



From the Contra Costa County Public Transit Operators

January 24, 2025

To whom it may concern,

The Transit Operators of Contra Costa County have significant reservations about the new Accessibility Advisory Committee (AAC) bylaws presented at the Accessible Transportation Strategic Plan (ATSP) Taskforce meeting on December 2nd, the composition of the AAC membership as described in the bylaws, and Contra Costa Transit Authority's (CCTA) overall approach thus far to designating itself as the Coordinating Entity (CE) described in the ATSP. The designation of CCTA as the CE, the replacement of the Paratransit Coordinating Council (PCC) with the AAC, and the approval of a proposed slate of bylaws for the AAC are three distinct actions that should be evaluated separately. The Transit Operators therefore respectfully request that the CCTA Board defer the final adoption of the AAC bylaws until a consensus is reached amongst the affected stakeholders.

ATSP Taskforce

The ATSP, adopted by the County Board of Supervisors and the CCTA Board of Directors in 2021, recommended an array of strategies for improving the accessible transportation ecosystem in Contra Costa County and recognized an overarching need for a single CE to support the plan. Therefore, the ATSP taskforce was created. The taskforce held its first meeting in October of 2021, and included elected officials, executives from various social service and senior-advocacy organizations, and executives from the five public Transit Operators in Contra Costa County.

Under normal circumstances, professional personnel support elected officials by engaging in a thorough staff process before bringing fully developed recommendations forward for approval. If professional staff and elected officials

serve together on the same decision-making body, there is insufficient opportunity for that process to take place, and the effectiveness of the body suffers as a result. The inclusion of elected officials alongside professional staff on the taskforce seriously impacted the ability of transit agency representatives to fully take part, specifically in cases where their professional judgement led them to disagree with elected officials.

The intended purpose of the taskforce was to incorporate the various stakeholder perspectives into a cooperative set of recommendations to the CCTA Board about the establishment of the CE, which would in turn coordinate implementation of the individual ATSP strategies. After several meetings, a smaller Working Group was created in February 2023 to provide a more focused forum to resolve emerging issues.

ATSP Taskforce Working Group

Unfortunately, the makeup of the working group, including both elected officials and professional staff, had the effect of stifling rather than stimulating discussion, much as it had for the taskforce itself. An alternative approach would be to allow mid-level professional staff to serve on the working group without the inherently political perspective of executives and elected officials. In addition, the working group was not afforded an adequate chance to do its work properly and was unsuccessful in achieving the consensus that it was created to develop. Five out of the seven working group meetings scheduled between mid-May and early December were canceled without explanation. This 6-month period would have been sufficient to review the plans for a “reformed-PCC” and collaboratively develop new bylaws. However, only a single, limited opportunity was provided for stakeholders to review and comment on the draft bylaws, and the Transit Operator comments submitted in response were neither incorporated into the version presented on December 2nd nor addressed in a substantive way.

CE Guardrails

While there is a likely consensus among many county stakeholders regarding CCTA as the choice to serve as the CE for the county, there is no agreement regarding the limits of the CE’s responsibilities and extent of control over existing accessible

transportation operations and functions. Although the full Taskforce nominally approved the “roles and responsibilities” of the CE in December 2023, discussions about potential “guardrails” to address these open questions were still actively ongoing through the end of 2024 and remain open today. The Transit Operators feel that a clear and comprehensive policy statement is urgently needed, outlining the prerogatives and functions of the CE, Transit Operators, and other accessible transportation stakeholders. We therefore respectfully request that the CCTA Board allow for further discussions on these issues, incorporating all stakeholders, with the goal of reaching a final consensus before the end of the current Fiscal year.

AAC Bylaws

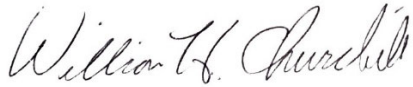
The bylaws document presented on December 2nd was replete with inconsistencies, errors, and omissions. Had partner agencies such as Transit Operators been given the chance to provide input on the bylaws before they were presented to the taskforce, many if not all of these problems could have been avoided. There is also a lack of clarity evident throughout the bylaws about their actual purpose, i.e.: to set out the principles the AAC is to follow and the rules by which it will operate, to bolster CCTA’s case for designation by the Metropolitan Transportation Commission (MTC) as the Countywide Mobility Manager for Contra Costa County, or to position CCTA as a future transportation service operator. As written, the bylaws would endow the AAC with considerable authority to reshape countywide strategic, operational, and funding priorities for accessible transportation, while drastically reducing the voice of the Transit Operators and other accessible transportation providers. Detailed comments from the Transit Operators regarding the December 2nd bylaws are attached.

