

**ALAMEDA-CONTRA COSTA TRANSIT DISTRICT  
(AC TRANSIT)  
GENERAL MANAGER'S ACCESS COMMITTEE (GMAC)**

**BYLAWS**

The following constitutes the Bylaws, including appropriate rules for procedure, as adopted by the General Manager's Access Committee of the Alameda-Contra Costa Transit District.

**ARTICLE I – GENERAL PURPOSE, GOALS AND OBJECTIVES**

**SECTION 1. PURPOSE.**

As determined by the General Manager, the purpose of the GMAC is to review, to comment and to advise the General Manager and District staff regarding the implementation of District planning, programs, and services for seniors and individuals with disabilities.

Issues which may be addressed by the Committee include, but are not limited to:

- (a) Plans to purchase operating equipment (e.g. buses and other vehicles, passenger lifts/ramps, kneelers, steps and speakers)
- (b) Equipment, maintenance and modifications
- (c) Bus headsigns, logos, signage
- (d) Functional arrangements of bus stops (e.g. location, recognition, identification, pole, signage, benches, shelters, and obstructions)
- (e) Fares, schedules and routes
- (f) Operator assistance and transit information centers
- (g) Public education, awareness, outreach, and input
- (h) Staff (including operators) training, including awareness and sensitivity training
- (i) Other accessible public transit matters as requested by the General Manager or staff.

**SECTION 2. GOALS AND OBJECTIVES**

To accomplish the above stated purpose, the Committee and its membership shall endeavor to:

- (a) Make recommendations to the General Manager regarding policy matters and priority needs, which will improve service for seniors and individuals with disabilities;
- (b) Provide an open forum for the discussion and evaluation of District services;
- (c) Promote and aid in the dissemination of information to senior and disabled communities within the District's entire service area.
- (d) Make recommendations regarding implementation of District policies which will improve service for seniors and individuals with disabilities.

**ARTICLE II – OFFICERS**

**SECTION 1. CHAIR.**

The Committee shall select from its membership a Chair who shall preside at all meetings of the Committee. The Chair shall appoint members to all subcommittees and shall serve as ex-

officio member to all subcommittees. The Chair shall also perform such other duties as may be requested from time to time by the Committee.

## **SECTION 2. VICE CHAIR**

The Committee shall select from its membership a Vice Chair who, in the absence or inability of the Chair to serve, shall have all of the powers and shall perform all of the duties of the Chair. The Vice Chair shall perform such other duties from time to time as may be requested by the Committee.

## **SECTION 3. CHAIR AS PRESIDING OFFICER**

The Chair may move, second and debate, subject only to such limitations of debate as are imposed on all members. The Chair shall not be deprived of any rights and privileges of any member by reason of his/her acting as presiding officer. However, the Presiding Officer is primarily responsible for the conduct of Committee meetings.

The Chair shall be responsible for the maintenance of order and decorum of Committee meetings. The Chair shall determine all Points of Order subject to the right of any member to appeal the determination to the entire Committee. In the event of an appeal, the majority decision of the Committee shall govern and conclusively determine any question of order.

## **SECTION 4. STAFF SUPPORT**

As authorized by the General Manager, or designee, a designated Staff Member shall serve as Committee Secretary to prepare meeting notices, agendas, and minutes.

## **SECTION 5. SELECTION OF CHAIR/VICE CHAIR**

(a) Term. During the regular meeting in April of every other year, and at any time when there is a vacancy in the office of Chair or Vice Chair, the Committee shall elect one of its members as Chair and one of its voting members as Vice Chair. The regular term of office for the Chair and Vice Chair shall be two years; however, the Chair and Vice Chair shall serve at the direction of the Committee and may be removed by a majority vote of the appointed Committee members. Chair and Vice Chair may not serve two consecutive two-year terms.

(b) Temporary/Permanent Vacancies. If the Chair and Vice Chair are both absent from any meeting and/or are unable to act, the meeting shall be called to order by the Committee Secretary whereupon the Secretary shall immediately call for the selection of a Temporary Presiding Officer.

(c) Failure to Elect. If the Committee fails to elect a Chair or Vice Chair, the existing Chair or Vice Chair shall continue in said office until the Committee elects a successor.

