

RESOLUTION NO. 2025-22

AMENDING THE OPERATING GUIDELINES FOR THE COMMUNITY
ADVISORY COMMITTEE

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

WHEREAS, Section 222.04 of the Authority's Codified Rules and Regulations governs the Board of Trustees' Community Advisory Committee ("CAC") and provides for the Rules Subcommittee to review the CAC's Operating Guidelines and make recommendations for additions, deletions or amendments; and

WHEREAS, the Rules Subcommittee has proposed amendments to the Operating Guidelines, and the full CAC has approved them for presentation to the Board of Trustees for approval; and

WHEREAS, the updated Operating Guidelines are ready for approval by the Board of Trustees.

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

Section 1. That the Operating Guidelines for the Community Advisory Committee attached hereto as Attachment A are hereby approved.

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

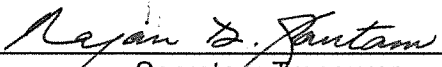
Section 3. That this resolution shall become effective immediately upon its adoption.

Attachment: Operating Guidelines for the Community Advisory Committee

Adopted: January 21, 2025



President

Attest: 

Secretary-Treasurer

Attachment to Staff Summary

COMMUNITY ADVISORY COMMITTEE ("CAC") OPERATING GUIDELINES

1. These Operating Guidelines are authorized and established by Chapter 222.04 of the Codified Rules and Regulations ("Code Book") of the Greater Cleveland Regional Transit Authority ("Authority").
2. Officers.
 - A. In addition to the Chair and Vice Chair, the Community Advisory Committee ("CAC") will elect a Secretary.
 - B. The Chair conducts the regular and any special CAC meetings. The Vice Chair stands in for the Chair as needed. The Secretary calls roll at the beginning of meetings and when needed for a vote. The Secretary takes minutes summarizing the business conducted at each meeting.
 - C. The election of officers shall take place each year during the April meeting. If it is necessary to delay elections in any given year, the Chair will document, in writing, the need for such delay.
 - D. Officers shall be elected to one-year terms, ending at the April meeting of the following year. Officers may not serve more than four consecutive one-year terms in the same office.
 - E. In the event of a vacancy in the position of Chair, Vice Chair or Secretary, a replacement will be elected at the next regular meeting of the CAC.
3. Staff Liaison. The Staff Liaison is appointed under Section 222.04(a)(6) of the Code Book to serve as the primary point of contact with the Authority. The Staff Liaison maintains meeting minutes.
4. Meetings.
 - A. For the purpose of establishing a quorum at all CAC meetings, a majority of the CAC's appointed members must be present for the CAC to take action. A majority of the appointed members present at a meeting must vote in favor of an action to approve the action.
 - B. Regular meetings.
 1. In accordance with Article III, Section 9(b)(1) of the Bylaws of the Board of Trustees and Section 222.04(a)(4) of the Code Book, notice of the times and places of regular meetings for each calendar year will be posted not later than two (2) days prior to the day of the first regular meeting of the calendar year. If the time or place of a regular meeting or meetings is changed during the calendar year, notice of the new time or place will be posted at least twenty-four hours before the time of the first changed regular meeting.
 2. Regular CAC meetings shall be held quarterly, with possible exceptions for special events. The regular meetings will be used for presentations from, and discussions with, Authority staff and other parties of interest to the CAC, the setting of agendas, discussion of and action on topics of interest related to the CAC's purpose, and organization and coordination of CAC activities.
 3. The CAC will review programs and projects brought to them by the Board of Trustees or Authority staff.
 4. CAC meetings are open to the public in accordance with the Ohio Open Meetings Act and Section 222.04(a)(4) of the Code Book. Public comments are not permitted at CAC meetings.

- C. Special meetings.
 - 1. In accordance with Article III, Section 9(c) of the Bylaws of the Board of Trustees and Section 222.04(a)(4) of the Code Book, notice of the time, place and purposes of special meetings shall be posted not later than twenty-four (24) hours before the time of the special meeting.
 - 2. 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 the request is made at least five (5) business days before the proposed meeting date.
 - 3. The Chair, Vice Chair, or Staff Liaison will notify CAC 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.
 - D. CAC members are encouraged, but not required, to attend community meetings, public hearings, groundbreakings, grand openings, and Board of Trustees Meetings.
 - E. The business of the CAC shall be conducted according to Robert's Rules of Order.
5. Subcommittees. The CAC will have at least three standing subcommittees:
- A. The ADA Advisory Subcommittee;
 - B. The Advocacy and Education Subcommittee; and
 - C. The Rules Subcommittee.
 - D. Each standing subcommittee will elect a chair.
 - E. Standing subcommittees will meet at least quarterly.
 - F. CAC members are strongly encouraged to participate on at least one subcommittee.
 - G. For purposes of establishing a quorum, a majority of each subcommittee's appointed members must be present for the subcommittee to take action. A majority of the appointed members present at a meeting must vote in favor of an action to approve the action.
 - H. Subcommittees shall meet, discuss, and make recommendations on matters referred to them by the CAC, Authority staff and/or the Board of Trustees.
 - I. CAC subcommittee meetings are open to the public in accordance with the Ohio Open Meetings Act and Section 222.04(a)(4) of the Code Book. Public comments are not permitted at CAC subcommittee meetings.
6. Agendas. CAC meeting agendas shall be set by the Chair and Authority staff with input from the Board of Trustees. Agendas shall be available five (5) business days before the meeting date, if possible. The agenda will be posted on the CAC page of the GCRTA's website in addition to the front lobby of GCRTA's main office building.
7. Public Input. In order to provide an opportunity for the public and outside entities to interact with the CAC, members of the public may bring an issue to the attention of the CAC, for consideration by the Advocacy and Education Subcommittee, as follows:
- A. By telephone at (216) 356-3181
 - B. By web form at www.riderta.com/cac/feedback.
8. Attendance.
- A. Attendance at regular CAC meetings is required. A member wishing to be excused shall contact the Staff Liaison and/or the Chair.