Conclusion & Next Steps

The Transit Operators of Contra Costa County stand ready to work with CCTA to fill the gaps in the county’s accessible transportation ecosystem and look forward to helping craft a truly shared vision for the future of accessible transportation. We therefore respectfully propose the creation of a staff-level working group with representatives from CCTA, Contra Costa County, the Transit Operators, and other

PCC member agencies to revise the bylaws collaboratively, before they take effect, upon final approval by the CCTA Board.

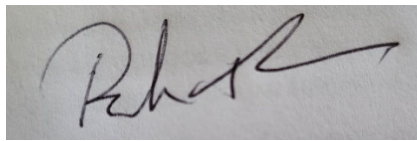
Sincerely,

A handwritten signature in black ink, appearing to read "William H. Churchill".

Bill Churchill
General Manager, County Connection

A handwritten signature in blue ink, appearing to read "Rashidi Barnes".

Rashidi Barnes,
Executive Director, Tri Delta Transit

A handwritten signature in black ink, appearing to read "Rob Thompson".

Rob Thompson
General Manager, WestCat

Transit Operator Comments on the AAC Bylaws

Article 1, Purpose should be combined with Article 5, Duties (along with Article 4, Membership) and revised for consistency with the California PUC §99238 requirements for a Social Service Transportation Advisory Council (SSTAP). As presently drafted, the composition of the AAC does not meet all requirements for the SSTAP. Additionally, the statement in the first paragraph that the AAC is to “advise the [CCTA] Board and staff on issues affecting public transportation, including paratransit service” is a clear infringement on the purview of the public transit operators, which have their own Boards and public advisory committees, and bear sole responsibility for the provision of “public transportation, including paratransit service.” Any issues with transit service should be addressed to the respective transit operator Boards through the relevant transit operator advisory bodies. Similar objections in the past have been met with the assertion that these phrases are not intended to refer to public transit as traditionally understood. However, repeated requests by the transit operators to change the language in question so that the intended meaning is clear have been disregarded, leaving little room for doubt that the intent is already clear, and is exactly what the operators object to.

Article 2, Definitions should be omitted, or if included, should also be revised to omit the editorial language included throughout, particularly in sections 2.4, 2.8, and 2.11. Common-sense dictates that ‘bylaws’ should be focused on the actual governing procedures of the body to which they apply. Some amount of policy guidance is obviously reasonable to include – for example, a brief explanation of the body’s subject matter jurisdiction. However, extensive commentary on historical disputes between members of the body in question are inappropriate. Additionally, Article 2 contains a variety of confusing elements and factual errors that should be corrected as soon as possible. These include:

- the reference in section 2.2 to “older adults” as persons over 60 years of age, which is consistent with the SSTAP definition found in California Public Utilities Code (PUC) section §99238 but runs at odds with the more common

Social Security convention of counting persons over sixty-five as “older adults” or “seniors”.

- the statement in Section 2.6 that ADA paratransit service is “*either pre-scheduled or demand responsive, ... and focused on older adults...*” is simply inaccurate. There is currently no ADA paratransit service active in Contra Costa County that provides “demand responsive” (i.e.: same-day, on-demand) service, and ADA paratransit is explicitly intended to provide an accessible “complement” to the fixed route transit network for people with disabilities that prevent them from using fixed route transit independently. Age alone is not a qualification. Although some transit operators, including Tri Delta Transit and WestCat, offer point to point transportation for seniors, these are “dial-a-ride” programs and (by definition) are not “ADA paratransit.”

