

**Greater Cleveland Regional Transit Authority
Citizens Advisory Board**

**OPERATING
GUIDELINES**

October 21, 2008

ARTICLE 1: OPERATING GUIDELINES

Section 1: Name

The Board of Trustees (Board of Trustees) of the Greater Cleveland Regional Transit Authority (RTA) herein creates the Citizens Advisory Board (CAB).

Section 2: Purpose

The purpose of the CAB is to advise the Board of Trustees and RTA staff on transit issues, make suggestions for improvements in transit service, and to advocate for greater funding for public transportation. Composition of the CAB is set out in Article 2, Section 1.

Section 3: Officers

The CAB shall elect a Chair and a Vice Chair. Additionally, the CAB is authorized, but not required, to elect a Secretary.

The Chair conducts the regular and, if possible, any special CAB meetings. The Chair also represents the CAB at Board of Trustees meetings. The Vice Chair stands in for the Chair as needed.

The election of officers shall take place each year during the April meeting of the CAB, with terms to begin on the first day of May or, if elections are delayed for any reason, the first day of the month following the election. If it is necessary to delay elections in any given year, the Chair will document, in writing, the need for such delay.

Officers shall be elected to one-year terms. To assure that the CAB remains a vital and active body, it is recommended that officers not serve more than three consecutive terms. It is acknowledged that, under certain circumstances, it may be advisable or necessary for officers to serve more than three consecutive terms.

Section 3: Meetings

The following guidelines shall apply to all CAB meetings:

- The CAB meeting time will be integrated with the schedule of the Board of Trustees.
- Committees will report on their activities at all regular CAB meetings.
- Members of the Board of Trustees will be invited to attend CAB meetings. This open-invitation policy does not preclude or reduce the desirability of the Board of Trustees' appointing a liaison to the CAB.
- For purposes of establishing a quorum, at least 50% plus one of the CAB's members must approve actions of the CAB.

Regular Meetings

Regular CAB meetings shall be held on the second Thursday of each month, with possible exceptions for special events. The regular meetings will be used for presentations from, and discussions with, RTA staff and other parties of interest to the CAB, the setting of agendas, discussion of and action on topics of interest related to the CAB's mission and purpose, and organization and coordination of Committee activities.

The CAB will review programs and projects brought to them by the Board of Trustees or RTA staff. In addition, in December of each year, RTA will set, with input from the CAB, a calendar of CAB meeting dates for the next year.

When applicable, the CAB shall assemble, at its regular meetings, a list of items for presentation to the Board of Trustees at its next meeting.

Members of the general public are welcome to attend all regular meetings of the CAB and its Committees.

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 members, provided at least 48 hours notice is given. The Chair, Vice Chair, or Staff Liaison will notify CAB members of the time, place, and purpose of such special meeting, and no business other than the specific topic around which the special meeting was called shall be considered.

Public Events

Public events, which CAB members are encouraged but not required to attend, include community meetings, public hearings, groundbreakings, and grand openings.

Annual Joint Meeting with the Board of Trustees

The CAB shall be prepared to participate in an annual joint meeting with the Board of Trustees. The purpose of the meeting, held at the discretion of the Board of Trustees, would be to maintain communication and assure a meaningful working relationship between the Board of Trustees and the CAB.

Activities that should take place at the annual joint meeting include:

- establishing goals and objectives for the next year,
- reviewing operational and financial consequences of goals and objectives established for the next year, and
- integrating new members into the CAB.

Section 4: Committees

The CAB will have at least two standing Committees:

1. The ADA Advisory Committee, which guides the Board of Trustees in adhering to the spirit and requirements of the Americans with Disabilities Act (ADA), and
 2. The Transit Improvement Advisory Committee (formerly known as the Volunteer Action Committee), which provides a working forum to address, in more detail, all issues of interest to the CAB which are not specifically related to the ADA.
- Standing Committees will meet at least monthly.
 - Other committees, either standing or ad hoc, may be established as necessary to carry out the mission and purpose of the CAB.
 - CAB members shall indicate which Committee they are a member of. For purposes of establishing a quorum, at least 50% plus one of each Committee's members must approve Committee actions, though individual CAB members are not precluded from bringing items of interest directly to the full CAB. Committee participation is strongly encouraged.
 - Committees shall meet, investigate, and make recommendations on matters referred to them by the CAB or the Board of Trustees.

