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Board Report

File #: 2017-0075, **File Type:** Policy   **Agenda Number:** 17.

SUBJECT: CITIZENS' ADVISORY COUNCIL/BYLAWS REVISIONS

ACTION: APPROVE BYLAWS REVISIONS

RECOMMENDATION

APPROVE **bylaws revisions for Metro's Citizens' Advisory Council (CAC)**.

ISSUE

Metro's Citizens' Advisory Council (CAC) has not revised their bylaws since June 2008. The CAC is currently proposing changes intended to improve efficiency and more accurately reflect how the group operates. The CAC is asking for the revisions and has approved the revisions at the December 2, 2016 meeting. Article VII of the By-Laws states that amendments to it "are subject to MTA Board approval".

DISCUSSION

As part of the law establishing Metro (AB 152), the agency is required to establish a Citizens' Advisory Council whose "membership shall reflect a broad spectrum of interest and all geographic areas of the County." The CAC's role is to consult, obtain and collect public input on matters of interest and concern to the community and to communicate their recommendations on these issues to the Metro Board of Directors. The Board may also assign issues to the CAC for its review, comment and recommendation.

Each Metro Director can appoint up to four (4) members to the CAC and can add or remove members at any time as they choose. Existing CAC members who have been appointed by an outgoing Director and wish to continue serving are requested to seek reappointment from the new Director or another Director within 90 days of the start of the new Director's term on the Metro Board.

Community Relations serves as support staff to the Citizens' Advisory Council.

The CAC last updated their bylaws in June 2008. The changes currently proposed are intended to improve efficiency and more accurately reflect how the CAC operates. Some of the changes include:

- Language to reflect that that CAC Members may serve for as long as their appointing

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Directors want them to. This will avoid the need for Metro directors to take any action to reappoint CAC Members unless they wish to make a change in one of their CAC appointees. The CAC will nevertheless continue to inform directors about the status of their CAC appointees.

- Provisions to allow the CAC chair to notify the nominating Metro Director if one of their appointees has more than three unexcused absences in a row or within a 12-month period.

- Provisions allowing the CAC Executive Committee to adopt attendance guidelines including defining "unexcused absences."

- Language clarifying how matters may be placed on the CAC Agenda.

- Language clarifying what constitutes a quorum for meetings of the CAC Executive Committee.

DETERMINATION OF SAFETY IMPACT

There is no safety impact from this action.

FINANCIAL IMPACT

There is no impact to the operating or capital budgets as this is only a bylaw revision. Bylaws revisions are executed by committee members so there is no need for additional costs.

The actions requested in this report have no direct impact upon Metro's expenditures or revenues. Approval is consistent with the implementation of service included in the adopted FY2017 Budget.

ALTERNATIVES CONSIDERED

The Board could choose to not adopt or amend these proposed revisions.

NEXT STEPS

Upon approval, CAC Members will continue to monitor and ensure the revisions made to the bylaws are followed and provide input to Metro Board as appropriate, pursuant to State Statute.

ATTACHMENTS

Attachment A - Revised Bylaws

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