Article 4, Membership is problematic for several reasons. Although intended (per comments made during the December 2 ATSP taskforce meeting) to ensure that the composition of the AAC is fully compliant with PUC §99238, subsections 4.1.a. through 4.1.f. fall short of that goal. Section 4.1.b also unhelpfully obscures the relationships and distinctions between public transit operators, the ADA paratransit programs they offer as a complement to their fixed-route services, and municipal and non-governmental organizations that run social service transportation programs, but do not provide fixed-route transit service and so have no ADA paratransit obligations. A major overall effect of this section, when taken with the rest of Article 4, is to all but silence the transit operators’ voice on the AAC. Instead, public transit operators and social service transportation providers should be included as two separate caucuses. East Bay Paratransit is a consortium consisting of AC Transit and BART, not a standalone organization, therefore granting East Bay Paratransit a seat on the AAC while simultaneously denying seats to AC Transit and BART is inappropriate. Basic professional courtesy would suggest that all five public transit operators be represented on the AAC as peer agencies to CCTA. Further:

- the inclusion of public agency staff along with elected members of the County Board of Supervisors and the CCTA Board in Section 4.1.e. is simply unworkable, as doing so will result in the best professional judgement of

agency staff placing them in direct opposition to elected officials – as amply demonstrated at the December 2 meeting. If Board members must be included, it would be counterproductive to exclude any who happen sit on transit operator Boards, as those individuals are far better placed than members who do not, to comment on issues related to public transit.

- the three-step process described in Section 4.2. for filling vacant seats is needlessly complex, cumbersome, and vulnerable to interference if a proposed candidate does not have the support of the AAC chair and CCTA staff.
- The statement that *“Transportation providers will be expected to work collaboratively with the Authority and the AAC to facilitate participation and attendance at AAC meetings”* is both unnecessary and unwarranted, as it could easily be interpreted as demanding special treatment for AAC members by the public transit (ADA paratransit) operators, which is explicitly forbidden by federal regulations.

Article 5, *Duties* is duplicative of Article 1, *Purpose*. The two Articles should be combined to avoid confusion and internal inconsistency. In addition, Article 5 contains several problematic inaccuracies. The claim in Section 5.1.8. that the AAC has a duty to *“Fulfill State requirements...[by helping] the Authority to fulfill its mobility management responsibilities pursuant to MTC Resolution 4321”* is misleading, as it rests on a significant mischaracterization of the actual text of Resolution 4321. That resolution assigns several responsibilities related to the administration and distribution of State Transit Assistance (STA) Population-Based County Block Grants to the County Transportation Agencies (CTAs) but does NOT give the CTAs responsibility for countywide mobility management by default. The actual language in Attachment A to MTC Resolution 4321 reads: *“each county must establish or enhance mobility management programs to help provide equitable and effective access to transportation”*¹ but does not further assign responsibility. It is also worth noting that the same MTC resolution includes the specific requirement that a minimum of 60% of Contra Costa County block grant funds be distributed to County Connection, Tri Delta, and WestCat – one of only two out of the nine Bay

¹ MTC Resolution 4321, https://mtc.ca.gov/sites/default/files/documents/2024-03/RES-4321_approved.pdf

Area counties with such a requirement. MTC could have decreed that the CTA be recognized by default as the County Mobility Manager for counties which did not already have one but chose not to do so. At the same time, the MTC Regional Network Management (RNM) section is presently engaged in the early steps of implementing BRTF Action 21, which calls for the designation of a Countywide Mobility Manager for each county. The core concept of ‘mobility management’, and therefore an indispensable imperative for an effective County Mobility Manager is to foster cooperation with and between stakeholder entities to effectively coordinate the efforts and resources already being spent within its identified service area so that accessible transportation services can be provided as efficiently, and with as few service gaps, as possible.

CCTA has the clear support of the County Administration, numerous elected officials, and a clear critical mass of advocates for nongovernmental organizations. As the Regional Transportation Planning Agency and the only countywide public entity with a focus on transportation, CCTA’s future designation as the Countywide Mobility Manager is self-evident. It is both ironic and unfortunate then that CCTA’s approach to pursuing a broadly accepted designation as the “Coordinating Entity” identified in the ATSP, and the Countywide Mobility Manager described in MTC Resolution 4321, the 2013, 2018, and 2024 MTC Coordinated Public Transit/Human Services Transportation Plans (Coordinated Plan), and BRTF Action 21, has been fraught with intrigue, carefully framed half-truths, political manipulation, and bad faith.

