

San Mateo County Transit District Citizens Advisory Committee

Addendum to Statement of Purpose

Revised July 10, 2026

Meetings

Regular meetings are normally held at the District headquarters at 6:30 pm on the last Wednesday of each month and are open to the public. The SamTrans Board of Directors meets the first Wednesday of each month at 2:00 pm.

The CAC does not meet in December. A field trip and reception is held the third Wednesday of November honoring and thanking the Committee. The time and the location of this meeting are determined each year.

Term Limits

After serving three consecutive terms, a member may reapply for the CAC after being off for at least one year.

Quorum Requirements

A majority of the membership, also known as a quorum, must attend for a public meeting to occur. As of July 10, 2026, this means at least seven (7) members must attend the meeting in-person at the SamTrans headquarters, via traditional teleconference, invoking an eligible *Just Cause* reason, or as a remote attendee as authorized by the SamTrans Board of Directors under Senate Bill 707. For the CAC to take an action, at least seven (7) members must attend the meeting.

Attendance/Absence

If you want to exercise or are eligible to attend as a remote participant as described in the *Remote Participation Guidance*, please email the CAC Secretary (cacsecretary@samtrans.com) for further assistance.

Members are required to notify the CAC Secretary (cacsecretary@samtrans.com) as soon as possible and no later than 5:00 pm the day of the meeting if they will be absent.



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SAN MATEO COUNTY TRANSIT DISTRICT CITIZENS ADVISORY COMMITTEE STATEMENT OF PURPOSE

The goal of this policy is to help SamTrans (San Mateo County Transit District) plan a transportation system that is safe, efficient, cost-effective, energy-efficient, environmentally responsible, and responsive to the needs of the broadest range of Citizens and transit users in the San Mateo County. SamTrans firmly believes that the people who use a transportation system, or are affected by it, should have a voice in deciding the "where," the "what," and the "when" of the operations of SamTrans.

In recognition of the importance of SamTrans fixed-route bus service in our multi-modal system, the focus of the SamTrans Citizens Advisory Committee is on issues of direct concern to users of fixed-route bus service. Members of the Citizens Advisory Committee may concurrently represent the concerns of other constituent groups as they relate to fixed-route bus service, as indicated in the following section. Members of the Citizens Advisory Committee need not be citizens of the United States. When making appointments to the CAC, the Board may give preference to residents of the County of San Mateo if such preference could result in a more informed membership.

MEMBERSHIP

Fifteen (15) members shall be appointed-at-large, representing and divided among the following constituencies:

Bus Riders - Representing the diverse population of both San Mateo County and SamTrans fixed-route ridership, e.g.; Hispanic riders, Asian riders, Caucasian riders, African American riders, Disabled riders, Senior riders, Student riders, Transit Dependent riders.

Multi-modal Riders - Representing the riders who use SamTrans fixed-route service to connect to another one of the available transit modes, e.g.; bus-to-Caltrain riders, bus-to-BART riders, bus-to-bus riders.

Community - Representing community interests which also interact with SamTrans fixed-route service, e.g.; Schools, Labor, Business and Industry, Environmental interests.

Term Limits

A member can serve three, three years before. They can reapply for the Committee after being off one year.

Quorum/Majority Vote

A majority vote and/or quorum, as approved by the Board of Directors by motion at its meeting of October 20, 2004, shall be the “majority of those currently appointed, provided that the majority vote is not less than seven members.”

Meetings

All meetings of the Committee shall be held in compliance with the Ralph M. Brown Open Meetings Act.

Regular meetings of the Citizens Advisory Committee (“C.A.C.”) are normally held once per month at the District’s headquarters (“Regular Meetings”). The day and time of the Regular Meetings shall be established by a majority vote of the C.A.C. members. This day and time may be changed from time to time at the discretion of the C.A.C. members by a majority vote. The C.A.C. shall communicate any change in the day and time of the Regular Meetings to the District Secretary in writing, allowing sufficient time to the District Secretary to provide public notice of such change. The Chairperson of the C.A.C. may call additional, special meetings at a time and place approved by a majority vote of the C.A.C. members.

