

Citizens Advisory Board

Operating Guidelines

Revised 12/23/03

ARTICLE 1: OPERATING GUIDELINES

Section 1: Name

The GCRTA Board of Trustees herein creates the Citizens Advisory Board, herein referred to as the "CAB".

Section 2: Officers

The Citizens Advisory Board shall elect the following officers:

1. Chair
2. Vice Chair

The initial term of each will be one year. Subsequently, they shall be elected to two-year terms.

Officers should serve no more than two (2) two year-terms

Section 3: Meetings

The CAB has established the following meeting guidelines:

- The CAB meeting time will be integrated with the RTA Board schedule.
- Committees will provide written reports at the CAB meetings.
- Board of Trustee members will attend Citizens Advisory Board meetings on a rotating basis.

Regular Meetings

Regular CAB meetings shall be held on the second **(Thursday)** of each month. The regular meetings will be used to map out and prioritize Board presentations received from subcommittees, to set agendas, and organize/coordinate subcommittee activities. The CAB will review programs and projects brought to them by staff or the GCRTA Board of Trustees that need review. Election of officers shall occur during the month of **(February) and their terms shall begin in March**. In addition, a calendar of CAB meeting dates will be developed in December for the next year.

Special Meetings

Special meetings may be called by the Chair, at the request of any officer, or upon the written request of at least five (5) members, provided at least forty-eight (48) hours notice is given. The Secretary of the CAB will notify the members of the time, place and purpose of such special meeting, and no other business shall be considered.

Special meetings include community meetings, public hearings, groundbreakings and grand openings.

Annual Retreat

The CAB will conduct an Annual Retreat with participation from the Board of Trustees. The retreat will be open to all GCRTA Board of Trustees, the CAB and all committees in operation at the time. The purpose of the retreat is to develop and maintain a communication link and promote the work of the Authority.

The following are outcomes for the CAB's Annual Retreat:

- Review the planning agendas for the next year
- Establish goals and objectives for the next year
- Review operational and financial consequences of goals and objectives established for the next year
- Integrate new members into the CAB

Section 4: Subcommittees

The CAB will have two subcommittees:

1. ADA Advisory **Committee**
2. Volunteer Action **Committee**

- Committees will meet at least monthly and whenever possible on the same day as the Citizens Advisory Board.
- Other committees may be appointed as needed to carry out the mission/goals of the CAB.
- Committees shall consist of at least eight (8) members.
- Committees shall meet, investigate, and make recommendations on matters referred to them by CAB and/or the GCRTA Board of Trustees.
- CAB committees may also include individuals from the community at large.

Section 5: Agenda

CAB meeting agendas shall be set by the CAB Chair and the GCRTA staff with input from the Board of Trustees. Additionally, agendas shall be posted five (5) work days before the meeting date, if possible. Below is a suggested agenda format for CAB meetings:

Section 6: Attendance

Attendance at CAB meetings is required. **A member wishing to be excused shall contact the RTA liaison.**

A CAB member is permitted only two (2) un-excused absences per calendar year. After three (3) un-excused absences, the CAB shall notify the member in writing and make a recommendation to the Board of Trustees to terminate the individual's membership. A more liberal policy is in place for attendance and quorums at subcommittee meetings. **A member who is absent (excused or unexcused) will not receive compensation for the following month.**

Section 7: Administrative Support

The RTA Staff will designate and identify staff responsible for coordination between CAB and the GCRTA Board of Trustees. RTA staff will provide administrative support to the CAB.

Section 8: Parliamentary Authority

Informal procedures are desirable for providing flexibility in conducting the business of the CAB. Ordinary rules of parliamentary procedures are to be followed when appropriate or if legally required.

Section 9: Guideline Review Process

Each calendar year the CAB shall review its Operating Guidelines for appropriate additions, deletions, or amendments. All recommendations for changes shall be voted on by the full CAB.

Section 10: Board Recommendation Process

All recommendations by the CAB to the Board shall be made in writing and signed by the CAB Chair.

ARTICLE 2: MEMBERSHIP

Section 1: Qualifications

Leadership Qualities

Membership in the CAB is not just a membership. CAB members must actively participate and/or lead any activity taken on by the CAB. A member must be willing to initiate a CAB project as well as respond and participate in RTA projects. A CAB member must be a team player and work well under the leadership of other CAB members.

A CAB member must be able to interact with members of their community and generate enthusiasm from the community for volunteering on RTA projects. A CAB member must be able to form and lead subcommittees for CAB projects.

