



## **San Francisco Bay Area Rapid Transit District (BART) Safety, Reliability and Traffic Relief Program**

### **Bond Oversight Committee Standing Rules**

**Adopted** XX-XX-XXXX

#### **Standing Rules**

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1. Members appointed to the BART Safety, Reliability and Traffic Relief Program Bond Oversight Committee ("Committee") shall be appointed for a two-year Term without compensation. Members are eligible for three, two-year Terms. The BART Board shall appoint the members of the Committee and assign a commencement date. All Terms shall terminate on the second anniversary date of such commencement date. The BART Board may appoint an alternate to each Committee member. If the Committee member is unable to complete his, her, or their Term, the appointed alternate shall fill the vacancy and complete the Term.
2. Each Term shall be two-years.
3. The inaugural Term began July 1, 2017 and ended on June 30, 2019.
4. Meetings shall be held quarterly, and the Committee may elect to change the frequency as long as there are at least four meetings each Term.
5. The meetings will be held at BART headquarters.
6. At the beginning of each Term, the Committee will elect a Chair and Vice Chair. Both shall serve for no more than three Terms.
  - a. The Chair will function as the spokesperson for the Committee.
  - b. Should the Chair resign or be removed, the Vice Chair will immediately become the Chair and the Committee shall elect a new Vice Chair at its next regularly scheduled meeting.
7. Staff will organize and assemble materials for review including construction schedules, scope of work, budget and information about the issuance of bonds. Technical staff will be present at each meeting to guide Committee members through the documents and answer questions.
8. Members must diligently attend meetings. Staff shall maintain meeting attendance records. If a member fails to attend at least fifty percent (50%) of meetings during a

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calendar year, staff shall prepare and submit to the BART Board of Directors a report detailing the attendance of the member and recommend appropriate action.

9. The seat will remain open until filled.

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10. The Committee is subject to all provisions of the Ralph M. Brown Act, California Government Code Section 54950 et seq. (as amended), which mandates open meetings for local legislative bodies. The public will be invited to attend all committee meetings.

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11. Staff will prepare minutes of each meeting.

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12. The Committee will publish a public report once per year.

13. Once appointed, Committee members are required to comply with disclosure and conflict of interest requirements of the Political Reform Act of 1974, California Government Code Section 81000 et seq. (as amended), and must complete and file all necessary disclosure documents, including an annual conflict of interest statement. Committee members shall avoid impropriety and the appearance of impropriety, and shall not use their appointed position to further their own financial gain or for any other purpose not directly related to the governmental function they have been appointed to perform. Specifically, Committee membership shall be restricted to individuals without financial interest in any Measure RR program. Committee members are defined as “public officials” (California Government Code Section 82048), and no public official shall make, participate in making, or in any way attempt to use his or her official position to influence a governmental decision in which he or she knows, or has reason to know, he or she has a financial interest. Having a financial interest in a decision is defined by California Government Code Section 87103.

14. Neither the member of the Bond Oversight Committee nor the firm by which they are employed or have an ownership interest in will be eligible to bid on BART Safety, Reliability and Traffic Relief Program work.

15. Once appointed, Committee members are defined as “officers” and hence are governed by California Government Code Section 3201 et seq. (as amended), relating to political activities. Specifically, political activities, such as soliciting or receiving funds or contributions for a candidate or ballot measure during Committee meetings are prohibited.

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16. Following orientation, Committee members shall be responsible for having a working knowledge of the establishing ordinance, by-laws, federal or state mandates or any other governing regulations that define and set forth the intent and purpose of their appointment and shall only represent and act on matters related thereto.

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17. The BART Board shall retain the authority to rescind any Committee appointment(s), as deemed necessary.

18. The District shall maintain a public information list of members and designated alternates appointed to the Bond Oversight Committee. The list shall include the name of the appointee, the date the Term expires, and affiliation and/or nominating organization. The list shall be updated annually.

19. Committee meeting announcements will be posted alongside BART Board meeting notices outside of the BART Board Room Facility.
20. A Bond Oversight Committee section will be included within the BART website. Information about the Bond Oversight Committee and the Committee's Reports shall be posted in this section.