

Information on Citizen's Advisory Committees

Information compiled on August 15, 2008

The Question: Our Transit Board is considering a "Citizen's Advisory Committee." Does anyone have something similar and if so could they send me some guidelines on size, who would serve, and how to get one started?

Columbia County Public Transportation says...CCPT does not have one at this time.

Intercity Transit says...IT has a great CAC and I'm attaching our charter and bylaws which got us started and the operating principles. What's not attached is our then ongoing recruitment process, which I can share with the agency directly. We have a very active 19-member CAC which do a wonderful job. Also, September 19 is a statewide meeting of CAC's for Washington State, hosted by Intercity Transit. It's being held at the Lacey Community Center. If you wish please have whomever you're contacting us about call me and I will recommend they attend. It's CACs across the state, GM's and members.

Island Transit says...See attached for a copy of our CAC By-laws. We are in the process of revising them, but they are not finished. We currently have 5 CAC members, one from each town on Whidbey.

Kitsap Transit says...See attached for a sheet that contains our committee's recently approved Mission Statement along with a general description of the committee, taken from the resolution forming the group in 1983.

Link Transit says...See attached for information on Link Transit's Advisory Council, which is a great group of people...very public spirited local citizens who provide some very good input and information about our services and projects.

Pacific Transit says...We do not have one.

Pullman Transit says...We had one but they decided to disband in 1997.

Twin Transit says....Twin Transit has refrained from engaging with a citizen's advisory board. For a small system, we have felt public input has come more effectively from our board members. We have had difficulty getting the public engaged through public forums, usually only get complainers, not constructive input.

Yakima Transit says...Yakima Transit's Citizen's Advisory Board is an informal board consisted of about 6 members. We meet once every quarter on a Tuesday night at 5:30pm. The goal of the committee is to exchange information. Since there are not too many takers to be on the board we offer the membership to the general public. We do receive great information from our board and also we inform them of our upcoming new or modified services. We remind the members of the meeting dates via email, mail and/or phone call. If they require a ride to our facility we also provide transportation for them. We don't have any bylaws governing the committee.

INTERCITY TRANSIT
Citizens Work Group
Charter

ARTICLE I - NAME OF GROUP

The name of this Group shall be “ Intercity Transit Citizens Work Group.”

ARTICLE II - PURPOSE

The mission of the Intercity Transit (I.T.) Citizens Work Group, hereinafter referred to as CWG, is to advise the Authority concerning public transportation policy issues either raised by the CWG or referred to the CWG from the Authority.

The term “policy issues” includes issues related to Public Transportation Benefit Areas (PTBAs), the Transit Development Plan (TDP), other plans or service planning efforts of I.T., the agency’s budget and programs of capital projects and operating services, and general operating practices of I.T.

The CWG will represent the interests of the community and assist I.T. staff and the Authority in fulfilling the agency’s mission. I.T.’s mission is to enhance the quality of life for the people in our community by providing basic mobility and transportation alternatives.

ARTICLE III - SCOPE OF WORK

In the first year, the CWG shall:

- Review Intercity Transit’s financial plan, including ballot measure issues, and provide feedback to the Transit Authority;
- Review the elements of the Transit Development Plan (TDP); identify methods to obtain public feedback; and work with staff to conduct a performance evaluation of the system from the customer’s perspective;
- Review and update the American’s With Disabilities Act (ADA) Paratransit Plan for Transit Authority approval;
- Develop a work plan for the second year, to present to the Transit Authority for approval; and
- Conduct a self evaluation after the first year to submit to the Transit Authority.

It is recognized during the first year, the CWG will require information regarding Intercity Transit. Staff will provide orientations to the CWG in specific areas including, but not limited to, services, policies, budget, strategic marketing plan; TDP; partnerships; ADA federal requirements; and community outreach practices.

