



**BYLAWS FOR THE SAN JOAQUIN REGIONAL TRANSIT DISTRICT
CITIZENS ADVISORY COMMITTEE (CAC)**

Adopted October 17, 2025

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Article I – GENERAL PROVISIONS

§1.1 Purpose – Bylaws

These Bylaws shall govern the proceedings of the Citizens Advisory Committee, an advisory committee established by the Board of Directors of the San Joaquin Regional Transit District (RTD).

§1.1.1 Purpose – Citizens Advisory Committee (CAC)

The CAC members are appointed by, and may be removed at any time by, the CAC Membership Subcommittee. The purpose of the CAC is to provide a rider forum where the RTD Board and Chief Executive Officer (CEO) may assign topics for discussion and receive recommendations from the committee. CAC members should be frequent riders of RTD fixed-route, commuter, or paratransit services and should approach their review of topics from a broad, regional perspective.

§1.2 Construction of Bylaws

These Bylaws govern CAC operations, unless they conflict with RTD’s Administrative Code, policies, or applicable law. Any amendments take effect once approved by the RTD Board of Directors.

§1.2.1 Orderly Administration of CAC Meetings

The CAC shall follow Robert’s Rules of Order or another parliamentary procedure guide adopted by the Chair, to keep discussions fair and orderly.

§1.3 Definitions

CAC Membership Subcommittee: membership subcommittee is responsible for appointing members to the CAC.

Chair: Chair of the CAC.

Staff: staff members assigned to support the CAC by the RTD CEO.

Vice Chair: Vice Chair of the CAC.

Article II – DUTIES AND AUTHORITY

§2.1 Duties

It is the duty of the CAC to provide recommendations to the RTD Board of Directors on matters referred by the Board or CEO, and to perform additional duties as assigned by the Board. The CAC may also consider issues raised by members of the public regarding the quantity and quality of RTD services.

§2.2 Limitations on Authority

The CAC is advisory only. It cannot make binding decisions or direct RTD staff. With approval from the CEO, the CAC may create outreach materials to raise awareness of its activities.

a. Reports to the RTD Board of Directors

All CAC communications to the Board go through the CEO and are placed on the

Board agenda under "Communications from the CAC." The Chair or Vice Chair provides oral reports to the Board twice a year, in June and November/December. With CAC member majority support, the CAC may request agenda items be placed before the Board through the CEO.

Article III – MEMBERSHIP

§3.1 Membership

- a. CAC Membership Subcommittee: The membership subcommittee is comprised of two staff members, designated by the CEO; and the Chair and Vice Chair of the CAC for a total of four members.
- b. Appointment to the CAC: The CAC shall be composed of no more than seven (7) and no less than five (5) members appointed by the CAC Membership Subcommittee. Members serve four-year terms and may be removed at any time, for any reason, by the Subcommittee.
- c. Qualifications: Members shall be residents of San Joaquin County and be regular RTD riders. The Membership Subcommittee will aim to appoint a membership reflecting the geographic, ethnic, and demographic diversity of San Joaquin County. Representation can include people with disabilities, students, commuters, paratransit riders, and small business representatives.
- d. Resignation: Members planning to resign are asked to provide written notice to the CEO at least 45 days in advance, when possible, to ensure continuity of CAC work.

No elected official, RTD Board member, or RTD employee may be appointed to the CAC. Employees of agencies contracting with RTD are also ineligible.

§3.2 Terms

Members serve four-year terms, expiring December 31. Terms may be staggered to ensure continuity. Vacancies are filled by appointment for the remainder of the vacated term.

§3.3 Attendance

Members who miss two consecutive meetings without notice will be removed. Members are expected to notify staff of planned absences by 5:00 pm the day before the meeting day.

§3.4 Compensation

CAC members serve without compensation but shall receive one fixed-route day pass for each meeting attended (excludes commuter service). Reimbursement of expenses requires prior approval from the CEO.

§3.5 Vacancies

When a vacancy occurs, the CAC shall solicit for nominations. Following a 30-day

nomination period, the Subcommittee will consider and appoint a replacement for the vacancy.

§3.6 Conflicts of Interest

No CAC member shall engage in any employment, activity, or enterprise for compensation that is inconsistent, incompatible, in conflict with, or inimical to their duties, functions or responsibilities on the CAC. Such Member shall not perform any work, service, or counsel for compensation outside of their responsibilities where any part of their efforts shall be reviewed by the CAC.

Members of the CAC shall comply with the provisions of the California Political Reform Act (Government Code Section 87100, et seq.) and doctrine of common law conflicts of interest.

§3.7 Public Statements

No Member of the CAC shall speak, or represent themselves as a spokesperson for RTD, or make any public statements on behalf of RTD without express authorization by RTD's CEO.

Article IV – OFFICERS

§4.1 Chair and Vice Chair

The CAC shall elect a Chair and Vice Chair annually at its last meeting of the year. The Chair presides at meetings and represents the CAC before the RTD Board. The Vice Chair serves in the Chair's absence. Vacancies are filled by succession (Vice Chair to Chair) and by election for any open Vice Chair position. The Chair may serve two consecutive terms, after which they must take a one-year break before serving again.

§4.2 Staff Support

The CEO will assign staff to prepare agendas, notices, minutes, and materials, and to maintain official CAC records.

Article V – MEETINGS

§5.1 Regular Meetings

The CAC shall meet regularly once a month; the date and time will be considered and agreed upon by all committee members. The calendar year schedule will be published each December for the following year. Special meetings may be called by the CEO if needed. Upon direction from the CEO, meeting frequency can be reduced to quarterly meetings.

§5.2 Notice

Meetings will follow the Ralph M. Brown Act. Regular meetings require 72-hour notice; special meetings require 24-hour notice.

§5.3 Quorum and Vote

A quorum is a majority of appointed members (minimum of 3). Official actions require a majority vote of members present.

§5.4 Thirty-Minute Rule

If a quorum is not present within 30 minutes of the noticed start time, the meeting will be canceled.

§5.5 Public Participation

Members of the public may speak for up to 3 minutes, unless the Chair allows more time. Written comments are also accepted.

§5.6 Order and Decorum

The Chair may remove disruptive individuals from a meeting to ensure order.

§5.7 Records

Meeting records, including minutes and distributed materials, are public records and must be made accessible in compliance with the law.

- a. After approval by the CAC, meeting minutes will be presented to the Board of Directors within 30 days or at the next regular meeting. They will appear as a consent calendar item for "accept and file".

Article VI – AGENDAS AND NOTICES

§6.1 Agenda Format

Agendas must clearly list the meeting date, time, place, and business items, with descriptions adequate to inform the public.

§6.2 Agenda Preparation

Staff prepares draft agendas in consultation with the Chair. The CEO has final approval of agenda items requiring staff support.

§6.3 Posting and Delivery

Agendas must be posted 72 hours in advance of regular meetings and 24 hours for special meetings. Materials must be distributed to CAC members, the CEO, and RTD Counsel at least 3 days before each regular meeting.

Article VII – MISCELLANEOUS

§7.1 Amendments

Only the RTD Board of Directors may amend these bylaws.

§7.2 CAC Process

The CAC strives to make recommendations by consensus. When a consensus is not possible, the Chair shall report both majority and minority views to the Board.