

Date: July 21, 2006

Committee Meeting Date: August 9, 2006

Board Meeting Date: N/A

BOARD MEMORANDUM

ACTION X DISCUSSION INFO

TO: Bicycle and Pedestrian Advisory Committee
Santa Clara Valley Transportation Authority
Board of Directors

THROUGH: Michael T. Burns
General Manager



FROM: Carolyn M. Gonot
Chief Development Officer



SUBJECT: Nominating Subcommittee Report and Election of Replacement
Vice Chairperson

RECOMMENDATION:

1. Receive the report from the nominating subcommittee identifying members willing to serve as the vice chairperson for the remainder of the current term; and
2. Conduct voting to elect a new vice chairperson for the remainder of the current term, which is until the January 2007 meeting.

BACKGROUND:

The bylaws for VTA's five advisory committees specify that each committee shall elect from its membership a chairperson and a vice chairperson. The duties of the chairperson are to preside at all meetings of the committee and represent the committee before the VTA Board of Directors. The duty of the vice chairperson is to perform the duties of the chairperson when the chairperson is absent. The chairperson and vice chairperson positions serve for a one-year term coinciding with the calendar year and are eligible for election to successive terms.

DISCUSSION:

The BPAC chairperson elected by the Committee at its January 2006 meeting, Marc Jensen, is not returning to the committee for the new term that started July 1, 2006. As such, the BPAC bylaws provide that the vice chairperson automatically and immediately assumes the chairperson position and that an election should be held as soon as practical to fill the vacant vice chairperson position for the remainder of the term (in this case, until the January 2007 meeting).

Normally, the election process for chairperson and vice chairperson is comprised of three distinct components that occur at three consecutive committee meetings. The first component is the appointing of the nominating subcommittee. The second is presentation of the nominating subcommittee's report. And the final component is election of the chairperson and vice chairperson. Each of these components is conducted during the committee meeting.

However, since including the July BPAC meeting there were only six scheduled meetings remaining in calendar year 2006 and because the normal election process would consume three of them, at that meeting staff recommended that the process to elect a replacement vice chairperson be compressed to two meetings. This would consist of the Committee forming a nominating subcommittee at the first meeting (July) to identify members interested in serving. At the second meeting (August), the nominating subcommittee will provide its report and the Committee will conduct voting to elect a vice chairperson.

To this end, at the BPAC July meeting the Committee formed a nominating subcommittee consisting of members Joe Walton and John Sullivan. The nominating subcommittee's mission is to identify members interested in serving as the vice chairperson. This is done by securing nominations from members, either for themselves or other members. Additionally, it is the nominating subcommittee's responsibility to determine that members who have been nominated are willing to serve in those positions.

At the August BPAC meeting, the nominating subcommittee will provide a verbal report identifying committee members who have confirmed their willingness to serve. The nominating subcommittee is automatically discharged when its report is formally presented to the committee. No action is required of the committee other than to accept the report.

Also at the August meeting and immediately following the nominating subcommittee's report, the election to choose a replacement vice chairperson will be conducted. Immediately prior to the vote, the chairperson will ask whether there are any nominations from the floor, at which time any member may nominate a committee member from the floor. The chairperson will then close the nominating process to establish the candidates for the position. In order to conduct the election, a quorum needs to be present. If during the election there are multiple candidates for the position, a candidate must receive a minimum of nine votes (a quorum) to be elected. If no member receives at least nine votes in the first election process, subsequent processes will be conducted at the same meeting (within reason) until the nine-vote minimum is achieved. The member elected to the position assumes the vice chairperson duties immediately.

Prepared by: Stephen Flynn, Sr. Management Analyst