

**Orange County Transportation Authority
Special Needs Advisory Committee
Bylaws**

Adopted March 10, 2005

Membership and Term

Each voting member of the Orange County Transportation Authority (OCTA) 17-member Board of Directors will appoint two persons representing individuals with disabilities or senior citizens to serve on the Special Needs Advisory Committee.

- The initial terms for the 2005 Special Needs Advisory Committee will be staggered at one, two, and three years. The names have been selected by lottery to determine duration of the first term for each individual member.
- All subsequent appointments will be for three-year terms.
- All members will serve terms as appointed. Once terms expire, subsequent appointments will be based on OCTA Board membership in place at that time.
- Any new member appointed by a Board member 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 Special Needs Advisory Committee will elect, by majority vote, a Chair and Vice-Chair at the first committee meeting to be held in August 2005 and at the first meeting of each subsequent year. The individuals selected as Chair and Vice-Chair will serve for one year and will be eligible for re-election. As the Chair and Vice-Chair terms expire, the committee will conduct another election to fill the vacant positions. 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:

- Conduct meetings
- Approve meeting agenda
- Act as spokesperson for the Special Needs Advisory Committee when required
- Determine assignments on any standing or ad hoc committees established, and various other activities

- Serve on the Eligibility Appeals Board or appoint a designee.

Vice-Chair:

- Perform duties of Chair when Chair is absent
- Serve on the No-show Appeals Board or appoint a designee
- Serve as Chair of ad hoc committees if appointed
- Perform other duties as required.

Quorum

Attendance by one-third 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 Special Needs Advisory Committee will regularly meet on a quarterly basis during each calendar year.

- Members of the Special Needs Advisory Committee will adopt a set time and date for the meetings.
- Because of the important issues before the Special Needs Advisory Committee, members are expected to attend all meetings. Members unable to attend due to extenuating circumstances must notify OCTA staff prior to the meeting. If a member misses three consecutive meetings within a twelve-month period, that member may be subject to removal by a majority vote of the Special Needs Advisory Committee and approval of the appointing Board member, or by the appointing Board member acting alone.
- 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 use their OCTA Special Needs Advisory Committee affiliation to represent personal or constituency opinions. Members may not represent themselves as representatives of the Special Needs Advisory Committee 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. Committee members may be invited to participate in outreach programs which may

include, for example, ad hoc committees, focus groups, roundtable discussions, and public open houses.

Failure to comply with the Special Needs Advisory Committee Bylaws will result in removal from the committee by a majority vote of the committee and approval of the appointing Board member or by action of the appointing Board member acting alone.