ARTICLE IV - COMPOSITION

The CWG shall be composed of no more than nineteen members appointed by the Intercity Transit Authority. Membership shall reflect Intercity Transit's service area. Representation from each of the following groups shall be sought:

- Senior Citizen(s)
- Persons with Disabilities
- Local College Student(s)
- Chambers of Commerce
- Business Owner(s)
- Service User(s) (fixed route, vanpool, DAL; Star Pass Holder)
- Youth
- City/State Transit Demand Management Coordinator(s)
- Social Service Agencies
- Medical Community
- Neighborhood Associations
- Rural Community
- Citizens-at-Large

ARTICLE V - OPERATING GUIDELINES

The CWG will conduct its business in accordance with the Open Public Meetings Act, RCW 42.30. The CWG will adopt operating procedures at their first meeting.

- The CWG shall meet at least monthly.
- The CWG will discuss issues raised by individual members, which may elect to forward the issue to the respective Authority Committee for its consideration. If the issue is recommended to go before the Transit Authority, the CWG Chair shall make the presentation.
- The CWG shall provide a copy of meeting minutes to the Transit Authority.
- The CWG is advisory to the Authority, not the agency. Recommendations and requests for information will be directed to the Staff Liaison for distribution to the Authority.
- The Transit Authority reserves the right to sunset or discontinue the CWG at any time through a vote of the Transit Authority.
- The CWG shall select from its members three representatives to be assigned to attend one of the Authority committee meetings: Planning and Operations; Support Services; and External Affairs. The CWG representatives will participate in discussions and deliberations in an advisory capacity.
- Length and rotation of terms shall be established after the initial pilot period.
- The CWG serves in a voluntary role and without compensation. Expenses such as travel/training require advance approval and may be reimbursed.

ARTICLE VI - STAFFING

As authorized by the Authority, the General Manager shall appoint a staff member to serve as the CWG Staff Liaison. The Staff Liaison shall acquire meeting facilities and equipment and distribute materials including the agenda. Other duties include preparation of agenda forms and attachments to communicate CWG issues and recommendations to Committees and the Transit Authority.

ADOPTED: This 5th day of April 2000.

Resolution No. 02-00

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**INTERCITY TRANSIT
CITIZEN ADVISORY COMMITTEE
*Operating Procedures***

PURPOSE AND AUTHORITY

To advise the Intercity Transit Authority concerning transportation issues, to advocate for transportation choices and to represent the public in accomplishing Intercity Transit's mission and goals. (Amended 07/16/01; 03/05/08)

The term "policy issues" includes issues related to Public Transportation Benefit Areas (PTBAs), the Transit Development Plan (TDP), other plans or service planning efforts of Intercity Transit, the agency's budget and programs of capital projects and operating services, and general operating practices of Intercity Transit.

The CAC is advisory to the Authority, not the agency.

COMPOSITION

The CAC shall be comprised of no more than nineteen members appointed by the Intercity Transit Authority. Membership shall reflect Intercity Transit's service area. Representation from each of the following groups shall be sought:

- Senior Citizen(s)
- Persons with Disabilities
- Local College Student(s)
- Chambers of Commerce
- Business Representation (large and small)
- Service User(s) (fixed route, vanpool, DAL; Star Pass Holder)
- Youth
- City/State Transit Demand Management Coordinator(s)
- Social Service Agencies
- Medical Community
- Neighborhood Associations
- Rural Community
- Citizens-at-Large
- Native American
- Environmentalist
- Bicyclist

It is recognized a member may represent more than one of these groups. (Amended 07/16/01; 12/20/04)

TERMS

CAC members shall serve a term of three years, and may serve two complete terms. If a member is appointed to complete a vacant term, it is not considered a complete term. *(Amended 07/16/01; 12/20/04)*

ATTENDANCE

Any four unexcused absences in a 12-month period will result in forfeiture of the member's position on the CAC. The staff liaison will track attendance and a notification of membership forfeiture will automatically be sent to the respective member when four unexcused absences in a 12-month period occur. For an excused absence, members must notify the staff liaison prior to the meeting. A pattern of significant absences will be reviewed by the Chair of the Citizen Advisory Committee, hereinafter referred to as the "Chair". *(Amended 07/16/01; 12/16/02; 12/20/04)*