Articles 6, Officers, and 7, Meetings, should be included as Sections within Article 4, Membership. Sections 6.1, 6.2, 6.3, 6.4, and 6.7 make the administration and business of the AAC extremely and needlessly susceptible to parliamentary tricks and electoral chicanery. The barring from office as chair or vice chair a member who has not *“attended more than half of AAC meetings in the previous two years.”* would effectively prohibit an agency staff representative with less than 13 months or more in the same position within their organization from even being nominated as a prospective AAC officer. A much more reasonable possibility would be for the eligibility to serve as an officer to follow the seat, rather than the individual, in the case of institutional members, such as transit operators, and to shorten the term in

office to one year. The combined effect of Sections 6.4, 6.7, and 7.2 as written would give the sitting AAC chair virtually unchecked authority over future elections, particularly in the case of a vacancy, as the chair appoints the Nominating subcommittee members, sets meeting agendas, calls special meetings², and presides over the election process. A much better choice would be to drop the permanent Nominating subcommittee entirely, hold the election (with all nominations from the floor) during the first regular meeting of the Fiscal Year, and seat the new officers during the same meeting immediately following the election.

Section 7.9. should be omitted entirely. CCTA administering the AAC is uncontroversial and should be included in the introductory section if needed. *“In light of...”* statements and other editorial remarks may be appropriate to include in a Board report or white paper, but not in the bylaws of a public committee. Also, the suggestion that CCTA’s administration is necessary *“to ensure equitable access to meetings by mitigating access barriers for members to the extent required by law”* is needlessly inflammatory, as it implies that other potential administrators have obstructed or may reasonably be expected to obstruct members’ access to PCC/AAC meetings by either imposing or failing to mitigate access barriers, in violation of the law.

² 7.2 calls for monthly meetings, however the bylaws do not include an explicit provision for the cancellation of meetings, leaving cancellation to the apparent discretion of CCTA staff, in consultation with the seated AAC officers.

~~What follows are proposed amendments to the Bylaws of the Contra Costa Paratransit Coordinating Council (PCC) that were adopted on March 1, 2006. The updated bylaws below would become the bylaws for the new proposed bolstered and enhanced PCC proposed to be renamed the Accessibility Advisory Committee (AAC). The new AAC will replace the existing PCC.~~

~~Desired character and functions for the AAC are addressed in the revised Bylaws below and include:~~

- ~~• Expanded membership~~
- ~~• Improved and defined recruiting and appointment practices~~
- ~~• Reducing barriers for members to attend and participate~~
- ~~• Positioning the AAC in a more central and integrated role in accessible transportation issues than the PCC, including:~~
 - ~~• Serving in an advisory role to the Office of Accessibility and Equity (OAE) and a corresponding advisory role to the Authority Board.~~
 - ~~• Overseeing Accessible Transportation Strategic Plan implementation and making recommendations for updates to that plan~~
 - ~~• Developing the annual OAE Workplan in partnership with the OAE for consideration by the Authority Board.~~
- ~~• The duty to fulfill the mandated Social Service Transportation Advisory Council function and membership.~~

~~AUTHORITYS~~ BYLAWS of the CONTRA COSTA TRANSPORTATION AUTHORITY ACCESSIBILITY ADVISORY COMMITTEE

ARTICLE 1. Purpose of the AAC

The Contra Costa Transportation Authority Accessibility Advisory Committee (AAC) is the successor body to the Contra Costa County Paratransit Coordinating Council (PCC). The AAC serves as Contra Costa County's "effective county-wide paratransit coordinating council" as described in Metropolitan Transportation Commission (MTC) Resolution 468 (1977) and shall be composed as described in MTC Resolution 1209 (1982), as amended. The AAC also serves as Contra Costa County's Social Service Transportation Advisory Council as described in California Public Utilities Code Section 99238.

The primary duty ~~The purpose~~ of the AAC is to advise:

- Advise the Contra Costa Transportation Authority (Authority) ~~(hereinafter "Authority")~~ Board ~~and staff~~ on issues affecting accessible ~~public~~ transportation, ~~including paratransit service,~~ for older adults, ~~and~~ persons with disabilities, minorities, low-income individuals, and veterans in Contra Costa County.
- ~~The AAC shall facilitate cooperation and~~ serve as a forum for accessible transportation stakeholders to discuss service gaps and other issues of mutual interest, facilitate cooperation ~~troubleshoot service gaps, assist~~ in the resolution of concerns related to accessible transportation ~~service delivery~~, and provide input on all stages of the Authority's programs related to ~~implementation including planning, policy, engagement, design, operations, and evaluation. Stakeholders will include human service agencies that serve older adults and persons with disabilities, transit agencies, including paratransit, elected~~

officials, disability and older adult advocates representing a range of segments of these communities, consumers of transit services, veterans, all county sub-regions, funding bodies, and other representatives.

