

**OPERATING GUIDELINES
FOR
CALTRANS DISTRICT 7 SMALL BUSINESS COUNCIL**

TABLE OF CONTENT

PREAMBLE		Page 2
ARTICLE I.	NAME	Page 2
ARTICLE II.	OPERATING PROCEDURES	Page 2
ARTICLE III.	MEMBERSHIP	Page 3
ARTICLE IV.	BASIC ROLE OF PRIMARY/ALTERNATE REPRESENTATIVES	Page 3
ARTICLE V.	ADDITIONAL RESPONSIBILITIES OF PRIMARY/ALTERNATE REPRESENTATIVES	Page 3
ARTICLE VI.	STRUCTURE	Page 4
ARTICLE VII.	QUORUM	Page 6
ARTICLE VII.	VOTING RIGHTS	Page 6
ARTICLE IX.	MEETING DATES	Page 6
ARTICLE X.	MINUTES	Page 7
ARTICLE XI.	COUNCIL AGENDA	Page 7
ARTICLE XII.	COMMITTEE AGENDA	Page 7

PREAMBLE

**OPERATING GUIDELINES
FOR
CALTRANS DISTRICT 7 SMALL BUSINESS COUNCIL**

The purpose of the Caltrans District 7 Small Business Council is to provide a forum for small businesses and trade associations to comment and provide feedback on Caltrans policies and practices that affect or impact small business utilization and participation in **Caltrans** District 7 contracts and projects.

ARTICLE I. -- NAME

- A. The name of this organization is the "Caltrans District 7 Small Business Council", hereinafter referred to as the "Council".
- B. The "Department", "DOT", and "Caltrans" mean the Department of Transportation.
- C. "District", "District 7" mean Caltrans District 7 covering Los Angeles and Ventura counties.

ARTICLE II. -- OPERATING PROCEDURES

Except where otherwise expressed in these Guidelines, the Council shall adhere to and operate in accordance with Robert's Rules of Order. The Council Chair shall be responsible for ruling on matters of procedure. Questions as to the meaning and interpretation of the Guidelines shall be the responsibility of the Council Chair.

ARTICLE III. -- MEMBERSHIP

A. Criteria for Membership

- 1. Applicant small businesses and trade associations must be bona fide small businesses organized under the laws of California, and must possess a small business interest in Caltrans contracts and projects. The Council Chair may add organizations that represent a unique project, which is of interest to both the District and Council Members.
- 2. Applicant small businesses must submit a written request to become a member of the District Small Business Council (including the name of the person nominated to be the Primary representative and the name of the person nominated to be the Alternate representative) to the Council Chair, Caltrans District Director. Requests for membership on the District Small Business Council will be reviewed and approved/denied by the Council Chair. The Council Chair shall respond to all requests for membership in writing.

ARTICLE III. -- MEMBERSHIP-con't

**OPERATING GUIDELINES
FOR**

CALTRANS DISTRICT 7 SMALL BUSINESS COUNCIL

3. The Council Chair will evaluate membership on the District Small Business Council every two years in an effort to maintain a balance of small business representation. At that time, consideration will be given to applicant associations that have not previously been a part of the Council. A waiting list will be established for that purpose.
4. Membership of the Council shall be limited to 25 Primary representatives, including the Council Chair.
5. Any member on the District Small Business Council shall be subject to loss or cancellation of membership for any of the following causes:
 - a. Dissolution of a member association
 - b. Three consecutive absences of Primary representative or Alternate representative at regularly scheduled meetings.
6. **Primary or Alternate representatives on the Council may only represent himself or herself as speaking or acting on behalf of the Council upon written approval of the Council Chair or the Deputy Director of Civil Rights.**

**ARTICLE IV. -- BASIC ROLE OF
PRIMARY/ALTERNATE REPRESENTATIVES**

The basic role of the Primary/Alternate representatives is to provide input and feedback in an **advisory capacity on Caltrans policies and practices that affect or impact small business utilization and participation in Caltrans contracts and projects.**

**ARTICLE V. -- ADDITIONAL RESPONSIBILITIES OF
PRIMARY/ALTERNATE REPRESENTATIVES**

1. It is the responsibility of the Primary/Alternate representatives to advise their association memberships of issues and/or concerns of the Caltrans District 7 Small Business Council.

**ARTICLE V. -- ADDITIONAL RESPONSIBILITIES OF
PRIMARY/ALTERNATE REPRESENTATIVES-con't**

**OPERATING GUIDELINES
FOR**

CALTRANS DISTRICT 7 SMALL BUSINESS COUNCIL

2. It is the responsibility of the Primary/Alternate representatives to disseminate information resulting from Caltrans District 7 Small Business Council meetings.

