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- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
 - San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies
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Revised Agenda Item No. 8

Administrative Committee Meeting

January 11, 2012

Location:

SANBAG Office
The Super Chief Conference Room
1170 West Third Street
San Bernardino, CA

DISCUSSION CALENDAR

8. **Proposed modification of Administrative Committee Membership to Include All SANBAG Officers and Committee Chairs**
 - 1) Approve modification of Policy 10002 Part III, composition of the Administrative Policy Committee, to include all SANBAG Officers, all Policy Committee Chairs, and additional appointees as needed to maintain geographic balance as currently defined.
 - 2) Approve modification of Policy 10002 Part V, Membership Terms, to stipulate that Administrative Policy Committee terms shall extend from July 1 to June 30 to be consistent with the terms of SANBAG Officers and Policy Committee Chairs.
 - 3) Approve the addition of the Policy Committee Chairs to the Administrative Committee without displacement of current members until the election of new SANBAG Officers and Policy Committee Chairs in June 2012.

This item was revised to add Recommendation No. 3 and Draft Policy 10002 was also revised (last paragraph of page one) to clarify membership composition.



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Minute Action

REVISED AGENDA ITEM: 8

Date: January 11, 2012

Subject: Proposed Modification of Administrative Committee Membership to Include All SANBAG Officers and Committee Chairs

Recommendation:* 1) Approve modification of Policy 10002 Part III, composition of the Administrative Policy Committee, to include all SANBAG Officers, all Policy Committee Chairs, and additional appointees as needed to maintain geographic balance as currently defined.

2) Approve modification of Policy 10002 Part V, Membership Terms, to stipulate that Administrative Policy Committee terms shall extend from July 1 to June 30 to be consistent with the terms of SANBAG Officers and Policy Committee Chairs.

3) Approve the addition of the Policy Committee Chairs to the Administrative Committee without displacement of current members until the election of new SANBAG Officers and Policy Committee Chairs in June 2012.

Background: The Administrative Policy Committee has, for many years, served as SANBAG's legislative review committee as well as providing policy oversight for fiscal and organizational affairs. This is consistent with SANBAG Policy 10000 Part IIIB, which states that the Administrative Policy Committee shall "serve as policy review committee for any program area which lacks active policy committee oversight." However, for the past several years the SANBAG President, Vice-

*

Approved
Administrative Committee

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

COG	X	CTC	X	CTA	X	SAFE		CMA	X
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President, Past President, and Policy Committee Chairs have comprised SANBAG's informal legislative advocacy group. Membership on the Administrative Policy Committee and the legislative advocacy group always overlaps, but the Administrative Committee has rarely (if ever) included all members of the legislative advocacy group. Therefore, a mismatch usually exists between membership on the policy committee responsible for legislative review and the SANBAG Board Members responsible for legislative advocacy.

This proposal would address that mismatch by modifying the Administrative Committee membership to include all Officers and Policy Committee Chairs, while maintaining the geographic balance required by existing policy. Because both SANBAG Officers and Policy Committee Chairs serve terms from July 1 to June 30, terms of the Administrative Committee members would extend over that period as well. Proposed modifications to SANBAG Policy 10002, that governs policy committee memberships and terms, are Attachment 1 to this item.

Financial Impact: The restructuring of Administrative Policy Committee membership would increase cost only in the rare case in which the Chairs of the Major Projects, Plans and Programs, and Commuter Rail and Transit Committees were all from the East Valley or all from the West Valley. This would necessitate the addition of a member from the other two subareas to maintain geographic balance, and increase the size of the committee from 12 to 15 members. The outlay for stipends would increase accordingly.

Reviewed By: These proposed changes to the Administrative Committee membership and terms were discussed with the SANBAG President, other Officers, and Committee Chairs as the preferred way to address the mismatch between Committee and advocacy group membership without formation of a new policy committee or incurring delays in bringing legislative matters to the SANBAG Board of Directors. This item will be reviewed by the Administrative Policy Committee on January 11, 2012.

Responsible Staff: Ty Schuiling, Interim Executive Director

San Bernardino Associated Governments	Policy	10002
Adopted by the Board of Directors September 6, 1995	Revised	1/11/12 4/6/11
SANBAG Policy Committee Membership	Revision No.	9 8

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I. PURPOSE

The SANBAG Board of Directors has created a number of Policy Committees for the purpose of providing oversight and policy guidance relative to development and implementation of SANBAG programs. The purpose of this policy is to establish guidelines as they relate to Policy Committee membership structure, composition, terms, and absences.

II. MEMBERSHIP STRUCTURE

Due to funding sources and the geographic nature of issues under their purview, the membership of three policy committees (Major Projects, Mountain Desert, and Commuter Rail and Transit) shall be limited by geographic area. The two remaining policy committees (Administrative and Plans & Programs) shall be structured to insure balance participation by representatives from the East Valley, West Valley, and Mountain/Desert subregions, as well as city and county interests.

Mountain/Desert Policy Committee Membership

The Mountain/Desert Policy Committee is composed of SANBAG Board Members representing jurisdictions within the Mountain/Desert subregion. However, meetings and agendas of the Mountain/Desert Policy Committee and the Mountain/Desert Measure I Committee are combined, and the Mountain/Desert Measure I Committee members shall be appointed by the governing bodies of local jurisdictions.

III. MEMBERSHIP COMPOSITION

Membership on SANBAG policy committees shall consist of members of the SANBAG Board of Directors.

