

RESOLUTION NO. 2024-23

AMENDING SECTION 222.04 COMMUNITY ADVISORY COMMITTEE OF THE
CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND
REGIONAL TRANSIT AUTHORITY

WHEREAS, pursuant to Resolution No. 1989-176, the Board of Trustees ("Board") of the Greater Cleveland Regional Transit Authority ("Authority") codified the resolutions establishing its policies and procedures; and

WHEREAS, the Authority has conducted a review and determined that Section 222.04 Community Advisory Committee should be amended to update the provisions related to individuals with emeritus status, public meetings, meeting notices, the number of members and the number of terms that expire in a given year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:


Section 1. That Code Book Section 222.04 Community Advisory Committee is hereby amended to read as specified in Attachment A hereto.

Section 2. That the Board of Trustees hereby waives the fourteen-day period provided for in Article XI, Section 2 of the Bylaws.

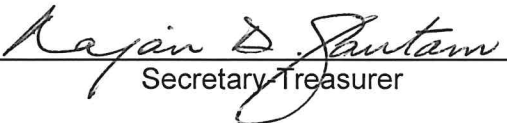
Section 3. That this resolution shall become effective immediately upon its adoption.

Attachment: A. Section 222.04 Community Advisory Committee

Adopted: March 19, 2024



President

Attest: 

Secretary-Treasurer

Attachment A to Resolution

CHAPTER 222 Committees, Boards and Task Forces

222.04 COMMUNITY ADVISORY COMMITTEE.

(a) Operations.

- (1) Name. The Board of Trustees ("Board") of the Greater Cleveland Regional Transit Authority ("Authority") herein creates the Community Advisory Committee ("CAC").
- (2) Purpose. The purpose of the CAC is to support public transit in Northeast Ohio and to assist the Authority in fulfilling its mission and vision, through:
 - A. Supporting the Authority's provision of services to individuals with disabilities; and
 - B. Advocating and educating the community regarding the Authority's interests.
- (3) Officers. The CAC shall elect a Chair and a Vice Chair. The CAC may, but is not required to, elect a Secretary.
- (4) Meetings.
 - A. The CAC shall hold quarterly meetings. CAC may hold special meetings, as it deems necessary. The Board and Authority staff shall have input in setting CAC meeting agendas. Meetings shall be open to the public.
 - B. CAC members are encouraged, but not required, to attend community meetings, public hearings, groundbreakings, grand openings and Board meetings.
 - C. All meetings of the CAC, except executive sessions held for purposes required or permitted by law, shall be open to the public, and no person shall be excluded from any meeting except for conduct which unreasonably interferes with the orderly conduct of the meeting.
 - D. Notice of CAC meetings shall be provided in the same manner as notice is provided for Board meetings.
- (5) Subcommittees. The CAC will have at least three standing subcommittees:
 - A. The ADA Advisory Subcommittee, which guides the Board in adhering to the spirit and requirements of the Americans with Disabilities Act ("ADA").
 - B. The Advocacy and Education Subcommittee, which provides education to the community on the needs of the Authority and its value to the citizens of Northeast Ohio.
 - C. The Rules Subcommittee, which reviews the CAC's Operating Guidelines and makes recommendations for appropriate additions, deletions, or amendments.
 - D. Subcommittees shall meet, discuss, and make recommendations on matters referred to them by the CAC or the Board on an as-needed basis.

- (6) Administrative support.
 - A. The Authority shall designate a Staff Liaison to the CAC to serve as the primary point of contact with the Authority.
 - B. The Staff Liaison shall be responsible for communications to the CAC, tracking attendance, maintaining a record of meetings, and channeling CAC members' concerns to the appropriate Authority staff member.
- (7) Recommendations. The CAC may make recommendations to the Staff Liaison, who shall refer such recommendations to the appropriate Authority staff and the Board Liaison. The CAC shall have no authority to obligate the Board.
- (8) Communications with the Board.
 - A. The Board will appoint a Board Liaison to the CAC.
 - B. The Board will include a standing agenda item on the Board's agenda for communications from CAC.

(b) Membership.

- (1) Composition of the CAC.
 - A. The CAC is composed of 15 community representatives.
 - B. With the exception of members with emeritus status, terms shall be for two years each with a term limit per member of two (2) consecutive full 2-year terms. To ensure that the terms will be staggered so that no more than eight (8) members' terms expire in any year, initial appointments may be for less than 2 years. An initial appointment of less than 2 years will not be considered a full term for the purpose of determining whether a member has served the maximum number of terms permitted.
- (2) Emeritus Status.

