

Orange County Taxi Administration Program (OCTAP)

Steering Committee Bylaws

- I. Membership
 - A. Every city joining the Orange County Taxi Administration Program (OCTAP) shall have one seat on the Steering Committee (Committee).
 - 1. The City Manager of each city shall provide the Orange County Transportation Authority (OCTA) with a letter noting the Committee member and one alternate.
 - B. There shall be two members representing the taxi companies permitted under the OCTAP program.
 - 1. One member and one alternate representing the small taxicab companies shall be selected by the small taxicab companies (operating less than the average number of vehicles owned by Orange County taxicab companies).
 - 2. One member and one alternate representing the large taxicab companies shall be selected by the large taxicab companies (operating more than the average number of vehicles owned by Orange County taxicab companies).
 - 3. Every two years, a ballot shall be circulated to permitted companies to vote on the Committee representatives.
 - C. There shall be one member representing the tourist industry in Orange County.
 - 1. OCTAP cities shall submit a list of eligible organizations to OCTA. The city members of the Committee shall select the tourist industry representative and one alternate representative from the list compiled by OCTA.
 - 2. The tourist industry representative and alternate representative shall be selected every two years.
 - D. If the taxi company representative or the tourist industry representative misses three consecutive meetings, or more than six meetings in twelve months they may be removed by the Committee and a new election held to replace them.

II. Meetings

- A. The Committee shall meet not less than quarterly at a place chosen by the Committee.
- B. The Committee shall choose a Chair and Vice-Chair. The Chair is responsible for conducting the meetings, approving the agenda, and appointing subcommittee members as needed.
- C. A quorum shall consist of one third of the committee members. Approved by the OCTAP Steering Committee on 4/28/99. (As of 7/27/99, 12 or more of the 34 committee members must be present to constitute a quorum.)**
- D. Alternates shall be allowed to vote if the regular Committee member is absent, but they have no standing at meetings when the regular member is present.
- E. Committee meetings shall be open to the public.

III. Duties of the Committee

- A. Adopt policies, rules, and procedures to assist OCTA in the administration of the OCTAP program.
- B. Conduct an annual study of taxi fares in comparable jurisdictions.
- C. Recommend a fee schedule to the OCTA Board to recover OCTAP administrative costs.
- D. Assist OCTA in the administration of the OCTAP program.
- E. Conduct periodic meetings with taxi companies and tourist industry to improve the provision of taxi service in Orange County.
- F. Appoint such subcommittees as are necessary to conduct OCTAP business.
- G. Adopt an annual report on the activities of the OCTAP program.

IV. Amendments

- A. These bylaws may be amended by a majority vote of the members of the total number of cities participating in OCTAP. The taxi company and tourist industry representatives shall not vote on amendments to the bylaws.