- ~~Oversee the Office of Accessibility and Equity (OAE) to its vision for older adults and persons with disabilities in Contra Costa County to experience seamless, accessible transportation and dignified transportation that fosters independence and inclusivity in their daily lives, and to its mandate to create a collaborative ecosystem that brings together existing transit agencies, community-based organizations, and local government with strong partnerships to streamline and optimize services and incorporating accessible transportation into routine transportation.~~

- The AAC shall make recommendations to the Authority Board and staff regarding development of the annual workplan for the Authority's Office of Accessibility and Equity (OAE), as well as implementation of the Contra Costa ~~Monitor progress and direct the implementation of the~~ Accessible Transportation Strategic Plan (ATSP) and any future updates. ~~The OAE will serve as the Coordinating Entity (CE) authority and activities are derived from the ATSP, AAC engagement will include conducting bi-annual assessments on ATSP implementation, achievement toward the OAE vision, and recommending updates or amendments to the ATSP when needed.~~

The AAC shall review annual claims for Measure J Funds, applications for Federal Section 5310 funds, and other applicable funds within the jurisdiction of the Authority and shall make recommendations to the Authority Board regarding all such claims and applications as appropriate. State Transit Assistance (STA) funds and State of Good Repair (SGR) funds are programmed by formula per Metropolitan Transportation Commission (MTC) Resolution No. 4321 and shall not be subject to review by the AAC.

ARTICLE 42. AAC Membership, Organization & Governance

Membership in the AAC shall consist of:

Public Representatives

~~4.1. Four (Membership shall consist of representatives of transportation providers, representatives of human service agencies and nonprofit organizations, and consumers of transit services, agencies, organizations, and individuals whose interests are consistent with the purpose of the AAC and who shall represent diverse communities in Contra Costa County:~~

• ~~4).1.a Accessible Transportation Public Transit Riders (2 members.)~~

~~One older adult (or advocate), and one person with a disability who has direct and current experience with using the Contra Costa County public transportation system and who understands the system and its services. The riders will represent a diversity of representatives of public transportation riders who use fixed route or other forms of transportation services, a mix of older adults and people with disabilities (, and people who work or advocate), one person of color, and one low-income individual. Publiclive within Contra Costa County. Rider representatives will be nominated bymust live or work in Contra Costa County and have current relevant experience using the AAC and confirmed byservices in the Authority Board to two-year termservice area.~~

Public Transit Operators

Five (5) members. One staff-level representative each from the 4.1.b Staff of the following public transit operators: BART, AC Transit, County Connection, Tri Delta Transit, and WestCat. Assigned by their respective agencies.

- Social Service Transportation Providers (6 members) "Transportation Provider Staff"
 - One (1) member. Staff-levelA representative of a municipal and/or non-profit organization that receives~~Each of the following nine paratransit service providers:~~
 - ~~Four (one representative each) of the public paratransit operators in Contra Costa County [East Bay Paratransit, CCCTA, ECCTA, and WCCTA]~~
 - ~~Two (one representative each) of the cities/towns/Non-Profit Transportation Providers that receive Measure J funds to provide accessible transportation services in Contra Costa County. Nominated by the AAC and confirmed by the Authority Board to a two-year term. [Antioch, El Cerrito, Richmond, San Pablo and Mobility Matters]~~

Social Service 4.1.c Staff of Agencies

- Two (2) that Provide Social Services (3 members.) "Service Agency Staff-level representatives"

~~Three members of staffs of agencies that provide socialrepresent or serve persons who use public transit services to older adults, persons with disabilities, minorities, low-income individuals, and/or veterans in Contra Costa County. Nominated by the AAC and confirmed by the Authority Board to two-~~

year terms.