MEETING SCHEDULE

Meetings will be held on the third Monday of each month, except for the months of January and February. January and February meetings will be held the second Monday of the month. All meetings shall be held at Intercity Transit's administrative offices, in the boardroom. Meeting length will be determined by the agenda. If issues relevant to the CAC are insufficient in number or substance, the meeting may be canceled with the agreement of the CAC Chair and Vice Chair. Members will be notified of the cancellation at least 24-hours in advance of a meeting. *(Amended 12/20/04)*

AGENDA

The CAC Chair will determine the agenda in conjunction with the Staff Liaison. Any member wishing to add an item for substantive discussion at the meeting may do so by contacting the CAC Chair or Staff Liaison at least ten days prior to the meeting date. CAC members may add items to the agenda at the beginning of a meeting with the understanding, that depending on the requirement for additional information, such items may be discussed in a general way with substantive discussion and decision scheduled for a future meeting.

Staff Liaison shall mail the agenda to CAC members at least one week prior to the meeting.

MINUTES

The Staff Liaison shall distribute a summary of the meeting. Verbatim transcripts and detailed documentation of discussion will not be available. Members will be asked to consider and approve the minutes for the record by majority vote. The minutes will include a list of all members present and absent.

QUORUM

It is intended a quorum should be present at each meeting. One more than half of the current CAC members constitutes a quorum. If a quorum is not present, the meeting may still be held and any decisions made by members present will be forwarded to the Authority with a note indicating a quorum was not present at the vote. If a meeting starts with a quorum, the quorum requirement is considered met, even if members leave following the opening of the meeting. *(Amended 07/16/01)*

The CAC shall use Robert's Rules of Order as a guideline for conducting its business except as provided otherwise by State law or the operating procedures.

OFFICERS/TERM OF OFFICE

Officers will consist of Chair and Vice Chair. The process for choosing officers shall consist of nomination in May (either self-nomination or nomination by others) and affirmation by majority vote in June. *(Amended 07/16/01; 2/06/08)*

Officers will serve a term of one year and may serve up to two terms in the same office. If a CAC member completes an officer vacancy during the year, it shall not be considered against the two term limitation. A member may serve two years as Chair and two years as Vice Chair consecutively.

Officers may be removed prior to the end of term by majority vote of the CAC members. If an officer resigns or is removed prior to the end of the term, a replacement will be nominated and affirmed by majority vote. Such replacement will serve until the end of the regular term. *(Amended 07/16/01; 12/20/04)*

Section 1. Chair

The Chair shall:

- preside at all meetings;
- develop the agenda in coordination with the Staff Liaison;
- act as spokesperson for the CAC;
- attend the regular Authority meeting the 1st Wednesday of each month and provide reports to the CAC;
- provide leadership and direction for the CAC;

- appoint members to attend the Authority work sessions, who then report back to the CAC at their monthly meeting; and
- perform other duties as may be requested from time to time by the CAC or the Authority (*Amended 07/16/01*)

Section 2. Vice Chair

The Vice Chair, in the absence or inability of the Chair to serve, shall have the powers and shall perform the duties of the Chair. The Vice Chair shall perform such other duties from time to time as may be requested by the CAC or the Chair.

Section 3. Authority Work Session Representation

All members are expected to share the responsibility of representing the CAC at Authority work session. The Chair, working with the Staff Liaison shall seek CAC members to attend the monthly Authority work sessions. The CAC representative shall sit with Intercity Transit Authority members, participate fully in the meeting, and share the CAC's comments on respective issues. CAC representative(s) will serve at the work sessions in an advisory capacity to the Authority. (*Amended 07/16/01; 12/20/04*)

MEETING PROTOCOL

- ***Presentations*** made by staff or others should be succinct and relevant.
- ***Discussion*** of relevant issues and development of recommendations should constitute the majority following adequate briefing and presentation. All members' opinions will be respected and considered. The CAC may seek, at its discretion, input from the Authority and staff.
- ***Agreement*** on the CAC's position and recommendation to the Authority, prior to transmittal to the Authority, is the preferred method. Consensus is one method of agreement. (*Amended 2/19/01*)
- ***Opposing positions will be shared with the Authority.***
- ***Majority Vote*** is considered a majority of members present. (*Amended: 12/20/04*)

