



**NAPA VALLEY TRANSPORTATION AUTHORITY**  
**TAC Agenda Letter**

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**TO:** Technical Advisory Committee (TAC)  
**FROM** Kate Miller, Executive Director  
**REPORT BY:** Danielle Schmitz, Director – Capital Development and Planning  
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**SUBJECT:** Nomination and Election of Chairperson and Vice Chairperson of the  
Technical Advisory Committee (TAC)

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**RECOMMENDATION**

That the Technical Advisory Committee (TAC) nominate and elect a new Chairperson and Vice Chairperson for an annual term beginning on January 1, 2020.

**EXECUTIVE SUMMARY**

On May 1, 2011, the NVRTA Board of Directors approved changes to the TAC bylaws. The changes did not alter the composition or structure of the committee but appointed its members to take on a more active role, to among other things, oversee the proceedings of the Committee. At their first meeting of the year, the by-laws require that committee members appoint a new Chair and Vice Chair.

**Past Chairs:**

2019 – Chair Erica Ahmann Smithies/ Vice Chair Juan Arias  
2018 – Chair Nathan Steele/ Vice Chair Erica Ahmann Smithies  
2017 – Chair Eric Whan/ Vice Chair Nathan Steele  
2016 – Chair Rick Marshall/ Vice Chair Nathan Steele  
2015 – Chair Mike Kirn/ Vice Chair Rick Marshall

**FISCAL IMPACT**

Is there a fiscal impact? No

**BACKGROUND AND DISCUSSION**

TAC Bylaws state:

**Article IV  
OFFICERS****§4.1 Chairperson and Vice Chairperson**

The Committee shall elect from its membership a chairperson and a vice chairperson at its first meeting of the calendar year, to serve for a one-year term. The chairperson shall preside at all meetings of the Committee and represent the Committee before the Board of Directors. The vice chairperson shall perform the duties of the chairperson when the chairperson is absent. 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 to fill the vacancy in the vice chairperson's position as provided below.

The Committee may appoint a nominating committee to nominate Committee members for the positions of chairperson and vice chairperson. Members willing to serve in either of these positions may submit their names to the nominating committee for nomination. Members may also submit names of other members for nomination. The nominating committee shall verify that members whose names have been submitted are willing to serve in those positions. The nominating committee may submit to the Committee the names of those members whom it has nominated and recommends for election. Notwithstanding these procedures, any member may nominate a member from the floor.

The Chairperson shall appoint a Secretary who will be responsible for preparing meeting minutes.

**SUPPORTING DOCUMENTS**

None