



**HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS**  
**Regional Transportation Planning Agency**  
**Humboldt County Local Transportation Authority**  
**Service Authority for Freeway Emergencies**  
611 I Street, Suite B  
Eureka, CA 95501  
(707) 444-8208  
www.hcaog.net

**AGENDA ITEM 5b**  
**HCAOG Board Meeting**  
**August 17, 2023**

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DATE: August 8, 2023  
TO: HCAOG Policy Advisory Committee (PAC)  
FROM: Beth Burks, Executive Director  
SUBJECT: **Technical Advisory Committee (TAC) Bylaws**

### **STAFF REPORT**

#### **Contents:**

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#### **Staff's Recommended Action:**

Motion to be approved by consent:  
"The PAC recommends the HCAOG Board approve staff recommended changes to the Technical Advisory Committee Bylaws."

#### **Staff Summary:**

Staff are proposing changes to the TAC Bylaws adopted in 2015. The suggested changes are proposed to make it easier to achieve a quorum and to provide a remote option for TAC members who must travel multiple hours to attend the meetings. The TAC reviewed the suggested changes on two occasions. Staff has incorporated the TAC suggestions in the attached proposed revisions to the TAC Bylaws. Changes are included as strikethrough and red text.

There are currently 18 TAC members. Since we have resumed meeting in person it has been difficult to obtain a quorum, which requires 50% of the membership to be present. The only remedy in the current TAC Bylaws is found in Section 4.06 Termination of Membership. This section allows for termination of a member who is absent from three regular meetings in a calendar year.

However, it is not necessarily ideal or equitable to have membership terminated after three absences. If we were strictly interpreting the current termination provision, this year, six TAC members would be notified of impending termination. The majority of these would be Tribal Government representatives, as well as the California Highway Patrol and Fortuna Transit. In most instances, attendance has been impacted by changes in personnel or demands on staff resources.

The intent of the proposed revisions is to avoid terminating these organizations from TAC membership while they navigate difficult staffing circumstances and at the same time to make it easier to achieve a quorum. Language is proposed to be added to Section 4.03- Voting Rights that would allow the TAC to vote to make members advisory if they have missed more than 3 meetings in a calendar year. Once a member is advisory, their absence would not count against a quorum. At the time the organization can more fully participate, they can easily request a reinstatement by the TAC. This approach allows flexibility for the TAC without formally removing an organization from membership. In cases where an organization no longer intends to participate, Section 4.06- Termination of Membership is still available, with only a small change proposed from *shall* to *may*.

Additionally in the case of our TAC members representing Yurok, Hoopa Valley and Karuk Tribal Governments, attending the TAC meeting in person means they must travel long distances (some more than 2 hours each way). To overcome this, there is a suggested change to Bylaw Section 5.02- Place of Meetings, to allow these specific representatives to participate remotely from an approved, accessible location that can be posted in the TAC agenda consistent with Brown Act requirements.

These changes reflect direction from the TAC and are intended to improve equity and operational efficiency of the TAC.