Contra Costa County

~~One (1) member. Staff-level (“Service Agency Staff”). These agencies can be either governmental, private non-profit, or private for profit in nature, and will include one representative of thea nonprofit organization serving seniors in Contra Costa County, one representative of a nonprofit serving persons with disabilities in Contra Costa County Department of Conservation & Development. Assigned by the Department of Conservation & Development, and one representative of a nonprofit serving people with developmental disabilities in Contra Costa County~~

Authority Staff Liaison

One (1) non-voting member. One member of the Authority staff shall be designated as the staff liaison to the AAC. The Authority Staff Liaison shall have no vote and shall not be counted toward a quorum of the AAC.

Quorum

A quorum of the AAC shall be composed of one more than one half of the filled (non-vacant) seats on the AAC.

4.2. Vacancies

Open notices will be posted on the Authority website and circulated to all AAC members when a Public Representative vacancy occurs on the AAC. ~~The Authority Board, the BOS and MTC are responsible for the appointment of new members to the AAC.~~ All potential applicants for Public Representative seats on the AAC must complete an application and be recommended by the AAC nominating subcommittee and approved by a majority vote of the AAC. ~~The AAC will consider and appoint nonprofit and other representative organizations that represent a diverse range of disabilities and older adults whenever such vacancies arise.~~

~~Transportation providers will be expected to work collaboratively with the Authority and the AAC to facilitate participation and attendance at AAC meetings.~~

4.3. Term of office

~~Members are appointed for a staggered two-year term. Members may volunteer to continue to serve upon confirmation by the AAC.~~

The AAC may solicit applications for a replacement to fill the remainder of an unexpired term if an alternate is not available.

4.4. Alternates

~~Each appointing agency, organization, and/or individual shall name its representative and shall also designate one alternate. Each member of the AAC shall have one vote. An alternate member may serve on subcommittees and shall assume that right to vote when acting on behalf of the primary member representative. Alternates shall vote in the place of the member only if the member is not in attendance at the same meeting.~~

4.5. Absences

Three consecutive unexcused absences by a Public Representative are considered resignation from the AAC. ~~If a member is unable to attend, it is that member's responsibility to inform OAE staff and contact their alternate to attend on their behalf.~~ An excused absence is defined as one where the AAC member notifies the OAE staff in advance of the meeting that he or she cannot attend due to illness, travel, or prior commitment. ~~All other absences will be deemed unexcused.~~

Officers

At the first regular meeting of every even numbered year, the AAC shall elect a Chair and Vice Chair for two-year terms. The Chair shall preside over all meetings, appoint members to subcommittees, and assist Authority staff in the preparation of monthly AAC agendas. The Vice Chair shall assume the duties of the Chair in the event of absence of the Chair. If the Chair or Vice Chair position becomes vacant before the end of the two-year term, such vacancy shall be filled by a majority vote of the AAC members, via regular motion during the next regular AAC meeting.

Removal of Officers

Officers of the AAC are subject to removal from office for good cause, by the Authority Board, following a minimum two-thirds (2/3) vote of the AAC members during a regular meeting.

4.6. Subcommittees

~~The AAC shall have~~In addition, to three standing subcommittees: a ~~{~~Nominating Subcommittee, a Measure J Claims Review Subcommittee, and an ~~OAE~~a Work Plan Subcommittee. Additional), ~~that support the AAC's function by reporting their findings and activities back to the AAC,~~ additional subcommittees may be appointed in an ad-hoc basis by a majority vote~~at the discretion~~ of the AAC to address issues related to the AAC's mission and to carry out short-term defined special activities. ~~AAC members will be appointed to subcommittees by the AAC No subcommittee shall have fewer than three members.~~

AAC Meetings

The AAC shall generally meet monthly with additional special meetings being called by the Chair as necessary. At the last meeting of each Calendar year, the AAC shall adopt the full schedule of regular meetings for the coming year.

- ~~• AAC and the public. Also, provide a forum for stakeholders to provide input on all stages of accessible transportation implementation including planning, policy, engagement, design, operations, and evaluation.~~
- ~~• 5.1.6 Provide information and recommendations to the Authority on issues affecting transportation for older adult and persons with disabilities, including updates to the Countywide Transportation Plan and Measure J Strategic Plan and any new or updated Transportation Expenditure Plan.~~
- ~~• 5.1.7 Exchange information with, and make recommendations regarding transportation to, agencies that provide services to older adults and persons with disabilities.~~
- ~~• 5.1.8 Fulfill State requirements to maintain a Social Service Transportation Advisory Council (Public Utilities Code Section 99238) and help the Authority to fulfill its mobility management responsibilities pursuant to MTC Resolution 4321.~~
- ~~• 5.1.9 Serve as a leadership body to advance improved accessible transportation services, policies, and funding with outside agencies and in federal, State and regional planning processes.~~