CAC members who have served on the CAC with distinction for more than 15 years will be eligible for emeritus status for the purpose of providing input in the CAC's discussions. Emeritus status may be granted by the Board of Trustees. Members with emeritus status will not be counted among the maximum 15 members. Emeritus status does not confer the right to vote, hold office or be counted towards a quorum. A list of the individuals with emeritus status will be maintained by the Authority's Administration & External Affairs Division.
- (3) Qualifications.
 - A. A CAC member must be familiar with public transportation and, preferably, use it occasionally, if not frequently. Transit dependency is not a requirement for CAC membership.
 - B. CAC members must be able to communicate knowledgeably about the Authority in particular and public transit in general. Members should have the ability to advocate on behalf of public transit and promote service.
 - C. CAC membership should reflect the Authority's customer base and

have diverse representation in regard to age, sex, race, color, religion, national origin, disability, genetic information, sexual orientation, military status, transit dependence, availability to participate in CAC activities, and geography.

- D. CAC members must be ambassadors for the Authority, attending as many public events as possible to promote public transit, policies friendly to public transit, and the needs of the region and Authority customers.
- (4) Each CAC member will receive an Authority ID to be used for unlimited transit privileges during their service.
- (c) Selection Process for New Members.
 - (1) All members of the CAC shall be nominated by the Board.
 - (2) All individuals interested in becoming a CAC member must submit an application.
 - (3) An ad hoc Screening Committee, consisting of two or more staff members and one or more members of the Board shall review the applications based on the criteria set out in subsection (b) hereof and recommend a slate of candidates to the External & Stakeholder Relations & Advocacy Committee for consideration and referral to the Board.
 - (4) Authority staff shall confer with the Board and the CAC for additional CAC members to be presented to the Board for consideration when vacancies arise.
 - (5) Appointment of members shall be made in March. Appointments become effective in April. Interim appointments may be made at other times of the year to fill vacancies. An interim appointment will not be considered a full term for the purpose of determining whether a member has served the maximum number of terms permitted.
- (d) Removal. All members of the CAC shall serve at the pleasure of the Board and shall be subject to removal by the Board at any time.
- (e) Operating Guidelines. The CAC shall adopt, and may revise, such operating guidelines as it from time-to-time elects, which are not in conflict with this section. The operating guidelines will address the following topics:
 - (1) Terms and responsibilities of officers;
 - (2) Procedures for conducting regular and special meetings;
 - (3) Committee assignments and operations;
 - (4) Attendance; and
 - (5) Other matters pertinent to the CAC's operations.
- (f) The CAC's operating guidelines will be subject to approval and adoption by the Board.



TITLE/DESCRIPTION: AMENDING SECTION 222.04 COMMUNITY ADVISORY COMMITTEE OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	Resolution No.: 2024-23
	Date: March 14, 2024
	Initiator: Administration & External Affairs
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other _____	

- 1.0 PURPOSE/SCOPE: This resolution will amend Section 222.04 Community Advisory Committee (“Section 222.04”) of the Codified Rules and Regulations (“Code Book”) of the Greater Cleveland Regional Transit Authority (“Authority”).
- 2.0 DESCRIPTION/JUSTIFICATION: The Policies and Procedures of the Board of Trustees were codified in 1989, pursuant to Resolution No. 1989-176. The Code Book is undergoing a comprehensive review and update so that the Code Book will conform to the current structure and operations of the Authority.

Section 222.04 was updated last year in the context of the reenergizing of the Community Advisory Committee (“CAC”). In the course of preparing for the CAC’s first meeting, questions arose regarding individuals with emeritus status. The proposed amendments provide that individuals with emeritus status do not have the right to vote, hold office or be counted toward a quorum. The proposed amendments also provide that (1) meetings will be held in public; (2) notices of meetings will be posted in the same manner as notices for Board of Trustees meetings; (3) there will be fifteen members on the CAC; and (4) no more than eight members’ terms will expire in a given year.
- 3.0 PROCUREMENT BACKGROUND: Does not apply.
- 4.0 AFFIRMATIVE ACTION/DBE BACKGROUND: Does not apply.
- 5.0 POLICY IMPACT: Adoption of the resolution will align the Code Book provision with the operations of the reenergized CAC.
- 6.0 ECONOMIC IMPACT: Does not apply.
- 7.0 ALTERNATIVES: Not adopting this resolution. Not adopting this resolution will leave the Code Book provision out of line with the operations of the CAC.
- 8.0 RECOMMENDATION: This resolution was discussed at the March 5, 2024 Committee of the Whole meeting and recommended for consideration by the full Board of Trustees. It is recommended that this resolution be adopted.
- 9.0 ATTACHMENTS: A. Red-line of proposed amendments to Section 222.04 Community Advisory Committee

Recommended and certified as appropriate to the availability of funds, legal form and conformance with the Procurement requirements.