PRODUCTS

It is anticipated the CAC will have a product in the form of a recommendation and/or a summary of the various points of view to the Authority following study and discussion of an issue. The recommendation and/or points of view will be forwarded to the Authority through the Staff Liaison, using the appropriate agenda forms and process. The CAC will seek Authority feedback regarding disposition of the recommendation and/or points of view. (*Amended 07/16/01*)

SELF ASSESSMENT

The CAC will assess its accomplishments at least annually. Primary criteria may include:

- **Purpose:** Did the CAC stick to the purpose set forth above or did it stray into areas not relevant to the purpose or mission of Intercity Transit.
- **Usefulness:** Did the CAC transmit to the Authority relevant and meaningful recommendations.
- **Scope of Work:** Did the CAC achieve the various tasks and or consider Authority recommendations addressed during the previous evaluation and/or those requested throughout the year? If not, why? How did Intercity Transit and the community benefit from the results of the CAC's achievements?
- **Other:** Other criteria suggested by the CAC members may be used. (*Amended 07/16/01; February 14, 2005*)

USE OF THE OPERATING GUIDELINES

The meeting protocol supersedes all other meeting procedures and will be used by the CAC until and unless it is amended by majority vote. Any such amendment will be recorded in the minutes and provided to the CAC members.

AMENDMENTS

These operating principles may be amended by a majority vote of the Citizen Advisory Committee members at any meeting of the CAC. Copies of the proposed revisions or amendments must be provided to CAC and Authority members thirty days in advance of the meeting at which the changes are to be acted upon. (New Section Added 12/20/04)

ADOPTED this 17th day of July, 2000.

Amended: February 19, 2001
July 16, 2001
December 16, 2002
December 20, 2004
February 14, 2005
February 6, 2008
March 5, 2008

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**BYLAWS OF THE
CITIZENS ADVISORY COMMITTEE
OF THE
ISLAND COUNTY PUBLIC TRANSPORTATION BENEFIT AREA
“ISLAND TRANSIT”**

I. INTRODUCTION

The Citizens Advisory Committee (CAC) of Island Transit is a committee of Island County residents appointed by the Island Transit Board of Directors. The CAC serves as an invaluable link between the residents of the service area, the Island Transit Board of Directors and the Island Transit Executive Director. The purpose of the CAC shall be to advise the Executive Director of Island Transit on service delivery related issues.

Roles, Responsibilities and Definitions

The roles and responsibilities of the Board of Directors, the Executive Director and the Citizens Advisory Committee (CAC) of Island Transit shall be as follows:

1. The Board of Directors of Island Transit shall have and exercise all powers, functions, rights and privileges given or granted to such Boards and shall be subject to all the duties, obligations, liabilities and limitations imposed upon municipal corporations of the same class, by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal corporations of like character and degree. Among others, the Board of Directors of Island Transit shall provide the policy and legislative direction for the corporation and its administrators.
2. The Executive Director shall be the chief administrative officer of Island Transit who shall administer the day-to-day operations of Island Transit and recommend, implement and carry out the policies adopted by the Board of Directors. The Executive Director or his / her designee shall direct and facilitate the activities of the CAC.

3. The Citizens Advisory Committee (CAC), as an advisory body, shall make recommendations to the Executive Director based upon the needs of, and input from, the citizens in Island County regarding transit service provided by Island Transit. Areas for CAC activities and recommendations shall be: route structure and design; timetables and general systems information, passenger amenities; Community safety issues and concerns; and any special projects as assigned by the Executive Director.

II. OBJECTIVES

The objectives of the Citizens Advisory Committee shall be as follows:

1. Promote the Mission of Island Transit.
2. Promote the transit system within the Community. Communicate the system's achievements, goals and objectives with the public.
3. Develop within the community a sense of participation in the success of the transit system.
4. Promote the CAC as an important communications link regarding transit service delivery between the residents of the service area and Island Transit.
5. As a committee, solicit community input and feedback regarding transit service delivery.
6. Develop a working relationship with the Board of Directors and Executive Director by having representatives of the committee regularly attend Board meetings.
7. Review and provide input on all major proposed services and service changes prior to implementation.
8. Become active participants in specific projects as requested, assigned or appointed by the Executive Director.

