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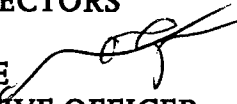
Metropolitan Transportation Authority

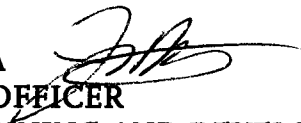
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January 28, 2005

TO: BOARD OF DIRECTORS

THROUGH: ROGER SNOBLE 
CHIEF EXECUTIVE OFFICER

FROM: JAMES L. de la LOZA 
CHIEF PLANNING OFFICER
COUNTYWIDE PLANNING AND DEVELOPMENT

**SUBJECT: REVISED TECHNICAL ADVISORY COMMITTEE
SUBCOMMITTEES' BYLAWS**

ISSUE

On a periodic basis, the Subcommittees of the Technical Advisory Committee (TAC) review their composition and operating procedures. This report transmits the revised bylaws for three of the four TAC Subcommittees: Bus Operations Subcommittee (BOS), Streets and Freeways and Transportation Demand Management/Air Quality (TDM/AQ). At present, the Local Transit Systems Subcommittee has not revise their bylaws.

DISCUSSION

In 2001, the Board approved revisions to the TAC bylaws to: streamline the Committee membership and operating procedures; ensure consistency with federal and state laws; and keep current with programs, policies and the Agency's organization structure. Over the course of the last year, three of the four Subcommittee have revised their bylaws to adjust membership representation, improve communication between TAC and the Subcommittee and to operate meetings more efficiently.

TAC has concurred with the bylaw revisions. The following summarizes the changes by Subcommittee. Attachment A contains the three Subcommittees' revised bylaws.

BOS: If the Subcommittee chooses to address the Board or its Committees (Planning and Programming, Finance, etc.) on a specific issue, BOS will notify the TAC Chair and allow TAC, at their option, to send a representative to the meeting. Foothill Transit and LADOT were changed to Eligible Operators from their former status as Included Operators per the Transportation Development Act (TDA). The monthly

meeting dates were changed from the last Tuesday of the month to the third Tuesday of the month to better fit the Board schedule. Also, the attendance policy was modified to ensure that members attend monthly meetings on a regular basis. Language to clarify what constitutes a majority for passing motions was also added to the bylaws.

Streets and Freeways: Expanded the membership to include a representative for all seven subregions and revised the attendance policy to be consistent with TAC.

TDM/AQ: Reduced SCAG membership from two representatives to one, due to SCAG no longer performing the Rideshare function; eliminated the TMA/TMO representative as this organization no longer exists; added the Los Angeles County Department of Public Works; and changed the BOS and LTSS representatives to Ex-Officio members. The attendance policy was also changed to be consistent with TAC.

NEXT STEPS

TAC and its Subcommittees will continue to periodically review their operation and membership structure and make changes to their respective bylaws as needed.

ATTACHMENT

A. BOS, Streets and Freeways, and the TDM/AQ Subcommittees' bylaws

MTA BUS OPERATIONS SUBCOMMITTEE

BY LAWS

ARTICLE I. PURPOSE AND SCOPE

Section 1

Under the authority of the Los Angeles County Metropolitan Transportation Authority hereinafter called the MTA, the Bus Operations Subcommittee, also referred to as BOS, shall be consulted on issues and will provide technical input/assistance to the MTA by reviewing and evaluating the various transportation policies, operating issues, and transportation financing programs in Los Angeles County. BOS shall review, comment upon and make recommendations on such matters as referred to it by the MTA.

In the dispatch of its responsibilities, the Bus Operations Subcommittee may conduct meetings, may appoint committees or working groups, and engage in such related activities, as it deems necessary.

Section 2

Under the authority of the MTA, BOS may also engage in such related activities as appropriate to the dispatch of its responsibilities and from time to time, may bring matters of special concern to BOS operators to the attention of the MTA through the appropriate MTA policy committees with a minimum 24 hour notification to the TAC Chair to allow TAC, at their option, to send a representative.