General Manager, Chief Executive Officer

Attachment A to Staff Summary

CHAPTER 222 Committees, Boards and Task Forces

222.04 COMMUNITY ADVISORY COMMITTEE ("~~CAC~~").

(a) Operations.

- (1) Name. The Board of Trustees ("~~Board~~") of the Greater Cleveland Regional Transit Authority ("Authority") herein creates the Community Advisory Committee ("CAC").
- (2) Purpose. The purpose of the CAC is to support public transit in Northeast Ohio and to assist the Authority in fulfilling its mission and vision, through:
 - A. Supporting the Authority's provision of services to individuals with disabilities; and
 - B. Advocating and educating the community regarding the Authority's interests.
- (3) Officers. The CAC shall elect a Chair and a Vice Chair. The CAC may, but is not required to, elect a Secretary.
- (4) Meetings.
 - A. The CAC shall hold quarterly meetings. CAC may hold special meetings, as it deems necessary. The Board ~~of Trustees~~ and Authority staff shall have input in setting CAC meeting agendas. Meetings shall be open to the public.
 - B. CAC members are encouraged, but not required, to attend community meetings, public hearings, groundbreakings, grand openings and ~~GCRTA~~ Board meetings.
 - C. All meetings of the CAC, except executive sessions held for purposes required or permitted by law, shall be open to the public, and no person shall be excluded from any meeting except for conduct which unreasonably interferes with the orderly conduct of the meeting.
 - A.D. Notice of CAC meetings shall be provided in the same manner as notice is provided for Board meetings.
- (5) Subcommittees. The CAC will have at least three standing subcommittees:
 - A. The ADA Advisory Subcommittee, which guides the Board ~~of Trustees~~ in adhering to the spirit and requirements of the Americans with Disabilities Act ("ADA").
 - B. The Advocacy and Education Subcommittee, which provides education to the community on the needs of the Authority and its value to the citizens of Northeast Ohio.
 - C. The Rules Subcommittee, which reviews the CAC's Operating Guidelines and makes recommendations for appropriate additions, deletions, or amendments.
 - D. Subcommittees shall meet, discuss, and make recommendations on matters referred to them by the CAC or the Board ~~of Trustees~~ on an as-needed basis.

(6) Administrative support.

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(7) Recommendations. The CAC may make recommendations to the Staff Liaison, who shall refer such recommendations to the appropriate Authority staff and the Board Liaison. The CAC shall have no authority to obligate the Board ~~of Trustees~~.

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- A. The Board ~~of Trustees~~ will appoint a Board Liaison to the CAC.
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(b) Membership.

(1) Composition of the CAC.

- A. The CAC is composed of ~~11~~ 15 community representatives.
- B. With the exception of members with emeritus status, terms shall be for two years each with a term limit per member of two (2) consecutive full 2-year terms. To ensure that the terms will be staggered so that no more than ~~five-eight~~ (58) members' terms expire in any year, initial appointments may be for less than 2 years. An initial appointment of less than 2 years will not be considered a full term for the purpose of determining whether a member has served the maximum number of terms permitted.

~~C. CAC members may continue to serve after the expiration of their terms if not replaced, at the invitation of the Board of Trustees.~~

(2) ~~—Emeritus Status.~~

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promote service.

- C. CAC membership should reflect the Authority's customer base and have diverse representation in regard to age, sex, race, color, religion, national origin, disability, genetic information, sexual orientation, military status, transit dependence, availability to participate in CAC activities, and geography.
- D. CAC members must be ambassadors for the Authority, attending as many public events as possible to promote public transit, policies friendly to public transit, and the needs of the region and ~~GCRTA~~ Authority customers.

~~(3)~~(4) Each CAC member will receive an ~~GCRTA~~ Authority ID to be used for unlimited transit privileges during their service.

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