I. MEMBERSHIP

Membership on the Citizens Advisory Committee shall be open to any interested citizen in Island County. Vacancies shall be widely publicized so any interested citizen may apply.

1. The Committee will be composed of at least 8, but not more than 12 persons. Committee members shall be selected to achieve a balanced

representation, demographically and geographically, of as many segments of the community as possible. The CAC shall maintain a list of interested candidates who would be available should a vacancy occur.

2. Recommendations for membership and reappointment may be made by any member of the Board of Directors and the Executive Director, as well as by any citizen or citizen group, including the Citizens Advisory Committee. All applications for membership shall be subject to approval by the Board of Directors.
 - a. A term of membership shall be two (2) years from date of appointment, with a two (2) year extension upon approval from the Board. Extensions of membership shall not exceed two years in length and shall expire on December 31st.
 - b. In order to maintain continuity, two year membership shall initially be staggered in such a way that one half of the membership shall be elected to service on year, and one half to serve two years.
3. Members of the Committee who cannot attend a meeting shall notify the Chairman. Any member who has three (3) consecutive unexcused absences may be dropped following a review by the remaining membership.

II. OFFICERS

1. The officers of the CAC shall consist of a Chairman and a Vice Chairman.
2. No Chairman or Vice Chairman will serve more than two (2) one-year terms in succession.
3. One of the two elected officers shall preside at all CAC meetings.

III. ELECTIONS AND VOTING

1. The Chairman and the Vice Chairman, voting members of the CAC, will be elected annually at the November CAC meeting for term beginning January 1st. All voting will be by voice ballot.
2. The majority of the current membership shall constitute a quorum.

IV. COMMITTEE OPERATIONS

1. The Committee will meet at least six times annually at a regular time, or as needed to be called by the Chairman. Meetings will be held in various locations throughout the service area to maximize public exposure of Committee activities. All meetings regarding CAC business and activities must be open, public meetings. Notices of all CAC meetings will be properly publicized in advance. Meetings shall be held a week prior to Board of Directors monthly meetings so any comments or suggestions on agenda items may be presented to the Board.
2. Meeting agendas will be established based upon suggestions and ideas of Committee members, the public, interested organizations, Island Transit administration and members of the Board of Directors.
3. Island Transit administration will provide liaison administrative support for mailings, agendas, minutes and any other committee activities.
4. With the approval of the Executive Director, the Committee may consider, investigate and utilize alternate methods of involving the public effectively and obtaining the public's view and opinions about transit service.
5. Recommendations from the CAC shall be forwarded to Island Transit administration.
6. Proposed amendments to these Bylaws must be adopted by a three-quarter majority of the full committee before being presented to the Board of Directors for final approval.

Kitsap Transit Citizens Advisory Committee

Mission Statement

The Citizens Advisory Committee (CAC) was created by the Kitsap Transit Board of Commissioners to advise Kitsap Transit's senior management and directors. The CAC:

- Acts as a sounding board for policies and plans.
- Provides a communication link between the residents of the service area and Kitsap Transit's Directors.
- Recommends plans, policies and procedures to the Kitsap Transit Board of Commissioners.

Our dedication to our community and the diverse area we come from give us the special two-way communication link needed to achieve this goal. The CAC also promotes agency accountability.

History/Description

Kitsap Transit's Citizens Advisory Committee (CAC) was developed in 1983. It is an advisory board that meets monthly to advise the agency's Board of Commissioners and staff, primarily at the policy level, in most areas of, including but not limited to, the following specific areas:

- The preferred balance between the various types of service the agency offers
- Levels of use of various services
- Quality of service
- Service costs and fare-box return ratio
- Public information and marketing programming

Citizen input is essential to the success of a transportation planning process. Since the general public is both the user and the financier of all transportation systems, it is important for the community to participate in identifying transportation issues and comment on potential alternatives.