ARTICLE VI. -- STRUCTURE

A. Council Chair

1. The Deputy Director of Civil Rights has appointed Caltrans District 7 Director as the Council Chair who shall serve at the pleasure of the Deputy Director of Civil Rights.
2. The Council Chair shall preside over all meetings of the Council. In the absence of the Council Chair, the Deputy Director of Civil Rights has appointed the District Deputy Director of External Affairs, District 7, to act as Council Chair.
3. The Council Chair shall be ex-officio member of all Committees and Subcommittees.

B. Chair/Vice Chair of Committees

Chair and Vice Chair of Committees will serve a minimum of one year--not to exceed two calendar years. The Committee at the last scheduled Council meeting of the calendar year shall conduct elections for Committee Chair and Committee Vice Chair. The current Chair of each Committee shall first solicit nominations of Council members interested and willing to serve as Committee Chair and Committee Vice Chair. Only designated Council members are eligible to serve as Chair or Vice Chair of Committees. The terms shall be effective January 1 through December 31.

Committee Chairs shall not vote on Committee issues except to break a tie. Committee Vice Chairs, when acting as Chair, shall not vote on Committee issues except to break a tie.

ARTICLE VI. -- STRUCTURE-con't

**OPERATING GUIDELINES
FOR**

CALTRANS DISTRICT 7 SMALL BUSINESS COUNCIL

C. The Council Coordinator shall be the Office Chief of Small Business Outreach and Governmental Affairs. The Coordinator will be the liaison between the Council Chairs.

D. Standing Committees

The Council shall include the following Standing Committees:

1. Construction Committee (focus: District construction activity).
2. Commodities Committee (focus: purchase of commodities by the District Caltrans).
3. Professional Services Committee (focus: Architectural and Engineering, Land Surveying, and other Service Contracts).

Membership of Standing Committees shall be limited to a maximum of **8** persons. **This does not exclude participation of a guest or visitor.** Members of Standing Committees are to be approved by the Council Chair. Recommendations to add Committee members must be submitted in writing and approved by the Council Chair.

E. Other Standing Committees

Only the Deputy Director of Civil Rights or the Council Chair may establish other Standing Committees or subcommittees.

F. Special Committees and Subcommittees

1. The Council Chair may appoint special Committees of the Council as necessary.
2. The Council Chair shall solicit volunteers from the Council for special committees. Designation of Chairs of special committees shall be selected by Council members of that Committee.

ARTICLE VI. -- STRUCTURE-con't

3. Any member may make a recommendation for a new subcommittee and appointment must be approved by the Council Chair.

ARTICLE VII. -- QUORUM

**OPERATING GUIDELINES
FOR**

CALTRANS DISTRICT 7 SMALL BUSINESS COUNCIL

A quorum of the Council shall consist of one-third of the voting members or their alternates, excluding the Council Chair.

A quorum for a Council shall consist of one-third of the Committee members, excluding the Committee Chair and Committee Vice Chair in the absence of the Committee Chair.

ARTICLE VIII. -- VOTING RIGHTS

1. The Council Chair shall not vote except to break a tie. The Council Vice Chair, when acting as Council Chair, shall not vote except to break a tie.
2. The right to vote on issues before the Council is limited to Primary or #Alternate representatives. The Primary representative will cast one vote for his/her member association. The Alternate representative is allowed to cast one vote only when the Primary representative is absent. Motions involving policies and practices of the District shall be voted upon by council members and shall be set forth as **recommendations** to the District made in an **advisory** capacity only.

ARTICLE IX. -- MEETING DATES

The general meeting of the Council will convene in Los Angeles 12 times per calendar year, generally on the second Friday of each month. Specific meeting dates will be determined prior to each annual planning meeting (held in January), and provided to all Council members. **The Council Chair retains authority to change meeting dates when necessary.**

ARTICLE X. -- MINUTES

**OPERATING GUIDELINES
FOR**

CALTRANS DISTRICT 7 SMALL BUSINESS COUNCIL

The Council Chair shall provide for minute taking at all Council meetings. When possible, Council meetings will also be tape-recorded.

The Council Chair prior to the next Council meeting shall provide council minutes to members.

Approval of the minutes from the previous Council meeting shall be a regular agenda item. The minutes shall not be official until approved by the Council and signed by the Council Chair.

ARTICLE XI. -- COUNCIL AGENDA

The Council Chair shall develop and provide Council agendas in advance of each Council meeting and shall carry forward all unfinished business to the next meeting agenda unless other decisions are made at the Council meeting.

ARTICLE XII. -- COMMITTEE AGENDA

Standing Committee Chairs shall solicit agenda items from Committee members and submit all agenda items in writing to the Council Coordinator no later than seven (7) calendar days prior to the scheduled Committee meeting.