At a minimum, the following items will be reviewed by the BOS:

- Transportation planning and policy-making with impacts on transit, including long-range financial plans.
- Proposition A Discretionary Program Guidelines.
- Proposition A Local Return Policy and Administration Guidelines.
- Proposition C Policy and Administrative Guidelines.
- Legislative issues – federal, state, and local.
- Short Range Transit Plan (SRTP) issues.
- TDA and STA issues.

- Issues related to Proposition A Discretionary Grant MOU approvals.
- Unmet Transit needs findings.
- Annual Funding Marks and related issues for Included and Eligible Operators

Section 3

The staff of the MTA shall be available to aid BOS in its work.

ARTICLE II. MEMBERSHIP

The Bus Operations Subcommittee shall consist of seventeen (17) voting members and ex-officio members selected as follows:

a. Included Operators of Los Angeles County [one (1) vote each]:

- Arcadia Transit
- Claremont Dial-A-Ride
- Commerce Municipal Bus Lines
- Culver City Municipal Bus Lines
- Foothill Transit*
- Gardena Municipal Bus Lines
- LACMTA Operations
- La Mirada Transit
- Long Beach Transit
- Los Angeles Department of Transportation*
- Montebello Bus Lines
- Norwalk Transit System
- Redondo Beach Wave
- Santa Monica’s Big Blue Bus
- Torrance Transit System

b. Eligible Operators of Los Angeles County [one (1) vote each]:

- Antelope Valley Transit
- Santa Clarita Transit

* Asterisk represents that those operators are either receiving partial or full formula funding under the eligible operator criteria.

c. Non-Voting Members (Ex-Officio)

- MTA – Approved Transportation Zone(s)¹

ARTICLE III. OFFICERS

The Bus Operations Subcommittee shall elect a Chairperson, Vice Chairperson, and Secretary from the voting members thereof, each of whom shall serve for one (1) year, and thereafter until either re-elected or a successor is elected.

The individual member shall be considered as the elective officer and not the organization or agency.

Election of officers will be conducted at the September meeting of BOS (and will assume their duties immediately following the meeting).

Section 1 Duties of Officers

- Chairperson – It shall be the duty of the Chairperson to preside at all meetings of BOS and to ensure that the proceedings of the meeting are conducted in keeping with adopted by laws. The Chair will also appoint the Alternates to the Technical Advisory Committee (TAC).
- Vice Chairperson – In the absence or inability of the Chairperson to act, the Vice Chairperson shall perform all the duties of the Chairperson.
- Secretary – The Secretary shall keep, or cause to be kept (by MTA staff) minutes of all BOS meetings. The Secretary shall give, or cause to be given (by MTA staff), notice of all meetings in keeping with adopted by laws.

If the Chairperson and Vice Chairperson are absent, the Secretary shall perform all the duties of the Chairperson.

Section 2

Subcommittees – The Chairperson may create special or ad hoc subcommittees, and shall appoint subcommittee members as needed, subject to the majority approval of BOS.

Section 3

Meetings Requiring BOS Representation – If any officer or subcommittee member is unable to attend a meeting to which they have been appointed, and which requires BOS representation, the Chairperson may appoint an alternate representative from the subcommittee membership.

¹ MTA approved Transportation Zone(s) shall become Included Operators and eligible to vote once provisions for eligibility have been achieved per established guidelines.

ARTICLE IV. MEETINGS

Section 1

Regular Meetings – Regular meetings of the Bus Operations Subcommittee shall be held on the third Tuesday of each month.

- a. The Staff of MTA will supply BOS members with copies of meeting agendas (including supporting materials) and minutes of the prior BOS meeting no less than three (3) working days before the next scheduled meeting.

Attendance Policy:

- b. After three consecutive absences at regular meetings by the member or alternate, the agency will automatically be suspended from voting privileges. Privileges will not be reinstated until a written notice is sent by the MTA within 15 days notifying the General Manager of the agency's suspension. The appointing authority of the Agency must then send a new letter to MTA appointing the agency's BOS member and alternate. To ensure members are credited with attending the meetings, the roster must be signed at the meeting. The attendance roster becomes part of the meeting minutes.