The CAC consists of members representing the following constituencies:

<ul style="list-style-type: none">• North Kitsap• South Kitsap• Bremerton/Central Kitsap• Senior citizens	<ul style="list-style-type: none">• Student• Commuter• Regular transit rider• PSNS
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Members may represent one or more of these areas. All members, while understanding that they may have been appointed by virtue of a particular position or interested they hold or represent, must also understand that they represent all the citizens of the service area in their work as advisory committee members. All members must first be nominated by the existing committee members, and then must be approved by a majority of the Board at a regular meeting before beginning full participation.

The committee meets monthly on the second Thursday, from 6:30 p.m. to 8:00 p.m. Meetings are open to the public and are held at Kitsap Transit's Administrative Offices, 60 Washington, #200, Bremerton. Once a quarter the committee meets in a different area of the county to encourage public attendance and input.



Advisory Council Updated Bylaws

Article 1 - Name

The name of the committee shall be the Link Transit Advisory Council (LTAC).

Article 2 - Purpose

The Mission of The Link Transit Advisory Council is to represent the interests of the system's owners and guests by actively providing input on policies and issues concerning public transportation services provided by Link Transit. The Committee was formed to provide input and advice to Link Transit concerning operational policy issues for Link Transit's public transportation services and programs.

Policy and issues include significant areas related to Public Transportation in general and specifically to Link Transit, i.e. strategic planning and visioning; the system's mission, goals and objectives; transit development plans and other service planning efforts; the agency's budget and financial programs; capital projects and operating services.

The LTAC is not intended to be a complaint resolution or appeals board.

Article 3 - Membership

The committee may consist of up to twenty five (25) voting members appointed by the Link Transit Board of Directors. Members are appointed by the Board according to criteria that ensures the committee reflects the diversity of individuals with disabilities or their representatives, geographic communities, organizations and riders of Link Transit. Members serve at the pleasure of the Link Transit Board and may be removed at anytime.

An LTAC member who misses three meetings during a one-year period may be subject to removal from the committee. The LTAC member shall be notified in writing and shall be requested to provide justification for continued membership. A copy of the written notification and all other corresponding missives shall also be provided to the LTAC Chair and the Chair of the Link Transit Board of Directors. The Link Transit Board will then make the final determination whether or not to remove an LTAC member.

Article 4 - Terms

Three (3)-year terms with the option of the Link Transit Board to reappoint an LTAC member to serve an additional two-year consecutive term, for a maximum of five-years. No LTAC representative shall serve more than five years.

Members, who are unable to complete their terms, may submit their resignations to the Clerk of the Board. The Link Transit Board of Directors will appoint any new members as vacancies occur.

Article 5 - Officers

Each year a Chairperson shall be elected to serve a one-year term, from January through December. The Chair shall be elected by a vote of the majority of the members present.

Duties of the Chairperson

The Chairperson will preside at the meetings, and will represent the LTAC at meetings of the Link Transit Board and Board committees when appropriate.

Vacancies of the Chairperson position:

A vacancy of the Chairperson position shall exist in the following circumstances:

- (a) The resignation or death of the Chair;
- (b) The removal of the Chair by a vote of the majority of the LTAC;
- (c) The removal of the Chair as a member of the LTAC by the Board of Directors as provided in Article 3 of these Bylaws.

Filling a Vacant Chairperson Position

Except as otherwise provided in these bylaws, a vacant chairperson position shall be filled by approval of the affirmative vote of the members present at a regularly scheduled or special meeting held pursuant to Article 7 of these Bylaws.

Article 6 – Subcommittees

Other Subcommittees

The LTAC Chair may establish subcommittees with the approval of the LTAC, and appoint members to subcommittees as appropriate.

Executive Committee

The LTAC Executive Committee consists of the LTAC Chair Link Transit's General Manager, and the Clerk of the Board.

Duties of Subcommittees

All meeting notices shall be posted at the Link Transit Operations Base. A Link Transit staff person will be assigned to each subcommittee and will attend subcommittee meetings.