Attendance/Absence

The Attendance Policy adopted by the Board of Directors under Resolution No. 2003-15 on May 14, 2003 provides as follows:

“As an integral part of the public transportation picture of San Mateo County, active participation and attendance at all meetings will help insure the success of the Committee. Effective January 1, 2004, the following policy has been set forth by the Community Relations Committee of the SamTrans Board and is an obligatory condition of membership on the Citizens Advisory Committee.

1. Members are required to notify the Marketing Department if they plan to be absent by 5 p.m. the day of the meeting.
2. Members will be allowed no more than three absences in a calendar year.
3. When a member incurs four absences in a calendar year, the Citizens Advisory Committee Chair shall immediately notify the Community Relations Committee Chair of the SamTrans Board of Directors, recommending that the Board request the absent CAC member’s resignation and/or declare the member’s position vacant.

4. Any resulting vacancy shall be filled for the duration of the departing member's term."

Committee Purpose

The Citizens Advisory Committee has direct liaison to the Board of Directors through the Community Relations Committee.

The Committee shall assist the transit Board of Directors in any manner the Board deems appropriate.

In a broad sense, the purpose of the Citizens Advisory Committee parallels that of the Community Relations Committee of the SamTrans Board of Directors. The purpose of the CAC is to advise the Board on programs, policies and actions which will encourage greater utilization of public transportation in the District's service area; to maintain and develop liaison with other transportation community-oriented organizations, and to improve the public perception of the value of transit in the progress of local communities, the state and the nation.

It is also the role of the Citizens Advisory Committee to assist the staff in the implementation of the main elements of SamTrans' marketing plan:

1. Identify consumer groups offering the greatest potential as sources of rider volume; analyze their trip-making characteristics and transportation needs.
2. Plan, help test and obtain consumer reactions to service improvements designed to meet the needs of these markets.
3. Review and comment on pricing policies and fares that will attract riders to transit.
4. Increase customer ability and public awareness of transit services by reviewing and commenting on information and communications practices of SamTrans. Report service problems as they arise to District staff through the Consumer Report process. The Marketing Division will report actions taken at each regular meeting of the Committee.
5. Suggest and participate in a variety of promotions aimed at attracting attention to specific services and to the importance of transit to the community, e.g., San Mateo County Fair.
6. Monitor and evaluate results of service changes so that adjustments can be made promptly and to the satisfaction of consumers.
7. Build a broad base of understanding and support for financial needs of the District.

8. Undertake special surveys and questionnaires to solicit response from constituent groups, and carry back to these constituent groups public information from SamTrans.

Chairperson Duties

The CAC shall each year elect two of its members to serve as Chairperson and Vice Chairperson. The term of office shall be one year.

The Chairperson of the Committee shall call to order each meeting. It is the responsibility of the Chairperson to conduct meetings in an orderly and efficient manner, in accordance with Roberts Rules of Order. The Chairperson shall follow procedures established by the Board of Directors for the handling of reports, comments, and concerns which are designed to result in a timely response by the appropriate staff member.

The Chairperson of the Committee shall designate one committee member and one or more alternates to act as a liaison with the Community Relations Committee of the Board of Directors and represent the CAC at the Board of Director meetings.

In addition, the Chairperson of Committee may designate representatives to attend various committee meetings of the Board of Directors, meetings of other advisory committees and (the) various public hearings on bus route and commute rail schedules, such as:

- ◆ San Mateo County Paratransit Coordinating Council
- ◆ Joint Powers Board Citizens Advisory Committee
- ◆ San Mateo County Transportation Authority

Reports of those designated to attend such meetings shall be presented to the Committee at its next meeting. Reactions and recommendations resulting therefrom shall be reported to the Community Relations Committee by the Chairperson, or his or her designated representative, or by the member of the Community Relations Committee acting as liaison with the Citizens Advisory Committee.

Vice-Chairperson Duties

The Vice-Chairperson of the Committee shall assume the duties of the Chairperson as required.