



**Peninsula Corridor Joint Powers Board**

**Bicycle and Active Transportation  
Advisory Committee  
Handbook  
Updated January 2025**

**1250 San Carlos Avenue  
San Carlos, CA 94070**



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Advisory Committee  
Handbook**

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# **Section 1**

## **Charter**



## **Bicycle and Active Transportation Advisory Committee Charter**

### **ARTICLE I: NAME**

#### **Section 1.**

The name of this organization shall be the Caltrain Bicycle and Active Transportation Advisory Committee, hereafter referred to as the Committee.

### **ARTICLE II: PURPOSE**

#### **Section 1.**

The purpose of the Committee is to facilitate dialogue between Caltrain and its current and future customers who use active transportation as their primary mode of access to the Caltrain rail line. Active transportation includes walking, biking, and using scooters, skateboards, and other closely-related modes of personal and shared (including electric) micromobility. This Committee will provide a formal venue for the interests and perspectives of these customers to be fully integrated into Caltrain decision-making processes, particularly with respect to:

- New ideas related to the needs of customers who use active transportation to access Caltrain
- Proposed investments and pilot programs
- Operating procedures
- Caltrain communications

The Committee shall be advisory in nature, and actions taken shall be brought to the Peninsula Corridor Joint Powers Board by Caltrain staff, when appropriate. Although the Committee is not, and was not created by a legislative body, it has been created as a venue that is open to the public and shall follow the Ralph M. Brown Act (Brown Act) to ensure transparency and consistency with the Joint Powers Board and other Caltrain committees.

### **ARTICLE III: LOCATION AND TIME**

#### **Section 1.**

The Committee's meeting place for transaction of business is the headquarters of the San Mateo County Transit District, currently located at 1250 San Carlos Avenue, San Carlos, CA, 94070.

The meeting times will be 5:45 p.m.

## **ARTICLE IV: FUNCTION**

### **Section 1.**

The function of the Committee is to promote and advance overall communication between Caltrain and customers who use active transportation to access Caltrain, and to explore the realm of needs these riders have with respect to utilizing current and future Caltrain services, while taking into account the needs of all Caltrain customers.

### **Section 2.**

The Committee helps to educate the community-at-large, as well as other customers who use active transportation, and serve as a communication conduit to ensure broad feedback on Caltrain initiatives related to active transportation.

### **Section 3.**

The Committee provides a connection to regional and local active transportation related planning processes between active transportation stakeholders, the public and public agencies.

## **ARTICLE V: MEMBERSHIP & STAFFING**

### **Section 1.**

The Committee shall be composed of nine (9) members, providing equal representation for San Francisco, San Mateo and Santa Clara counties.

- Each county served by Caltrain shall have three (3) members:
  - One (1) member shall be a public agency staff member responsible for planning and/or policy development related to active transportation
  - One (1) member shall be a representative of a bicycle advocacy organization
  - One (1) member shall be a representative of the general public who uses active transportation to access Caltrain

The following qualifications may be considered in the selection of a member:

- Frequency of Caltrain use, and use of active transportation to access Caltrain
- Years of Caltrain use
- Planning or transportation background

### **Section 2.**

The members shall be selected by the staff who support the Peninsula Corridor Joint Powers Board (JPB) and the Caltrain service. Staff will form a selection panel comprised of three total representatives, from the following departments: Government and Community Affairs, Rail Operations, Customer Experience, and Planning. Upon review of the applications for membership, staff shall provide recommendations to representatives of each of the JPB Member Agencies for approval:

- San Mateo County Transit District (JPB Partner and Managing Agency)
- San Francisco Municipal Transportation Agency (JPB Partner)
- Santa Clara Valley Transportation Authority (JPB Partner)

Staff shall review membership applications and make selections by consensus based on the criteria listed above in Article V, Section 1. Bicycle advocacy organizations and local public

transit agencies will be informed of who the JPB selects to represent local and bicycle transit issues on the Committee. These stakeholders may also serve in an advisory role to the JPB on the selection of their representatives.

### **Section 3.**

The duration of Committee member terms is two years. The terms will be staggered so that all terms do not expire at the same time. Incumbent members whose terms expire are eligible for reappointment pending application.

A vacancy in an unexpired term shall be filled by a person matching the appropriate criteria for the vacant seat as listed in Article V, Section 1.

### **Section 4.**

Committee participation by each member is expected. The membership of any member who is absent for four (4) out of any (12) consecutive meetings shall automatically terminate. Any resulting vacancy shall be filled for the duration of the departing member's term by a person matching the appropriate criteria for the vacant seat as listed in Article V, Section 1.