## **ARTICLE III – MEETINGS**

### **SECTION 1. GENERAL**

All meetings of the Committee shall be open to the public.

### **SECTION 2. QUORUM**

**REGULAR BUSINESS:** A majority of the appointed members of the GMAC shall constitute a quorum of the GMAC for purposes of conducting business.

(Examples: If there are no vacancies on the GMAC, 8 members would constitute the majority of the 14-member Committee. If three vacancies existed on the GMAC, 6 members would constitute the majority of the 11-member Committee.)

**SECTION 3. ACTIONS.**

All actions of the Committee shall be by motion passed by a majority of the voting members present at a meeting.

**SECTION 4. MEETING PLACE.**

All monthly meetings of the Committee, except as noted in the following paragraph, shall be held remotely via teleconference on Zoom.

In the event of a change of meeting place, appropriate and timely public notices shall be given in accordance with requirements of State law. Any in person meetings shall be held at either AC Transit's General Offices, 1600 Franklin Street, Oakland, CA, or East Bay Paratransit, 1750 Broadway, Oakland, CA.

**SECTION 5. MONTHLY MEETING.**

Monthly meetings of the Committee shall be held on the 2<sup>nd</sup> Tuesday of each month at 1:00 p.m.

As the need presents, the Committee may meet at other times as provided in Sections 6 through 8 below. Reference:

**SECTION 6. ADDITIONAL MEETINGS.**

Any additional meetings, other than the usual monthly meeting, may be called at any time by the Chair of the Committee, or by a majority of Committee members.

**SECTION 7. PUBLIC NOTICE OF MEETINGS.**

Public notice shall be given for all meetings. The agenda for monthly meetings shall be publicly available at least 72 hours in advance of the meeting. Any meeting held, other than the monthly meeting, shall be publicly noticed at least 24 hours in advance. Discussions regarding committee business shall not be held outside of a publicly noticed meeting.

**SECTION 8. ADJOURNMENT**

The Committee may adjourn any meeting to a time and place specified in the motion or order of adjournment. Less than a quorum of the Committee may adjourn from time to time. If all members are absent from any regular or adjourned-regular meeting, the Committee Secretary may declare the meeting adjourned to a stated time and place and shall cause a written notice of adjournment to be given in the same manner as given for special meetings.

**ARTICLE IV – AGENDAS, MINUTES, RECOMMENDATIONS TO THE GENERAL MANAGER**

**SECTION 1. AGENDAS**

The Committee Secretary shall prepare and be responsible for distributing the final agenda and preparing or compiling the associated agenda materials for each meeting. Agenda materials shall be distributed preferably one week prior to each meeting.

**SECTION 2. MINUTES.**

Minutes of each Committee meeting shall be prepared by the Committee Secretary and distributed to Committee members together with the agenda for the next month's meeting. Copies of all minutes shall be forwarded to the General Manager.

**SECTION 3. PARLIAMENTARY PROCEDURE.**

The Committee shall use Robert's Rules of Order as a guideline for conducting its business except as provided in the Committee Charter or these Bylaws.

**SECTION 4. RECOMMENDATIONS TO THE GENERAL MANAGER.**

The Committee Secretary shall be responsible for ensuring that all recommendations of the Committee are forwarded to the General Manager.

Committee members may participate in presentations to the General Manager. Committee members may also present minority viewpoints of the Committee to the General Manager but shall in such presentations clarify that such viewpoints are a minority report.

**ARTICLE V – SUBCOMMITTEES**

**SECTION 1. SUBCOMMITTEES.**

Subcommittees may be established to carry out specific tasks or make recommendations to the Committee as a whole. Subcommittees may be established at the direction of the GMAC or the Chair. The GMAC Chair shall be responsible for appointing members to subcommittees and designating the Chair for such subcommittees.

**ARTICLE VI – AMENDMENTS**

**SECTION 1. AMENDMENTS.**

These bylaws may be amended by a majority vote of those present at any meeting provided that a copy of the proposed amendment has been mailed to each Committee member in advance of the time the proposal amendment is to be voted upon.

GENERAL MANAGER'S ACCESS COMMITTEE BYLAWS

**ADOPTED: May 9, 2023**