- Public participation is welcome at all Committee meetings.

Section 5: Agenda

CAB meeting agendas shall be set by the Chair and RTA staff with input from the Board of Trustees. Agendas shall be posted five workdays before the meeting date, if possible. A recommended agenda format is attached (See Exhibit 1).

Section 6: Attendance

Attendance at CAB meetings is required. A member wishing to be excused shall contact the Staff Liaison and/or the Chair.

A CAB member is permitted only two unexcused absences per calendar year. After three unexcused 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 member who is absent and unexcused from a regular CAB meeting will not receive compensation for the following month.

Section 7: Administrative Support

RTA shall designate a Staff Liaison to the CAB. The Staff Liaison shall serve as CAB members' primary point of contact with RTA, though the Staff Liaison's serving this role shall not preclude CAB members' contacting of other RTA staff directly when appropriate.

The Staff Liaison shall be responsible for mailings to the CAB, tracking of attendance, basic documentation of regular meetings of the CAB for the purpose of establishing a record, and channeling CAB members' concerns to the appropriate RTA staff member.

Section 8: Parliamentary Authority

The business of the CAB shall be conducted according to Robert's Rules of Order.

Section 9: Guideline Review Process

Each June, possibly through an ad hoc committee, 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 and submitted to the Board of Trustees for approval.

Section 10: Board Recommendation Process

All recommendations by the CAB to the Board of Trustees shall be made in writing and signed by the CAB Chair. The CAB shall have no authority to obligate the Board of Trustees.

ARTICLE 2: MEMBERSHIP

Section 1: Composition of the CAB

The CAB is composed of 20 community representatives, 10 selected by individual members of the Board of Trustees and 10 from a slate of candidates who apply and are chosen according to the process set out in Article 3 below.

Each member will be appointed to a three-year term. CAB members should serve no more than two full consecutive three-year terms. Under certain circumstances, it may be appropriate for CAB members to serve more than two consecutive terms.

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. The time spent by a CAB member as an interim appointee shall not be counted when considering whether that appointee has served the maximum number of terms recommended in this document.

Section 2: Qualifications

A CAB member must know how to use mass transit and, preferably, use it frequently. Transit dependency is not a requirement for CAB membership.

CAB members must be able to communicate knowledgeably about RTA in particular and public transit in general. Members should have the ability to advocate on behalf of public transit and promote service. Because RTA's service area is limited to the center of a much larger metropolitan area, members should have some familiarity with other transit systems and other transportation-related organizations, such as the Northeast Ohio Areawide Coordinating Agency (NOACA), that have an effect on transportation policy in the region.

CAB membership must reflect the larger community and have diverse representation in regard to age, gender, race, disability, transit dependence, availability to participate in CAB activities, and geography.

Section 3: Travel Reimbursement

Each CAB member will receive a monthly transit pass to cover transportation expenses.

ARTICLE 3: SELECTION PROCESS FOR NEW MEMBERS

Note: This article applies to persons who apply to become members of the CAB. It does not apply to CAB members who are appointed by a Trustee.

Individuals interested in becoming a CAB member must submit an application (attached as Exhibit 2).

An ad hoc Screening Committee, consisting of two or more RTA staff members, one or more Trustees (if available to participate), and at least one representative of each of the standing committees described in Article 1, shall review applicants based on the criteria set out in Article 2. The Screening Committee shall forward a list of eligible applicants to the CAB, which will in turn recommend a slate of candidates to the Board of Trustees.

Depending on the number of applications being considered, the Screening Committee may either present a limited number of applications to the CAB or present the entire pool of applications. Activities of the Screening Committee shall be timed to allow for adequate review by both the CAB and the Board of Trustees in advance of the annual appointment of new members in March of each year.

If vacancies occur during the year, the CAB may choose to recommend an interim appointment from the qualified pool of candidates.

EXHIBITS

1. Recommended agenda format for CAB monthly meetings
2. Application for prospective CAB members