Section 2

Quorum – Nine (9) voting members of the Bus Operations Subcommittee shall constitute a Quorum for the transaction of business.

ARTICLE V. VOTING PROCEDURES

Each voting member shall have one (1) vote. Only designated representatives may vote. Only voting members may make and second motions. 50% of the votes cast (plus one) constitute a majority.

ARTICLE VI. AMENDMENTS TO BY LAWS

The bylaws of the Bus Operations Subcommittee may be amended following thirty (30) days notice of proposed changes by a two-thirds (2/3) vote of all the voting members (subject to ratification by the MTA).

ARTICLE VII. AUTHORITY

The Bus Operations Subcommittee is created by the MTA and shall have no authority separate or apart from that of the MTA.

Streets and Freeways Subcommittee Bylaws

ARTICLE I. SCOPE AND RESPONSIBILITIES

Section 1. Subcommittee to the Technical Advisory Committee

Under the Authority of the Los Angeles County Metropolitan Transportation Authority, hereinafter referred to as MTA, the Streets and Freeways Subcommittee, herein referred to as the Subcommittee, shall be consulted on issues and will provide technical input/assistance to the MTA through Technical Advisory Committee (TAC) by reviewing and evaluating various transportation policies, issues and transportation funding programs in Los Angeles County. The Subcommittee shall review, comment upon and make recommendations on such matters as referred to by MTA and TAC.

In the dispatch of its responsibilities, the Subcommittee may conduct meetings, appoint committees or working groups, or engage in such activity, as it deems necessary.

Section 2. Roles and Responsibilities

Under the authority of the MTA, the Subcommittee may engage in such related activities as appropriate to the dispatch of its responsibilities and, from time to time, bring matters of special concern to the attention of MTA and TAC or appropriate policy committees.

At a minimum, the Subcommittee shall consider, comment and act on the following:

- Call for Projects
- Local, State and Federal Legislation
- Funding
- Project Delivery
- RSTI Projects
- Signal Synchronization Projects
- Bikeway/Bicycle Projects and Policies
- Pedestrian Projects and Policies
- Goods Movement

Section 3. MTA Staff Assistance

The staff of MTA shall be available to assist the Subcommittee in its work including the organization of meetings, provision of audio-visual equipment and other support as necessary. Meeting agendas (including supporting material) and minutes of the

previous meeting will be provided by MTA staff to Subcommittee members, alternates and additional persons included on the distribution list no less than three (3) working days before the next scheduled meeting.

ARTICLE II. MEMBERSHIP

Section 1. Membership

The Subcommittee shall consist of (16) voting and (3) ex-officio agencies/modal representatives listed below:

	members
• Automobile Club of Southern California	1
• California Highway Patrol	1
• Caltrans	1
• City of Long Beach	1
• City of Los Angeles	1
• County of Los Angeles	1
• League of California Cities	7
• MTA	1
• Arterial ITS Working Group	1
• Bicycle Coordinator	1
• TDM/Air Quality Sub-Committee (<i>Ex-Officio</i>)	1
• Southern California Association of Governments (SCAG) (<i>Ex-Officio</i>)	1
• Goods Movement (<i>Ex-Officio</i>)	1

Section 2. Members and Alternates

Voting and non-voting agencies shall designate in writing to MTA the names(s) of their designated member(s) and alternate(s). Only the individual designated as a member or, in the absence of the member, designated alternate, may vote during regular or special meetings. The seven members appointed by the League of California Cities, one voting member per each of the following Subregional groups or Councils of Governments (COGs): Arroyo Verdugo, Gateway Cities, Las Virgenes/Malibu, San Gabriel Valley, South Bay, Westside Cities, North County. These representatives must be full-time staff from one of the COG/Subregion member cities, not a paid consultant, and will be nominated by the COGs and confirmed by the League of California Cities.

Section 3. Eligibility

Designated voting and non-voting members of the Subcommittee shall be restricted to employees of the agencies listed above or include employees of agencies who serve on the Subcommittee representing the Arterial ITS Working Group, Bicycle

Coordination, and TDM/Air Quality Subcommittee. Consultants shall not be eligible to participate as voting or non-voting members of the Subcommittee.

