward meeting the attendance requirement of the member. Appointments to fill the vacant seats will be made at the next regularly scheduled C/CAG meeting from existing waiting lists if available. If not, a recruitment process will be initiated and the appointment will be made as soon as practical.

(Note from discussion at C/CAG meeting where this attendance item was discussed: Appointments to fill vacancies on committees should also make every attempt to balance the representation to include the different regions of the County. Although this is not always possible, it should become a prime consideration of the Board when conducting recruitments and making appointments. The C/CAG Executive Director will notify the C/CAG Chair if and when there is the need to apply this new policy, and will also periodically report on the attendance of member jurisdictions at meetings of the full Board.)

ARTICLE VII. MEETINGS

Section 1. The Board of Directors shall establish by resolution the date, time, and place for regular C/CAG meetings.

Section 2. All meetings of the Board of Directors shall be held in accordance with the Brown Act, Government Code Section 54950 et seq.

Section 3. The Board of Directors shall have such other meetings as are deemed necessary.

ARTICLE VIII. CONDUCT OF BUSINESS

Section 1. A quorum shall consist of at least a majority of the voting members and shall be required for all meetings of C/CAG.

Section 2. All decisions shall be by majority vote of those present unless the decisions involve the adoption of a countywide plan or any voting member requests the use of the special

voting procedures set forth in Section 3.

Section 3. The special voting procedures shall be utilized upon the request of any voting member and for the final adoption of countywide plans. Special voting procedures shall be as follows: for a motion to be successful it must receive the votes of a majority of the voting members representing a majority of the population of the County. In determining the population of local governments, the population as of 2000 shall be utilized as set forth in Exhibit "A" to the Joint Powers Agreement or the most recent population figures adopted by Resolution.

Section 4. C/CAG shall not finally adopt any state-mandated countywide plan unless the plan has been introduced at a prior meeting held at least twenty-five (25) days earlier.

Section 5. Except as provided in these bylaws, or by a majority vote of those present, Roberts Rules of Order, Revised, shall constitute the parliamentary authority for C/CAG.

ARTICLE IX. OTHER MATTERS

Section 1. No member shall receive compensation or reimbursement from C/CAG for expenses incurred in attending any meeting or other function.

Amended 8/10/06

*C/CAG Rules of Conduct
and
Recommendations for Member Agencies*

C/CAG Rules of Conduct and Recommendations for Member Agencies

The proposed guidelines and special rule of order are intended to:

- Clarify C/CAG's Rules of conduct for Board meetings
- Facilitate fair and complete participation
- Expedite the accomplishment of business

Special Emphasis on Robert's Rules of Order Already Adopted by the Board as C/CAG's Parliamentary Guidebook

1. Discussion shall be limited to that which is germane to the current agenda item.
2. All members must be recognized by the Chair prior to speaking or asking questions of staff.
3. Motions shall be made prior to any policy discussion of an action agenda item.
4. No Board member may speak a second time to a question if any member who has not spoken to the question desires to speak.
5. Board members should limit comments to new information only during the discussion following a motion.

Special Rule of Order

No Board member may speak more than twice during the same meeting on the motion on the floor, nor longer than 3 minutes the first time, or 2 minutes the second time. To speak a third time shall require a two-thirds majority vote of the Board.

Brown Act Compliance

1. According to the legal requirements of the Brown Act, the Public shall be given an opportunity to speak either before or during the discussion related to each specific agenda item. The Board shall adopt the procedure of:
 - a. Hearing a staff report on the item and discussion between Board members and staff
 - b. Hearing from the Public (Public members of C/CAG Committees and the General Public)
 - c. Closing public comment
 - d. Placing a motion on the floor and having discussion from Board members (voting and ex-officio)*

* After this discussion, if the Board wishes to hear from members of the public again, it may, by consensus or by majority vote if a formal determination is requested, allow the public to speak to the motion. However, it is not required by the Brown Act.

Additional Recommendations for Consideration by Board Members and Member Agencies

1. Board members shall prepare themselves for meetings by studying the packet beforehand and asking questions of appropriate staff in advance of the meeting.
2. Any questions not asked of staff prior to the Board meeting should be asked immediately after the staff report.
3. Considering the complexity of C/CAG issues, especially the Congestion Management Program, member agencies should consider appointing representatives for two-year terms.
4. Each member agency should structure, on a regular basis, an opportunity for Board members to update their entire Council or Board on the current activities and future agenda items of C/CAG.