

ARTICLE VI. BBATF **STANDING** COMMITTEE (New Article VI)A. Purpose of the BBATF **Standing** Committee

1. The **Standing** Committee shall be responsible for taking action on behalf of the entire BBATF between the BBATF's regularly-scheduled meetings (currently bimonthly), whenever the BBATF Chair deems that prompt action is required to fulfill the BBATF's responsibilities before its next regularly-scheduled meeting.

B. Responsibilities of the BBATF **Standing** Committee

1. The Standing Committee may compose and submit letters and public comments to the BART Board and other public bodies on behalf of the BBATF in between the BBATF's bimonthly meetings.

2. Members of the Standing Committee or any BBATF member designated by the Chair may represent the BBATF at public meetings or at meetings of other transportation groups, agencies, and committees.

3. The BBATF membership, by a majority vote at a regular or special meeting, may refer an action (such as the composition and submission of a letter) to the Standing Committee for completion or implementation.

4. The Standing Committee shall, to the best of its ability, represent the policies, views, and past decisions of the majority of the BBATF members in its actions.

C. Membership in the BBATF Standing Committee

1. The BBATF Standing Committee shall be comprised of the BBATF Chair, Vice-chair, and one (1) member elected at-large from the BBATF membership.

2. The BBATF staff liaison shall be a member ex-officio of the Standing Committee, with the same duties they perform for the BBATF.

3. The at-large Standing Committee member shall be elected upon the formation of the Standing Committee and, thereafter, when officers are elected at the BBATF's first meeting of the calendar year. (See Article V-D.)

4. In the event of a vacancy on the Standing Committee, whether among the two BBATF officers or in the at-large position, an election to fill the vacancy(ies) shall be held at the next BBATF meeting at which a quorum is present.

D. Standing Committee Meetings

1. The BBATF Chair may call an Standing Committee meeting whenever action is required between regular BBATF meetings to fulfill the BBATF's responsibilities and purposes under these bylaws.

2. Standing Committee meetings may occur in person, via teleconference, or via video conferencing (i.e., Zoom).

3. The Chair shall notify the BBATF and BART staff liaison at least 72 hours before any meeting of the Standing Committee, including the reason for the meeting, the agenda, and the meeting location.

4. BBATF members may submit comments on the proposed **Standing** Committee agenda to the BBATF staff liaison[**or the Chair**]for consideration at the **Standing** Committee meeting.

5. A quorum of the Standing Committee shall consist of two (2) **voting** members.

E. **Standing** Committee Reports to the BBATF Membership

1. The **Standing** Committee shall report to the BBATF and staff liaison no later than 72 hours after meeting and include any letters or actions approved in its report.

2. The **Standing** Committee's report to the BBATF, including all attachments, shall be considered the official record (minutes) of its meeting and shall be included with the next month's BBATF minutes as an addendum.