~~• 5.1.10 Partner with OAE staff to develop the OAE annual Workplan, and review and recommend the OAE annual Workplan for consideration and adoption by the Authority Board.~~

~~• 5.1.11 Perform other duties to support accessible transportation that may be assigned by the Authority.~~

~~ARTICLE 6. Officers~~

~~6.1. The AAC shall elect a Chair and Vice Chair for two-year terms.~~

~~6.2. Election of officers occurs at the last regular AAC subcommittee meetings shall be noticed and conductedselected at the last regular meeting before June 1 of each year. A slate of prospective officers shall be presented to the AAC at the last regular meeting before July 1 and an opportunity provided for nominations from the floor. The election of officers shall take place at the end of this meeting with the new officers to be seated at the July meeting.~~

~~6.3. The Chair shall preside over all meetings, appoint members to subcommittees, and assist in the preparation of the agenda for meetings.~~

~~6.4. The Vice Chair shall assume the duties of the Chair in the event of absence of the Chair.~~

~~6.5. Removal from Office: Any officer of the AAC can be removed from office for good cause. Removal from office shall be accomplished only by a minimum two-thirds (2/3) vote. Refer also to Section 4.5 Absences.~~

~~6.6. Vacancies of Officers: Vacancies shall be filled by special election following notification of a vacant position (Chair or Vice Chair), by a majority vote of the quorum of the members present after a nomination has been made and seconded.~~

~~ARTICLE 7. Meetings~~

~~7.1. The AAC and its subcommittees will conduct meetings in accordance with the Ralph M. Brown Act, located at California Government Code 54950 et seq.~~

~~7.2. The AAC shall meet monthly with additional meetings being called by the Chair as required.~~

~~7.3.~~ Roberts Rules of Order shall govern AAC meetings.

~~7.4. The AAC shall give written notice of each regular meeting in accordance with the Brown Act. In the event of a special meeting, members shall be notified at least 24 hours in advance of said meeting.~~

~~7.5.~~ A written record of all meetings shall be made and shall be distributed to all members and interested members of the public upon request.

~~7.6.~~ Regular meetings of the AAC Meetings shall be held at the offices office of the Authority. With prior notification, special meetings or subcommittee meetings may be held at other locations. Meeting locations shall be ADA compliant.

~~7.7. A subcommittee will be formed at the start of every fiscal year with a scope of work to include review of Measure J Claims, OAE Workplan and Proposals Review. Subcommittee members will serve for two year terms. Membership on this subcommittee should include a minimum of five members, including two transit operators, one city/town operator, one nonprofit, and one rider. Alternates for committee members shall be subject to the requirements of Section above. There shall be no additional standing subcommittees of the AAC. However, ad hoc subcommittees may be formed from time to time for work on special projects of interest to the AAC.~~

~~7.8. A quorum is reached when the number of AAC members at any meeting totals one more than half of the filled (non-vacant) seats on the AAC.~~

~~7.9 In light of the membership and focus of the AAC, the Authority will administer the AAC to ensure equitable access to meetings by mitigating access barriers for members to the extent required by law.~~

ARTICLE ~~8~~3. Public Statements

Only the Authority Board is authorized to speak publicly on behalf of the Authority. ~~and the AAC. ARTICLE 9. Conflict of Interest~~

ARTICLE 4. Conflict of Interest

~~9.1~~ Members of the AAC are required to comply with all applicable regulations and requirements of the Fair Political Practices Commission (FPPC), including

the filing of a Form 700, Statement of Economic Interest.

ARTICLE 105. Amendments

~~These Recommendations to amend the~~ Bylaws may be amended only by the Authority Board, following~~require~~ a 2/3 vote ~~at any meeting~~ of the seated AAC members. ~~No, provided that a copy of any~~ amendment will be considered by the AAC, except during a regular meeting, and unless~~proposed for consideration is~~ transmitted in full to each member at least fourteen (14)~~ten (10)~~ days prior to the meeting date.

~~Recommendations to amend the Bylaws that modify the Authority's Administrative Code, must be submitted for approval to the Authority Board.~~