Section 4. Officers

The election of officers (Chairperson and Vice-Chairperson) shall be conducted each calendar year at the first regularly scheduled meeting. Officers shall serve for a 12 month period and may serve consecutive terms when approved by majority vote of the Subcommittee. Alternates to TAC may serve as Chairperson or Vice-Chairperson of the Subcommittee.

Section 5. Attendance Policy

After three consecutive absences at regular meetings by the member or alternate, the agency would automatically lose voting privileges. Privileges would not be reinstated until a notice is sent by the MTA notifying the agency of the absences and MTA receives a new letter from the appointing agency identifying the new Subcommittee member and alternate.

ARTICLE III. OFFICERS

Section 1. Duties of Officers

- **Chairperson** - It shall be the duty of the Chairperson to preside at all meetings of the Subcommittee and to ensure that meeting proceedings are conducted in a manner in keeping with the Bylaws. The Chairperson shall keep, or cause to be kept (by MTA staff), minutes of all regular, special or ad hoc meetings. The Chairperson shall give, or cause to be given (by MTA staff), notice of all meetings in keeping with the Bylaws.
- **Vice-Chairperson** - In the absence of the Chairperson to act, the Vice-Chairperson shall perform all the duties of the Chairperson.

Section 2. Ad Hoc Committees

The Chairperson may call and seat ad hoc committees as necessary and shall appoint Subcommittee members as needed.

ARTICLE IV. MEETINGS

Section 1. Regular Meetings

Regular meetings of the Subcommittee shall be conducted on the third Thursday of each month and shall be conducted at the direction of the Chairperson or, in the Chairperson's absence, the Vice-Chairperson. Ad hoc meetings may be conducted at the direction of the Chairperson or, in the Chairperson's absence, the Vice-Chairperson.

Section 2. Quorum

Nine (9) voting members shall constitute a quorum. Motions shall require a second and may be adopted by a majority vote.

ARTICLE V. VOTING PROCEDURES

Each designated voting member, or in the member's absence, designated alternate, shall have one vote. Only voting members, or in the member's absence, the respective alternate, may vote or second motions.

ARTICLE VI. AMENDMENTS TO BYLAWS

The Bylaws of the Subcommittee may be amended following thirty (30) days notice of proposed changes by a two-thirds (2/3) vote of the voting members (subject to ratification by the Technical Advisory Committee).

ARTICLE VII. AUTHORITY

The Subcommittee is seated by the MTA and shall have no authority separate or apart from that of the MTA.

**TRANSPORTATION DEMAND MANAGEMENT/AIR QUALITY
SUBCOMMITTEE**

BY LAWS

ARTICLE I. PURPOSE AND SCOPE

Section 1

Under the authority of the LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (hereinafter called the MTA). The Transportation Demand Management/air Quality Subcommittee (hereinafter referred to as the Subcommittee) shall be consulted on issues related to Transportation Demand Management program and Air Quality requirements, and will provide technical input/assistance to the MTA, through the MTA Technical Advisory Committee (TAC), related to these programs. The Subcommittee shall review, comment upon and make recommendations on such matters as referred to it by the MTA TAC.

In the dispatch of its responsibilities, the Subcommittee may conduct meetings, appoint committees or working groups, and engage in such related activities, as it deems necessary.

Section 2

Under the Authority of the MTA, the Subcommittee may also engage in such related activities as appropriate to the dispatch of its responsibilities and, from time to time, may bring matters of special concern to Subcommittee members to the attention of the MTA or other appropriate MTA policy committees through the MTA TAC.

At a minimum, the following items will be reviewed by the Subcommittee:

1. Transportation planning and policy-making with impacts on TDM/Air Quality programs.
2. The consideration of TDM strategies as a component of the MTA Long Range Plan.
3. The consideration of TDM strategies as a component of the MTA Call for Projects process.
4. Air Quality requirements and responsibilities that effect the implementation of transportation programs, projects, and strategies in Los Angeles County.