Subcommittees shall report their activities to the LTAC on a regular basis. The LTAC shall take subcommittee recommendations under advisement and determine further action, if appropriate.

Article 7 - Meetings

LTAC meetings shall be held every two months at the Link Transit Operations Base from 3:30 p.m. to 5:00 p.m. Special meetings of the LTAC may be called by Link Transit staff or at the request of the LTAC Chair.

The LTAC will conduct its business in accordance with the Open Meetings Act, RCW 42.30. The rules contained in *Roberts Rules of Order* shall govern the advisory committee in all cases to which they are applicable. All meetings involving LTAC deliberations are open to the public, with advance posting of agenda(s).

To facilitate full discussion of issues by the LTAC, discussion of items will first involve LTAC members. Public comment will be limited to brief comments of three minutes on each agenda item after the items have been discussed by the LTAC. As appropriate, the Chair may suggest persons contact staff directly regarding specific questions.

Meetings shall be held at the Link Transit Operations Base, 2700 Euclid Avenue, Wenatchee, WA unless Link Transit staff identify a special location and notify members at least seven (7) days in advance, and follow the required posting procedure. Alternative formats are available, upon request, by contacting Link Transit five (5) business days hours prior to the date of a meeting.

Article 8 – Compensation and Reimbursement

The role of the LTAC is to act in an *advisory capacity* to the Link Board of Directors and staff. Members of the LTAC serve without compensation except reimbursement for such expenses as may be approved by the Link Transit Board.

Article 9 - Voting/Quorum

A majority of the current member list must be present at a meeting for a quorum; an affirmative vote of a majority of the members present is required for any action items.

An LTAC member must be present at the time of a vote to vote on a particular issue. The vote of the person chairing the meeting will be counted only in the event of a tie. An absent member cannot authorize a proxy vote.

LTAC members are expected to actively participate in regularly scheduled LTAC meetings and Subcommittee meetings.

Article 10 - Amendments

These bylaws may be amended at any regularly scheduled LTAC meeting as defined by Articles 7 and 8 above, subject to approval of the Link Transit Board of Directors.

Article 11 - Minutes

Minutes of the LTAC shall be recorded by Link Transit staff and returned to the LTAC for review and approval. Minutes of the LTAC shall be forwarded to the Link Transit Board of Directors.



LINK TRANSIT ADVISORY COUNCIL

The Link Transit Advisory Council (LTAC) is comprised of community citizens who are appointed by the Link Transit Board of Directors to serve a minimum three-year term in an *advisory* capacity to the Link Board and staff.

Role & Purpose

The Mission of The Link Transit Advisory Council is to represent the interests of the system's owners and guests by actively providing input on policies and issues concerning public transportation services provided by Link Transit. Policy and issues include significant areas related to public transportation in general and specifically to Link Transit, i.e. strategic planning and visioning; the system's mission, goals and objectives; transit development plans and other service planning efforts; the agency's budget and financial programs; capital projects and operating services.

Operating Principles

The LTAC operates under a set of by-laws that have been adopted by the LTAC and approved by the Link Transit Board of Directors. Members of the LTAC serve without compensation as a voluntary community member representing the geographic, demographic, and community stakeholder perspectives of the local communities within Link Transit's service district.

LTAC Membership

Members are appointed by the Link Transit Board of Directors according to criteria that ensures the advisory council reflects the diversity of individuals with disabilities or their representatives, community stakeholders, local businesses, community organizations, and riders.

- ❑ Persons with Disabilities
- ❑ Mental Health Community.
- ❑ Business organizations/Chambers of Commerce.
- ❑ Agricultural Community.
- ❑ Economic Development Organizations.
- ❑ Private for-profit senior/disabled provider
- ❑ Public sector senior/disabled provider
- ❑ Private non-profit senior/disabled provider.
- ❑ Medical Community
- ❑ Educational Community
- ❑ Hispanic Community
- ❑ Financial Community.
- ❑ Other Community Based Organizations
- ❑ Law Enforcement
- ❑ *Youth Community, i.e. a high school or college student who is active in school leadership programs and/or affairs. (**minimum one two-year term.*)