



Date: January 29, 2007  
 Committee Meeting Date: February 8, 2007  
 Board Meeting Date: N/A  
 ACTION  DISCUSSION  INFO

**BOARD MEMORANDUM**

**TO:** Policy Advisory Committee  
 Santa Clara Valley Transportation Authority  
 Board of Directors

**THROUGH:** Michael T. Burns  
 General Manager *Michael T. Burns*

**FROM:** Jim Lawson  
 Government Affairs Manager *Jim Lawson*

**SUBJECT:** Election Process for Advisory Committee Chairperson and Vice Chairperson

**RECOMMENDATION:**

Conduct voting to determine the Committee's chairperson and vice chairperson for calendar year 2007 to complete the election process.

**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 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 and are eligible for election to successive terms.

The advisory committees bylaws also specify that the chairperson and a vice chairperson elections for Bicycle & Pedestrian Advisory Committee (BPAC), Citizens Advisory Committee (CAC), Policy Advisory Committee (PAC), and Technical Advisory Committee (TAC) are held the first meeting of the calendar year (usually January), and those for the Committee for Transit Accessibility (CTA) the last meeting of the calendar year (typically December).

**DISCUSSION**

The election process for chairperson and vice chairperson is comprised of three distinct steps. The first step is the appointing of the nominating committee. The second is presentation of the nominating committee's report. The final step is conducting elections to select the chairperson and vice chairperson. Each of these components is conducted during the committee meeting.

### **Appointing the Nominating Subcommittee**

The existing chairperson requests volunteers to serve on the nominating subcommittee, which is typically comprised of two to four members. If there are no volunteers or an insufficient number, it is the chairperson's prerogative to appoint committee members to serve on it. The vote of the Committee approving the appointment of members to the nominating subcommittee is required. This step normally takes place two meetings prior to the elections of chairperson and vice chairperson.

The nominating subcommittee identifies members interested in serving as the chairperson or vice chairperson. This is done by soliciting nominations from members, either for themselves or other members, and is done at a time other than during the committee meeting. Additionally, it is the nominating subcommittee's responsibility to determine that members who have been nominated are willing to serve in those positions.

### **Report from the Nominating Subcommittee**

At the meeting immediately preceding the elections, the nominating subcommittee provides a verbal report to the advisory committee identifying committee members who have confirmed their willingness to serve. This establishes the initial list of candidates for the elections to be held at the next meeting. 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.

### **Election of Chairperson and Vice Chairperson**

These elections, which are held at the meeting specified in the bylaws whenever possible, are conducted for the chairperson and vice-chairperson positions individually and in sequence. Immediately prior to the vote, the chairperson shall ask whether there are any nominations from the floor, then close the nominating process to establish the final list of candidates for each position.

For all advisory committees except CTA, the affirmative vote of a majority of the total authorized membership is required to elect the chairperson and vice chairperson. CTA requires the affirmative vote of nine members or a majority of the members present, whichever is greater.

Conducting successful elections and transferring responsibilities to the new chairperson and vice chairperson completes the election process. For CTA, the term for the newly elected chairperson and vice chairperson commences at the next meeting whereas for the other four advisory committees it begins at the same meeting as the elections.