5. Legislative issues pertaining to TDM and Air Quality – federal, state, and local.

Section 3

The staff of the MTA shall be available to aid the Subcommittee in its work.

ARTICLE II. MEMBERSHIP

Section 1.

The Subcommittee shall consist of eleven (11) voting members [with one (1) vote each] and three (3) ex-officio members listed below:

- League of California Cities (four representatives)
- City of Los Angeles
- County of Los Angeles – Department of Public Works
- Southern California Association of Governments (SCAG)
- South Coast Air Quality management District
- Transportation Management Association/Organization (two representatives)
- Caltrans (*Ex-Officio*)
- MTA Bus Operation Subcommittee (BOS) (*Ex-Officio*)
- MTA Local Transportation Services Subcommittee (LTSS) (*Ex-Officio*)
- MTA Staff (Planning and programming)

Section 2.

Voting and non-voting agencies shall designate in writing to MTA the names(s) of their designated member(s) and alternate(s). Only the individual designated as a member or, in the absence of the member, designated alternate, may vote during regular or special meetings.

Section 5.

After three consecutive absences at regular meetings by the member or alternate, the agency would automatically lose voting privileges. Privileges would not be reinstated until a notice is sent by the MTA notifying the agency of the absences and MTA receives a letter from the appointing agency identifying the new Subcommittee member and alternate.

ARTICLE III. OFFICERS

The Subcommittee shall elect a Chairperson, Vice Chairperson and Secretary from the voting members thereof, each of whom shall serve for one (1) year, and thereafter until either reelected or successor is elected.

The individual member shall be considered as the elected officer and not the organization or agency.

Election of officers will be conducted at the September meeting of the Subcommittee (and elected officers will assume their duties immediately following the meeting).

Election of two (2) representatives and two (2) alternates to the Technical Advisory Committee (TAC) will be conducted at the September meeting of the Subcommittee.

Section 1

Duties of Officers:

- a. Chairperson – It shall be the duty of the Chairperson to preside at all meetings of the Subcommittee and to ensure that the proceedings of the meeting are conducted in keeping with adopted Bylaws.
- b. Vice Chairperson – In the absence or inability of the Chairperson to act, the Vice Chairperson shall perform all the duties of the Chairperson
- c. Secretary – The Secretary shall keep, or cause to be kept (by MTA staff) minutes of all the Subcommittee meetings. The Secretary shall give, or cause to be given (by MTA staff), notice of all meetings in keeping with adopted Bylaws.
- d. Appointed Technical Advisory Committee representatives (or alternates) shall attend all meetings of the TAC. Representatives shall accurately reflect position(s) taken by the Transportation Demand Management/Air Quality Subcommittee. Representatives shall report positions of the TAC during general meetings of the Transportation Demand Management/Air Quality Subcommittee.

If the Chairperson and the Vice Chairperson are absent, the Secretary shall perform all the duties of the Chairperson.

Section 2

Subcommittees – The Chairperson may create special or ad hoc subcommittees, and shall appoint subcommittee members as needed, subject to the majority approval of the Subcommittee.

ARTICLE IV. MEETINGS

Section I

Regular Meetings – Regular meetings of the Subcommittee shall be held on the second Tuesday of odd numbered months at 10:30 a.m.

The Staff of the MTA will supply Subcommittee members with copies of meeting agendas (including supporting material) and minutes of the prior Subcommittee meeting no less than three (3) working days before the next scheduled meeting.

Section 2

Quorum – Six (6) voting members of the Subcommittee shall constitute a quorum. Meetings shall be called, noticed and conducted in the manner prescribed by Section 54952.3 of the Government Code (the Ralph Brown Act).

Until all Subcommittee positions identified in Article II have been filled by the designated agency or party, a majority of designated Subcommittee members will constitute a quorum. This clause will become null and void upon the initial designation of all Subcommittee members.

**TRANSPORTATION DEMAND MANAGEMENT/AIR QUALITY
SUBCOMMITTEE**

of the
MTA Technical Advisory Committee (TAC)

MEMBERSHIP LIST

MEMBERS

ALTERNATES

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