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**LOS ANGELES COUNTY  
METROPOLITAN TRANSPORTATION AUTHORITY**

**PROPOSITION A  
INDEPENDENT CITIZENS' ADVISORY  
AND OVERSIGHT COMMITTEE**

**RULES AND PROCEDURES**

Adopted:

**PROPOSITION A  
INDEPENDENT CITIZENS' ADVISORY AND OVERSIGHT COMMITTEE  
RULES AND PROCEDURES**

**SECTION I: PURPOSE**

- 1.1. METROPOLITAN TRANSPORTATION AUTHORITY REFORM AND ACCOUNTABILITY ACT OF 1998. The Metropolitan Transportation Authority Reform and Accountability Act of 1998 (the "Act") created the Independent Citizens' Advisory and Oversight Committee (the "ICAOC") to review transportation sales tax expenditures, hold public hearings and issue reports thereon. More specifically, the Act mandates that the ICAOC be presented with the results of the initial local sales tax audit, as required by the Act, and thereafter, the annual local sales tax audit, as required by the Act. The ICAOC will cause a summary of each audit to be published in local newspapers and make each audit report in its entirety available to the public in every library located within Los Angeles County. The ICAOC will hold a public hearing on each audit and provide to the MTA Board of Directors a report on the public comments to the audit.

**SECTION II: MEMBERS**

- 2.1. NUMBER OF MEMBERS. The ICAOC shall consist of five (5) members.
- 2.2. APPOINTMENT AND QUALIFICATIONS OF MEMBERS. Each ICAOC member must live in Los Angeles County. No elected city, county, special district, state or federal public officeholder will be eligible to serve as an ICAOC member. The ICAOC shall consist of the following members:
- (1) one member appointed by the Chair of the Los Angeles County Board of Supervisors;
  - (2) one member appointed by the Chair of the governing board of the MTA;
  - (3) one member appointed by the Mayor of the City of Los Angeles,
  - (4) one member appointed by the Mayor of the City of Long Beach,
  - (5) one member appointed by the Mayor of the City of Pasadena.
- 2.3. TERM. Except as otherwise provided herein, each ICAOC member shall serve a term of two years and until a successor is appointed. An ICAOC member may be removed at any time at the pleasure of the appointing authority. There is no limit as to the number of terms that an ICAOC member may serve.
- 2.4. RESIGNATION. Except as otherwise provided herein, any ICAOC member may resign by giving written notice to the Chair of the ICAOC. The resignation shall be effective when the notices is given unless it specifies a later time for the

resignation to become effective.

- 2.5. COMPENSATION. ICAOC members shall not be entitled to any compensation except for reimbursement of actual expenses arising out of the performance of their duties as ICAOC members.

### **SECTION III: OFFICERS**

- 3.1. OFFICERS. The officers of the ICAOC shall consist of the Chair and Vice-Chair, each of whom shall be elected from among members of the ICAOC, and a secretary. The ICAOC, annually and at such other time as there may be a vacancy, shall elect officers. The term of office shall be one year. Each shall serve for the balance of the current term. There is no limit to the number of consecutive terms that can be served.
- A. Duties of the Chair. The Chair shall, preside at all meetings of the ICAOC and shall exercise and perform such other powers and duties as may be assigned by the ICAOC or prescribed herein. In any case where the execution of a document or the performance of any act is directed, the Chair, unless the resolution or ordinance otherwise provides, is empowered to execute such documents or perform such act.
- B. Duties of the Vice-Chair. The Vice-Chair shall perform the duties of the Chair in his or her absence, and when so acting shall have all the powers of and be subject to all the restrictions of the Chair.
- C. Duties of Secretary. The Secretary shall keep or cause to be kept the official minutes of all meetings of the ICAOC. The Secretary shall give or cause to be given notice of all meetings (including the agenda) as may be required by law or by motion of the ICAOC, and shall have such other powers and perform such other duties as may be assigned by the ICAOC or prescribed herein.

### **SECTION IV: MEETINGS**

- 4.1. AGENDA. Matters to be placed on the agenda for any regular meeting may be filed with the Secretary by any member of the ICAOC. The Secretary shall cause the agenda to be prepared, posted and copies thereof to be mailed or delivered to each member of the ICAOC, the CEO of the MTA, General Counsel, and anyone requesting the agenda at least 72 hours before a regular meeting.

- 4.2. REGULAR MEETINGS. The ICAOC will hold at least two regularly scheduled meetings on \_\_\_\_\_ and on \_\_\_\_\_ of each year commencing at \_\_\_\_, or at a date and time designated by the Chair. All meetings shall be held within Los Angeles County at the MTA headquarters building located at One Gateway Plaza, Los Angeles, California 90012.
- 4.3. SPECIAL MEETINGS. A special meeting of the ICAOC may be called in the same manner provided by Section 54956 of the California Government Code.
- 4.4. RALPH M. BROWN ACT. All meetings of the ICAOC shall be called, noticed and conducted in the manner prescribed by Section 54950 et seq. of the California Government Code (the Ralph M. Brown Act).
- 4.5. QUORUM. A majority of the ICAOC members shall constitute a quorum. All action at a meeting shall required the affirmative vote of a majority of the ICAOC members.
- 4.6. COMMITTEE OF THE WHOLE. At any meeting not held due to lack of a quorum, the members present, if less than a quorum of the ICAOC, may constitute themselves a "Committee of the Whole", for purposes of discussing agenda matters or any other matter of interest to the members present. The Committee shall automatically cease if a quorum is reached.
- 4.7. ICAOC MEMBER DISCUSSION. All ICAOC member shall address the Chair to request to speak and shall be recognized in the order requested. All ICAOC members desiring to speak shall have the opportunity to speak once before other Board members speak again.
- 4.8. ADDRESSING COMMITTEE ON AGENDA ITEMS. No person shall address the ICAOC at any meeting until first recognized by the Chair. The Chair may, in the interest of facilitating the business of the ICAOC, limit the amount of time which a person may use in addressing the ICAOC. All persons addressing the ICAOC shall give their name for the purpose of the record.

#### SECTION V: AMENDMENTS

- 5.1. AMENDMENTS TO RULES AND PROCEDURES. The ICAOC Rules and Procedures may be amended at any time by the ICAOC members if notice of such amendment is given on the agenda distributed to the members pursuant to these Rules and Procedures describing in general terms the nature of the amendment to be proposed.