

BYLAWS
of the
Measure Q Oversight Committee

The Measure Q Oversight Committee (Committee) was formed on March 2, 2015, by vote of the Monterey-Salinas Transit Board of Directors approving Resolution 2015-31. Appointed members of the Committee, under the terms and conditions outlined by the Local Transit Funding for Senior Citizens, Veterans and People with Disabilities sales tax Ordinance 2015-01 (Ordinance), approved by the voters of Monterey County on November 4, 2014, serve as an oversight committee to review and report on the revenue and expenditure of funds generated from the sales tax.

1. PURPOSE

Ordinance 2015-01, otherwise known as the Local Transit Funding for Senior Citizens, Veterans and People with Disabilities sales tax (Measure Q), requires annual performance and financial audits as well as citizen oversight to ensure that the revenue raised is properly used.

The Ordinance established an Expenditure Plan to ensure that Measure Q funds would be dedicated solely to services that support transportation planning, specialized equipment and operating expenses required to meet the special mobility needs of veterans, senior citizens and persons with disabilities, including trips required for vital medical appointments and for veterans' job training/placement services. Funds may also be used to pay for the District's costs of conducting the election to obtain required voter approval for the Ordinance.

It is the purpose of this Committee to review and report on the revenue and expenditure of funds from the tax.

2. SCOPE OF RESPONSIBILITIES

It is the responsibility of this Committee to review and report to the MST Board of Directors (Board) on the revenue and expenditure of funds from the tax.

3. COMMITTEE MEMBERSHIP AND COMPOSITION

3-1. Membership Solicitation

MST staff shall solicit applications for appointment by the Board to the Measure Q Oversight Committee.

A subcommittee of the Board shall be appointed by the Board, as necessary, to review and recommend for appointment members of the Committee. The MST Board of Directors shall approve all Committee appointments.

3-2. Committee Composition

The membership of the Committee shall be appointed by the MST Board of Directors and shall consist, at a minimum, of a representative of each of the following:

- The Salinas Urbanized Area, to include a representative from the City of Salinas;
- The Seaside-Marina-Monterey Urbanized Area, to include a representative from among the cities of Carmel-by-the-Sea, Monterey, Pacific Grove, Seaside, Del Rey Oaks, Sand City, and Marina;
- The Non-Urbanized Areas, to include a representative from among the cities of Gonzales, Greenfield, Soledad, and King City;
- The County of Monterey, to include a representative from an unincorporated area of Monterey County;
- A bona fide non-profit organization that represents the interest of taxpayers in the county; and
- The District's existing Mobility Advisory Committee, to include two members of the Mobility Advisory Committee.

3-3. Vacancies

Vacancies may occur upon resignation, disability, or removal by the MST Board of Directors for lack of participation or other good cause, as determined by the Board by majority vote. Upon the occurrence of a vacancy, the MST Board of Directors may nominate a successor from its existing files of nominees or may call for additional nominations. If the member whose departure caused the vacancy was nominated by an organization, that organization may nominate a potential replacement. Vacancies shall be filled only for the unexpired term of the departing member.

All nominations made by outside organizations to fill a vacancy shall be approved the Board of Directors.

3-4. Term Limits

The MST Board of Directors shall set a term of service at three (3) years. Terms shall be staggered so that, insofar as possible, one-third of appointments shall expire each year. Members shall be eligible for reappointment.

4. OFFICERS

4-1. Terms and Election of Officers

During the first meeting of the fiscal year, the Committee shall elect a Chair and Vice-Chair to serve for a one (1) year term. The Chair shall preside at all meetings of the Committee.

The Vice-Chair shall perform the duties of the Chair in his or her absence. If both officers are absent, the majority of the quorum may appoint a presiding officer for that meeting. Upon resignation of an officer, a special election of the Officers shall be held.

4-2. Duties of Officers

The *Chair* of the Committee sets meeting agendas, presides over all Committee meetings, appoints subcommittees and carries out any other duties assigned by the MST Board of Directors. The Chair shall be the primary liaison with MST Staff.

The *Vice-Chair* of the Committee, upon the inability or unwillingness of the Chair to serve, shall succeed to the Chair for the remainder of the term. In the temporary absence or incapacity of the Chair, the Vice-Chair shall carry out the duties of the Chair. The Committee shall select an acting Chair in the absence of both the Chair and the Vice-Chair.

5. STAFF

MST staff shall serve as the primary staff to the Committee.

6. COMMITTEE PROCEDURES

6-1. Meetings

The Committee shall meet at a regular date and time agreed upon by a majority of the members to carry out the purpose and duties described above. The meetings shall be open and public in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.).

The meetings shall be held at a location accessible to persons with disabilities and public transportation.

6-2. Quorum

A majority of the voting members shall constitute a quorum for the transaction of business.

6-3. Voting

Each member shall have one (1) vote. Voting on all matters shall be on a voice vote unless any member in attendance requests a roll call.

6-4. Limitation of Discussion

Discussion on any particular matter by Committee members or by any member of the general public may be limited at the discretion of the Chair to such a length of time as the Chair may deem reasonable under the circumstances.

6-5. Conduct of Meetings

The meetings shall be conducted in accordance with the principles of Robert's Rules of Order.

6-6. Minutes

Official minutes will be kept noting the members and visitors present, motions entertained and actions taken at each meeting shall be prepared by staff and submitted to the MST Board of Directors after each Committee meeting. The minutes shall reflect minority views in addition to the majority viewpoint.

6-7. Reports

In addition to reports and recommendations specifically requested by the MST Board of Directors, the Committee shall submit a quarterly report containing the attendance record of each member, a summary of activities and projects undertaken during the preceding year, and the Committee's recommendations to the MST Board of Directors.

6-8. Bylaws

Subject to the approval by the MST Board of Directors, the information set forth in these bylaws shall be deemed sufficient to serve as the bylaws for the Committee. These bylaws may be amended by a majority vote of the MST Board of Directors.

6-9. Communications

The Committee may communicate freely with elected or appointed bodies, public or private agencies or individuals to obtain information or opinions regarding MST matters, specifically relating to service and expenditures of funds for seniors, veterans and people with disabilities. Copies of relevant correspondence regarding Committee issues shall be forwarded to the MST Board of Directors.

6-10. MST Staff Assistance

MST Staff assistance shall consist of providing information, preparing meeting agendas as directed by the Chair, preparing meeting minutes, preparing correspondence and reports as requested by the Committee, and generally assisting the Committee.

6-11. Conflict of Interest

A Committee member shall disqualify himself/herself from making, participating in, or attempting to influence any Committee decision which will have a foreseeable material financial effect, distinguishable from its effect on the public generally, on: 1) any real property in which said person has a direct or indirect interest worth more than \$2000; 2) any source of income aggregating \$250 or more in value provided to, received by, or promised to said persons within twelve (12) months prior to the time when the decision is made; or 3) any business entity in which said person is a director, officer, partner, trustee, employee, or holds any position of management.

Each Advisory Committee member shall file with MST an annual statement of economic interests on a form prescribed by the California Fair Political Practices Commission (FPPC).

Each Committee member shall file with MST a bi-annual certificate of completion of ethics training as mandated by State Assembly Bill 1234, known as the “Local Government Sunshine Bill,” as prescribed by the California FPPC.

7. AMENDMENT OF BYLAWS

The information set forth in these bylaws shall be deemed sufficient to serve as the bylaws for the committee, subject to approval by the MST Board. These bylaws may be amended by a majority vote of the MST Board.