

**BYLAWS OF THE
REGIONAL TRANSPORTATION PLANNING AGENCY TECHNICAL
ADVISORY COMMITTEE (RTPA TAC)**

The Regional Transportation Planning Agency Technical Advisory Committee (RTPA TAC) was established by the Tehama County Transportation Commission (TCTC) to act at its direction and discretion in response to State and Federal requirements.

A. PURPOSE AND DUTIES:

- The RTPA TAC provides coordinated technical assistance, advice and recommendations to TCTC to aid in fulfilling its responsibilities for a coordinated transportation planning process within Tehama County.
- Review and provide input on transportation planning activities, including but not limited to, updating the Regional Transportation Plan (RTP), recommending projects for the Regional Transportation Improvement Program (RTIP) and other special transportation studies.
- Provide technical assistance, advice and recommendations to the TCTC staff.

B. MEMBERS:

The RTPA TAC consists of a representative from each of the following cities: Corning, Tehama, Red Bluff, and one representative from the County of Tehama, Caltrans District 2, and from Paskenta Band of Nomlaki Indians, for a total of six (6) members.

C. TERM OF OFFICE:

The term of appointment shall be for one (1) calendar year. Members and alternates may be reappointed for additional terms.

D. DESIGNATION OF ALTERNATE:

A member representing a provider or agency may designate an alternate representing the same provider or agency who may attend meetings in lieu of the member and shall have the right to vote.

E. VACANCIES:

1. A vacancy shall be created when a member: resigns; completes their term of appointment and does not wish to be reappointed; misses three consecutive regular meetings without good cause, so entered in the minutes; or when a member can no longer carry out their responsibilities as a Committee member.

2. If a member representing a provider or agency resigns during his/her term, the agency will appoint the new member.
3. Except as stated in the above paragraph, TCTC shall recruit a new member when a vacancy exists.

F. ELECTION OF OFFICERS:

During the first meeting of the calendar year, a Chair and Vice Chair will be elected by the committee and serve for one calendar year. If an officer resigns, a replacement will be appointed at the next scheduled meeting.

G. DUTIES OF OFFICERS:

1. Chair: The Chair will preside over all meetings of the RTPA TAC.
2. Vice Chair: In the absence of the Chair, the Vice Chair will perform the duties of the Chair. Upon the absence of both the Chair and Vice Chair, the majority of a quorum may appoint a presiding officer for the meeting.
3. Deputy County Clerk: The Deputy County Clerk will keep minutes of all RTPA TAC meetings and assist with the preparation and distribution of the agendas.

H. ORGANIZATION AND PROCEDURES:

1. Meetings: The RTPA TAC will meet quarterly, starting on the first month of the year, on the first Wednesday of the month at 3:00 PM, with the option of additional meetings as necessary. Meetings will be held in the County Administration building located at 727 Oak Street, Red Bluff. The meetings will be open to the public in compliance with the Brown Act, Government Code Section 54950 et seq. This facility is fully ADA compliant to facilitate the attendance of physically handicapped and disabled members of the TAC and the community in general.
2. Voting Members: The voting members are the representatives as stated in Section B, Members.
3. Quorum: A majority of four (4) of the six (6) voting members will constitute a quorum in order to conduct the business of the RTPA TAC.
4. Tie: In case of a tie vote the chairperson may break the tie.
5. Voting: Voting on all matters of the RTPA TAC shall be by a voice vote.
6. Conduct of Meetings: Meetings are to be consistent with the Brown Act.

7. Minutes: Official minutes recording the members and guests present, motions entertained, and actions taken at each meeting will be prepared by the Deputy County Clerk and made available after each RTPA TAC meeting.
8. Bylaws: These bylaws may be amended by majority vote of the RTPA TAC members and subsequent approval of TCTC.
9. Staff Assistance: TCTC staff will assist the RTPA TAC by providing information, preparing meeting agendas and minutes, preparing correspondence and reports as requested by the RTPA TAC, and generally assisting the RTPA TAC.

Approved by RTPA TAC on August 8, 2018, in Red Bluff, California.

Approved by TCTC on August 27, 2018 in Red Bluff, California

Approved by RTPA TAC on June 17, 2020 in Red Bluff, California

Approved by TCTC on July 27, 2020 in Red Bluff, California

Chair

Date

Deputy County Clerk

Date