- **Administrative Policy Committee**

- SANBAG President
- Vice President
- Immediate Past President
- 3 East Valley members (2 City, 1 County)
- 3 West Valley members (2 City, 1 County)
- 3 Mountain/Desert members (2 City, 1 County)

- **All Policy Committee Chairs should be included within the above.**

Note: Should the chairs of the Plans and Programs, Commuter Rail and Transit, and either the Major Projects or Mountain/Desert committees all be from the East Valley, all from the West Valley, or all from the Mountain/Desert, additional members would need to be added to maintain geographical balance.

- Audit Subcommittee
 - SANBAG President
 - Vice President
 - Immediate Past President

Additional SANBAG Board Member may be appointed annually at the discretion of the Board President

City members shall be SANBAG Board members elected by caucus of city SANBAG Board members within the subarea. Supervisors collectively select their representatives. The SANBAG Vice President shall serve as Chair of the Administrative Committee.

- **Commuter Rail and Transit Policy Committee**
 - 9 Valley-members, two being Southern California Regional Rail Authority (SCRRA) primary (*) and two being SCRRA alternate (**) members; 5 Valley members appointed by the SANBAG President.
 - 2 Mountain/Desert Board Members who serve on the Board of a Mountain/Desert transit agency.
- **Major Projects Policy Committee**
 - All SANBAG Board members representing jurisdictions in San Bernardino Valley.
- **Mountain/Desert Policy Committee**
 - All SANBAG Board members representing jurisdictions in Mountain/Desert.
- **Plans & Programs Policy Committee**
 - 3 West Valley City SANBAG Board Members
 - 3 East Valley City SANBAG Board Members
 - 3 Mountain/Desert City SANBAG Board Members
 - All County Supervisors

City members shall be elected by caucus of city SANBAG Board members within the subarea.

IV. METHODS OF APPOINTMENT

The city membership of the Administrative and Plans & Programs policy committees shall be elected by caucus of the city representatives on the SANBAG Board of Directors.

The SANBAG President is authorized to appoint the membership of Commuter Rail and Transit Policy Committee.

The membership of the Mountain/Desert and Major Projects policy committees shall be specified as all SANBAG Board Members who represent areas within the Mountain/Desert and Valley subregion respectively.

At the discretion of the SANBAG President other members of the Board may be appointed annually to the Audit Subcommittee.

V. MEMBERSHIP TERMS

Appointed and elected membership on the SANBAG Administrative, Commuter Rail and Transit, and Plans & Programs policy committees shall consist of two-year terms to be staggered in such a manner that terms of half of the membership expire annually on December 31.

Membership on the Administrative Policy Committee shall be from July 1 to June 30 to be consistent with the terms of SANBAG Officers and Policy Committee Chairs.

Membership on the Major Projects and Mountain/Desert policy committees are for the term as members of the SANBAG Board of Directors.

There are no maximum number of terms for any individual member.

VI. MEMBER ABSENCES

The regular participation of Policy Committee members is essential to appropriate policy oversight and staff direction.

This policy shall establish a procedure whereby absences on the part of Policy Committee members can be addressed in a manner which insures active participation in committee activities or, as appropriate, to provide the opportunity for rotation of responsibilities. This procedure will provide for other interested SANBAG Board members to participate on SANBAG Policy Committees in the case of absences.

1. Regular participation in SANBAG Policy Committees is encouraged, recognizing that unavoidable absences will occur on an occasional basis.
2. Should a regular city member of the Mountain/Desert Committee be unable to attend a meeting of that Committee, then the SANBAG Board of Directors alternate for that city may participate and vote in the Committee as the regular member representing that city.
3. SANBAG staff shall notify the SANBAG President in the event that any one SANBAG Policy Committee member is absent from three consecutive Policy Committee meetings.
4. Upon notification by SANBAG staff, the SANBAG President or designee shall contact the Policy Committee member to discuss the record of absences.
5. Based upon information obtained from the Policy Committee member and knowledge of the Policy Committee activities, the SANBAG President shall make a determination relative to retention or replacement of the Committee member. Appointment of new Policy Committee members shall be made in accordance with Board of Directors policy established for each Committee.

VII. REVISION HISTORY

Revision No.	Revisions	Adopted
0	Adopted.	09/06/95
1	Added Section 10002.6 Membership Terms	09/06/95
2	Added Section 10002.7 Member Absences	11/06/96
3	Changed name of Major Projects Task Force to Major Projects Committee	08/05/98
4	Par. IV: Commuter Rail Committee and Major Projects Committee - membership revised. Par. V: Revised. Par. VI: Revised. For all changes, refer to 12/3/03 SANBAG Board Agenda, Item 5.	12/03/03
5	Par. IV: Commuter Rail Committee - membership revised	05/06/06
6	Par. III: Added Audit Subcommittee. Par. IV: Added second last paragraph. Removed Par. II which as previously titled DEFINITIONS since there were no definitions; renumbered all subsequent paragraphs.	11/05/08
7	Par. VI: Added new par. 2 to allow participation of the alternate; renumbered subsequent paragraphs.	12/03/08
8	Par. II, III, IV, and V: Revised committee name – was Commuter Rail Committee. The name change was approved by the Board on October 7, 2009, as well as the appointment of two additional members representing areas of the Mountain/Desert areas who also serve as members of the Mountain/Desert transit boards.	04/06/11
9	Par. III: Administrative Policy Committee membership modified to include all Policy Committee chairs and additional appointees as needed to maintain geographic balance. Par. V: Administrative Policy Committee membership modified to change terms – July 1 to June 30 to be consistent with the terms of Officers and Policy Committee chairs.	