RTA User

A CAB member must be a user of RTA, that is, someone who knows how to *use* the transit system, and/or uses it frequently. A CAB member should not be an individual who only rides RTA occasionally to qualify for volunteer membership status. An RTA user is defined as someone who can interpret a public transit schedule, transfer from line to line, and/or is familiar with RTA's special transit services. This does *not* mean that a CAB member must be transit dependent.

Member Profile

Rather than dwell on the particular characteristics of each member applicant as to age, gender, race, etc., let us consider the overall profile of the CAB. The CAB, as a whole, must reflect the community-at-large and should have diverse representation as to age, gender, race, disability, transit dependence, availability to participate in CAB activities, and service area representation.

Knowledge

CAB members must be knowledgeable and able to communicate about RTA in particular and public transit in general. Because of the ever-expanding metropolitan area, members must be aware of, and communicate with other transit systems, NOACA, and other citizen-based committees concerned with public transit, rail transit and urban sprawl. As such, they would be enthused advocates of RTA within their home communities.

Communication

CAB members must be good communicators and listeners. They must be able to *promote* RTA and public transit within their communities. They must be able to recruit subcommittee members from within their communities.

Section 2: Compensation

Each CAB member will receive compensation in the form of transportation expenses and such other compensation deemed appropriate by the GCRTA Board of Trustees.

ARTICLE 3: CAB SCREENING COMMITTEE

Section 1: Applications

Individuals interested in becoming a CAB member must submit an application, which will be used in the selection process. Personal information will be requested with the submission of the individual's application. To ensure that the CAB has diversity of gender, age, and race such specific information will be asked on the application. The usual list of race/ethnic origin groups will not be listed. Space will be provided to allow the applicant to use his/her own designation.

The Screening Committee shall select applicants based on the following criteria:

Distribution

Does the applicant contribute positively to the distribution of interests (geographical, elderly/handicapped, minority, retired, young, student, business, labor, women, environmental groups, communities, organizations, other).

What type of background/special knowledge would the applicant bring to the Committee?

Time Commitment

Can the applicant devote the necessary time to prepare for and attend meetings?

Desire to Serve

Does the applicant demonstrate an understanding/interest in transit issues?

What particular interest motivates the applicant to serve on CAB?

Would the applicant be able to provide advice on transit issues from a regional perspective?

Potential Criteria for Reappointment

Distribution

Does the reappointment of the member contribute to the distribution of interests?

Attendance

Did the member regularly attend meetings of CAB and the subcommittee to which he/she belonged?

Overall Effectiveness

*Does the member contribute to the credibility and productivity of CAB?
Does he/she have an understanding of the issues facing RTA and constructively focus on them?*

The Screening Committee members shall receive copies of all CAB applications for ranking purposes. **The Committee will select eligible applications and forward to CAB for recommendation. Recommended applicants will be forwarded to RTA Board of Trustees for final approval.** The CAB Screening Committee should consist of the following representatives:

- Two RTA Staff Members
- RTA Board Liaison
- At least one designee from **each of the two CAB committees.**

Section 2: Appointment Schedule

The CAB will be composed of twenty (20) community representatives . **Ten (10) selected by individual members of the Board of Trustees and ten (10) from a slate of candidates, who apply and who are pre-screened by staff and approved by the RTA Board of Trustees.** The members of the CAB will be selected in a manner to reflect the geographic diversity of the GCRTA Board of Trustees.

Each member will be appointed to a 3-year term. CAB members should serve no more than two (2) full consecutive 3-year terms. (Effective 03/03)

Appointment of members shall be made in the month of March. Appointments will become effective in April.

Exhibits:

The following documents are found in the Exhibit section of the Citizens Advisory Board (CAB) Operating Guidelines.

- Cover Letter – providing information for interested persons. The cover letter shall be printed on GCRTA letterhead.
- CAB Application – a method of obtaining information about interested persons. The application shall be used in the selection process.

Communication Chain With the GCRTA Board Of Trustees

The GCRTA Board of Trustees herein creates the CAB whose role shall be that of advocates for transit serving in an advisory capacity to the Board of Trustees.

The CAB shall submit written recommendations on transit related projects, policies and issues as requested by the Board of Trustees.

Although the GCRTA Board of Trustees shall give careful and due consideration to the CAB's recommendations before making any final action, the CAB's recommendations shall be considered only advisory in nature.

The CAB shall meet with the Board of Trustees quarterly throughout the year.

The CAB shall have no authority to act or obligate the GCRTA Board of Trustees, or its officials, in any manner whatsoever.

The RTA staff will designate and identify staff responsible for coordination between CAB and the Board of Trustees.