### **Section 5.**

The Committee shall have staff participation and support from the following Caltrain staff departments. All departments listed will provide relevant subject matter expertise and personnel to attend Committee meetings. The Public Affairs department and Committee Secretary will perform additional duties, as listed below:

- Public Affairs
  - Will serve as the primary staff liaison between Caltrain staff, the Committee, and the Joint Powers Board.
  - Will prepare Committee meeting agenda packets in collaboration with the Committee Secretary for review by the Committee Chair.
  - Will share Joint Powers Board staff reports relevant to the Committee's purpose with the Committee Chair and Vice Chair.
- Executive Staff
  - Will provide the Committee Secretary who will take minutes and perform other administrative support functions including distribution and posting of agendas and maintenance of a current list of Committee members and their contact information, as well as recruitment.
- Customer Service
- Operations
  - In addition to in-house staff, train conductors may be included at meetings, as appropriate.
- Parking & Stations Facilities Management
- Planning & Development

## **ARTICLE VI: OFFICERS**

### **Section 1.**

The Committee shall annually elect a chairperson and a vice chairperson. No person may occupy the chair position for more than two consecutive terms. Nominations shall be made and elections held at the first regular meeting of each calendar year. An individual receiving a majority of votes of the membership (5 votes) shall be deemed to have been elected and will assume office at the second meeting of the year.

### **Section 2.**

(a) It shall be the duty of the chairperson to preside over all meetings of the full Committee. The chairperson creates ad hoc committees as necessary and appoints committee chairs. The chairperson shall serve as the official representative of the Committee.

(b) It shall be the duty of the vice chairperson to assist the chairperson in the execution of that office and to preside at meetings in the event of the absence of the chairperson. In the event of a vacancy in the chairperson's position, the vice chairperson shall succeed as chairperson for the balance of the chairperson's term, and the Committee shall elect a successor vice chairperson.

## **ARTICLE VII: SUBCOMMITTEES**

### **Section 1.**

There shall be no standing subcommittees.

## **ARTICLE VIII: MEETINGS**

### **Section 1.**

The Committee shall call at least six bi-monthly, regularly scheduled meetings per year in addition to any special meetings convened by the Chair.

### **Section 2.**

The Committee Secretary shall give written or electronic notice of each regular meeting of the Committee to each Committee member at least one week prior to the meeting date. The Committee Secretary will endeavor to send the agenda to the Chair for approval 24 hours prior to the final agenda being posted. The Committee Secretary will endeavor to provide the complete agenda packet, including a complete correspondence file compiled up to the date of distribution, to each Committee member and post the same to the Caltrain website at least 72 hours prior to the meeting date.

In the event that a special meeting is called, the Committee Secretary shall give written or electronic notice to all Committee members at least 72 hours in advance of said meeting and shall post such notice on the Caltrain website at the same time.

**Section 3.**

A meeting summary shall be posted on the Caltrain website within 2 weeks after a meeting. Official draft minutes will be distributed with the next meeting's agenda.

**Section 4.**

Staff will endeavor to post all documents that are public records and are to be distributed during a Committee meeting to the Caltrain website 72 hours in advance of the meeting if prepared by Caltrain staff or a member of the Committee, or within one week after a meeting if prepared by some other person.

**Section 5.**

The Committee shall permit the members of the public to access the meeting and provide the opportunity for members of the public to address the committee. Each member of the public speaking before the Committee shall be limited to three minutes, unless the chairperson, at his or her discretion, permits additional time. Any person addressing the Committee may submit written statements, petitions, or other documents to complement his or her presentation. In case of time constraints in any particular case, the chairperson may limit comments to two minutes per speaker.

**Section 6.**

Any meetings of the committee conducted via teleconference must comply with the Brown Act's teleconferencing requirements. The requirements include posting of agendas in all teleconference locations, that each location be identified in the notice and agenda of the meeting, and that each location be accessible to the public. A quorum of members of the Committee must participate from within the boundaries of the jurisdiction of Caltrain. Members of the Committee may also participate remotely without noticing their location or making the location available to the public for a limited number of times per year pursuant to Brown Act's just cause and emergency circumstances exemption and the Caltrain remote meetings policy if a quorum of members of the Committee are participating in a single physical location noticed in the agenda.

Members of the Committee with qualifying disabilities under the Americans with Disabilities Act may also participate remotely as a reasonable accommodation without noticing the location in the agenda or making it available to the public, if the member is connected in real time through both audio and visual means, and discloses the identities of any adults present with them at the remote location.

**Commented [AMP1]:** This is based on new guidance from the California Attorney General. (Cal. Att. Gen. Op. 23-1002, Jul. 24, 2024).

**ARTICLE IX: QUORUM**

**Section 1.**

A simple majority (5 members) of the Committee membership shall constitute a quorum authorized to transact any business duly presented at a meeting of the Committee.

**ARTICLE X: VOTING PROCEDURES**

**Section 1.**



Each member of the Committee shall have one vote. Members must be present to vote.  
Action items must have a simple majority vote (5 votes) of the full Committee in order to pass.

**ARTICLE XI: PARLIAMENTARY PROCEDURE**

**Section 1.**

Meetings are public and will follow Robert's Rules of Order.

**ARTICLE XII: AMENDMENT OF CHARTER**

**Section 1.**

This charter may be amended at any meeting of the Committee with a two-thirds majority vote (6 votes) of the full Committee, provided that the amendment has been submitted in writing at the previous meeting.

Adopted January 20, 2011  
Revised January 15, 2015  
Revised May 20, 2021  
Revised July 15, 2021  
Revised January --, 2025