



June 19, 2015

Mayor Jim Griffith
City of Sunnyvale
456 W. Olive Ave.
Sunnyvale, CA 94086

SUBJECT: Request for Alternate Member appointment to the El Camino Real Rapid Transit Policy Advisory Board.

Dear Mayor Griffith:

The VTA Board of Directors recently approved a change to VTA's Administrative Code that allows an alternate member on the Policy Advisory Boards (PABs). This provision ensures that jurisdictions have representation on the PAB meetings when the primary member cannot attend. The VTA Board of Directors will ratify all the appointments on the PAB.

The PABs provide input, perspective and recommendations to the VTA Board of Directors and VTA administration. The purpose of the PABs is to ensure that local jurisdictions most affected by major transportation capital improvement projects are involved and have a voice in guiding the planning, design and construction of those projects.

The City of Sunnyvale has an appointed member on the El Camino Real Rapid Transit PAB. I would like to request you to appoint an alternate member on this PAB. The appointee must be a member of the city's governing board. I have attached the section of VTA's Administrative Code pertaining to PABs for your reference.

Please send us a correspondence with the name of the appointee and contact information. To expedite the process, please e-mail the signed correspondence to board.secretary@vta.org. A paper copy can also be mailed to:

VTA Office of the Board Secretary
3331 North First Street, Building B
San Jose, CA 95134-1906

If you have questions, please contact me at 408.321.7578. Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Elaine F. Baltao".

Elaine F. Baltao
VTA Board Secretary

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Enclosure
VTA Administrative Code

cc: Kathleen Franco Simmons, Sunnyvale City Clerk



SANTA CLARA VALLEY TRANSPORTATION AUTHORITY ADMINISTRATIVE CODE

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Chapter 4

ADVISORY BOARDS AND COMMITTEES

Article I In General

Sec. 4-1. Establishment; appointments.

Advisory boards and committees may be established by, and unless otherwise provided by statute, serve at the pleasure of the Board. Except as otherwise provided, membership terms shall be for one year, coinciding with the calendar year. Unless otherwise provided by bylaws, members may be re-appointed for successive terms at the discretion of the appointing authority and vacancies shall be filled by the body that made the initial appointment. VTA employees shall not be eligible for appointment to VTA advisory boards or committees.

(Amended Resolution 97.03.5, §3, 3/6/97; Amended Motion 6/5/03; Amended Resolution 04.12.22, §3, 12/9/04.)

Sec. 4-2. General duties.

Advisory boards and committees shall provide advice, perspective, and expertise in their assigned area of responsibility to the Board on matters of VTA policy and shall have additional duties as assigned by the Board. No advisory board or committee shall have independent duties or authority to take actions that bind the Board, except for the Citizens Advisory Committee when acting in its capacity as the Citizens Watchdog Committee as specified in the 2000 Measure A Transit Sales Tax ballot. It shall be the members' responsibility to keep their respective appointing jurisdiction or stakeholder group informed of key issues, facilitate communication between those agencies and VTA, and to help build the consensus necessary to make policy decisions.

(Amended Resolution 04.12.22, §3, 12/9/04.)

Sec. 4-3. Bylaws.

Each advisory board and committee shall adopt bylaws, which shall be approved by the Board, for the conduct of its business. The adopted and approved bylaws shall govern the proceedings of the board or committee to the extent they are not inconsistent with this Code or law. Bylaws may be amended by the respective committee by the affirmative vote of a majority of its total authorized membership and with the approval of the Board of Directors.

The Board may also impose changes to advisory board and committee bylaws it deems to be in the best interest of VTA and the public it serves.

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Article IV Policy Advisory Boards

Sec. 4-31. Purpose and Overview.

VTA policy advisory boards (PABs) are established by the Board of Directors for each rapid transit and highway corridor under study by VTA. They provide input, perspective and recommendations to the VTA Board of Directors and administration. The purpose of the PABs is to ensure that the local jurisdictions most affected by major transportation capital improvement projects are involved and have a voice in guiding the planning, design and construction of those projects.

Sec. 4-32. Membership.

Each PAB shall consist of:

- (1) two (2) VTA Board members and their alternates (as defined in Sec. 2-13);
- (2) governing board members and their respective alternates from jurisdictions within or nearby the affected transportation corridor; and
- (3) ex-officio members consisting of other local officials, dignitaries or experts deemed to have valuable insight, perspective or contribution to the process.

The number of governing board and ex-officio members will be determined for each specific PAB based on its unique location, factors and conditions and be specified in the respective PAB's bylaws.

If a member or an alternate ceases to hold office on the governing board from which he or she was appointed, the appointing body shall appoint another member or alternate for the remainder of the term.

The Board of Directors shall ratify all appointments by external bodies to VTA PABs.

Sec. 4-33. Alternates.

If a PAB member is absent from all or a portion of a meeting, the alternate shall be seated in that member's seat and vote in the place of the absent member. An alternate shall be counted as part of the PAB's quorum only when seated in the place of an absent member. When not serving in place of the absent member, the alternate is a member of the public and accordingly shall sit with the audience and follow the procedures for the public to address the board.

Sec. 4-34. Specific duties.

The specific duties for each PAB shall be established in its bylaws based on the respective project's unique purpose, geographical location, factors and conditions.