

**SAN RAMON
TRANSPORTATION DEMAND MANAGEMENT ADVISORY COMMITTEE
GUIDELINES AND BY-LAWS**

*Approved by the San Ramon City Council April 25, 2006
Approved by the San Ramon City Council November 26, 2013*

ARTICLE I: NAME

- A. The name of this group shall be the San Ramon Transportation Demand Management Advisory Committee (hereinafter referred to as "Committee").

ARTICLE II: HISTORY

- A. The Committee was established by the City Council on January 1988,

ARTICLE III: PURPOSE

- A. The purpose of the Committee is to provide ongoing input to the City of San Ramon on the provision and delivery of Transportation Demand Management Activities and Services.

ARTICLE IV: CHARGE

- A. The Committee's main objectives are to:
 - 1. Make recommendations to the staff, and City Council on the delivery of TDM programs, activities, services, and policies.
 - 2. Coordinate and monitor the implementation of the Citywide TDM effort in order to achieve reductions in employment-related single occupant vehicle traffic.
 - 3. Recommend to City Council improvements in City services and facilities to assist employers in reducing single occupant vehicles.
 - 4. Implement commute alternative programs.
 - 5. Coordinate TDM efforts with all employers and complexes in the City.
 - 6. Coordinate TDM efforts with local and regional agencies as designated by the City.
 - 7. Serve as liaison between the City and business community.
 - 8. Coordinate TDM efforts by hosting an onsite transportation commuter event at worksite to help promote commute alternatives to employees and/or tenants.

ARTICLE V: MEMBERSHIPS

- A. The Committee shall consist of five (5) representatives of the San Ramon business community and two alternates. Members shall meet any one or more of the following criteria and must meet all qualifications:
- Are interested or knowledgeable in TDM programs;
 - Have prior experience in community projects or activities;
 - Have prior experience in a community-based organization.
 - Are 18 years of age or older
- Applicants must meet all of the following qualifications:
- Applicants should have the ability to take an active role in Committee meetings and projects and participate a minimum of twelve hours per year.
 - Be a business member within the City of San Ramon.
 - Not currently serving on another City Advisory Committee
- B. The Committee will have voting capacity. The alternate members shall serve to include voting rights in the absence of a Committee member. The alternate members must attend a minimum of one meeting per quarter and should receive agenda and minutes for all meetings. One non-voting City staff member (, Division Manager, Program Manager and/or Transportation Analyst) will serve to provide professional expertise, program and budget advice, and assistance with applicable open meeting regulations.
- C. Persons meeting the qualifications and interested in serving on the Committee shall complete the appropriate application form. An application filing period will be announced publicly in order to solicit applications when vacancies exist on the Committee.
- D. All five seats and two alternates shall be appointed by the City Council.
- E. Members will serve a two-year term on the Committee or until an alternate or successor is appointed and able to serve. Incumbents wishing to reapply will be re-appointed by the City Council. Terms will commence in January of each year.
- F. Members wishing to resign from the Committee must provide a written resignation addressed to the City Clerk. Once the resignation is received by the City Clerk, the alternate fills the vacancy. If an alternate is not available, the City Clerk then follows the application process for filling the vacancy.

ARTICLE VI: COMMITTEE ORGANIZATION

- A. Meetings will be held bi-monthly. Additional meetings may be scheduled as deemed necessary by the Chair of the Committee or by Department staff.

- B. Quorum: A majority of voting members in good standing shall constitute a quorum for the purpose of action on any issue or agenda item.
- C. Members shall notify the Chair or staff in the event of an anticipated absence from a regularly scheduled meeting. Three consecutive absences shall constitute voluntary resignation from the Committee. If due to unforeseen circumstances, a Committee member cannot fulfill his/her duties, the Committee member may request alternate status. However, in this case, required attendance of an alternate member must be maintained and the member remains an alternate through the remainder of the term. If the Committee member vacating the position is an officer, the Committee should promote or elect new officers from the existing Committee. Attendance records will be maintained by staff.
- D. Meetings shall follow the Brown Act Laws for Open Public Meetings, Government Code Section 54950.5, and public input during a public forum shall be established and supported. Standard rules of parliamentary procedure will govern meetings.
 - 1. Agendas: A written agenda shall be developed by the Chair and the staff, and shall be delivered to all Committee members at least 72 hours in advance of the Committee meeting.
 - 2. Minutes: Written summary minutes shall be recorded by the staff, typed, and issued to all Committee members for their approval.
 - 3. Written Correspondence/Verbal Communication: All written official correspondence and verbal communication on behalf of the Committee or any Committee member that is directed to any outside agency, organization or person shall have the consent of the Committee.

E. Officers:

The Committee shall elect a Chair and a Vice Chair from among its members following the annual appointment. Term of office is one year. The Chair shall not serve consecutive full year terms as Chair. Elections also shall be held to fill vacancies in these positions as they occur, or as soon thereafter as practical.

- a. Chair: Shall preside at all meetings of the Committee; decide on all points of order; appoint sub-committee membership; follow up on work of sub-committees; represent Committee to City Council and Commission; call special meetings; coordinate agenda preparation with staff; encourage active participation of members.
- b. Vice-Chair: Shall preside at all meetings in the absence of the Chair.

F. Staff:

Shall record all activities of the Committee and keep written summary minutes of all Committee meetings; record attendance; arrange for filling vacancies; prepare agenda in consultation with Chair; provide information necessary for Committee work; assure compliance with applicable laws; lend professional expertise; track time spent on Committee work.

ARTICLE VII: POWERS OF COMMITTEE:

- A. Committee members may recommend and the Committee shall establish sub-committees as deemed necessary. Appointment of sub-committee members will be made by the Chair. Sub-committees may consist of persons not on the Advisory Committee, and may be of any size. Sub-committee Chair will be elected by the sub-committee membership. Sub-committees will be appointed either for single task force assignments or as an ongoing standing sub-committee. Sub-committees are for the sole purpose of researching, reviewing, or providing overall policy direction on programs, facilities, or services prior to being presented to the full Committee.
- B. Committee will submit recommendations to the City Council in writing, as approved by a majority of the Committee.
- C. Committee shall establish annual goals and action plan consistent with City Council policies and direction.

ARTICLE VIII: AMENDMENTS

- A. Any proposed amendment to these bylaws must be approved by a majority vote of the Committee, and ratified by the City Council.