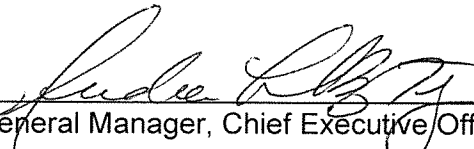
- B. A CAC member is permitted only two unexcused absences from regular meetings per calendar year. After three unexcused absences, the CAC may notify the member in writing and make a recommendation to the Board of Trustees to remove the individual from the CAC.
9. Guideline review process. The Rules Subcommittee shall review the CAC's Operating Guidelines annually and propose amendments for consideration by the full CAC. The full CAC shall vote on the proposed amendments and, if approved, submit them to the Board of Trustees for approval. If the need for an amendment arises at a time other than the annual review, the Rules Subcommittee may meet to consider such an amendment.



TITLE/DESCRIPTION: APPROVING AMENDMENTS TO COMMUNITY ADVISORY COMMITTEE ("CAC") OPERATING GUIDELINES	Resolution No.: 2025-22
	Date: January 16, 2025
	Initiator: Administration and 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 the Community Advisory Committee ("CAC") Operating Guidelines ("Operating Guidelines").
- 2.0 DESCRIPTION/JUSTIFICATION: When the CAC was re-energized at the beginning of 2023, Section 222.04 of the Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority ("Code Book") and the CAC's Operating Guidelines were amended to create a Rules Subcommittee. The main function of the Rules Subcommittee is to review the CAC's Operating Guidelines and make recommendations for additions, deletions and amendments to the Operating Guidelines. During 2024, the Rules Subcommittee met several time to review the Operating Guidelines and prepared proposed amendments. On November 14, 2024, the full CAC discussed the proposed amendments and voted to bring them to the Board of Trustees for approval.
- 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 result in updated Operating Guidelines that will streamline and facilitate the CAC's operations.
- 6.0 ECONOMIC IMPACT: Does not apply.
- 7.0 ALTERNATIVES: Not adopting this resolution. Not adopting this resolution would result in the Operating Guidelines remaining out of date.
- 8.0 RECOMMENDATION: This resolution was discussed at the January 7, 2025 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 ATTACHMENT: Red-line of proposed amendments to the Operating Guidelines

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



 General Manager, Chief Executive Officer

Attachment to Staff Summary

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 - C. The election of officers shall take place each year during the April meeting. If it is necessary to delay elections in any given year, the Chair will document, in writing, the need for such delay.
 - D. Officers shall be elected to one-year terms, ending at the April meeting of the following year. Officers may not serve more than six-four consecutive one-year terms in the same office.
 - ~~D.E.~~ In the event of a vacancy in the position of Chair, Vice Chair or Secretary, a replacement will be elected at the next regular meeting of the CAC.
3. Staff Liaison. The Staff Liaison is appointed under Section 222.04(a)(6) of the ~~Codified Rules and Regulations of the Greater Cleveland Regional Transit Authority~~ Code Book to serve as the primary point of contact with the Authority. The Staff Liaison maintains meeting minutes.
4. Meetings.
 - A. For the purposes of establishing a quorum at all CAC meetings, a majority at least 50% plus one of the CAC's appointed members must be present for the CAC to take action. A majority At least 50% plus one of the appointed members present at a meeting must vote in favor of an action to approve the action.
 - B. Regular meetings.
 1. In accordance with Article III, Section 9(b)(1) of the Bylaws of the Board of Trustees and Section 222.04(a)(4) of the Code Book, notice of the times and places of regular meetings for each calendar year will be posted not later than two (2) days prior to the day of the first regular meeting of the calendar year. If the time or place of a regular meeting or meetings is changed during the calendar year, notice of the new time or place will be posted at least twenty-four hours before the time of the first changed regular meeting.
 - ~~1.2.~~ Regular CAC meetings shall be held quarterly, with possible exceptions for special events. The regular meetings will be used for presentations from, and discussions with, Authority staff and other parties of interest to the CAC, the setting of agendas, discussion of and action on topics of interest related to the CAC's ~~mission and purpose~~, and organization and coordination of CAC activities.
 - ~~2.3.~~ The CAC will review programs and projects brought to them by the Board of Trustees or Authority staff.
 - ~~3.4.~~ Members of the general public are welcome to attend all meetings of the CAC and its subcommittees. CAC meetings are open to the public in

accordance with the Ohio Open Meetings Act and Section 222.04(a)(4) of the Code Book. Public comments are not permitted at CAC meetings.

- C. Special meetings.
 - 1. In accordance with Article III, Section 9(c) of the Bylaws of the Board of Trustees and Section 222.04(a)(4) of the Code Book, notice of the time, place and purposes of special meetings shall be posted not later than twenty-four (24) hours before the time of the special meeting.
 - ~~1-2.~~ 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 forty-eight hours' notice is given the request is made at least five (5) business days before the proposed meeting date.
 - ~~2-3.~~ The Chair, Vice Chair, or Staff Liaison will notify CAC 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.
 - D. CAC members are encouraged, but not required, to attend ~~public events, including community meetings, public hearings, groundbreakings, grand openings, and GCRTA Board~~Board of Trustees Meetings.
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 - B. The Advocacy and Education Subcommittee; and
 - C. The Rules Subcommittee.
 - D. Each standing subcommittee will elect a chair.
 - ~~D-E.~~ Standing subcommittees will meet at least quarterly.
 - ~~E-F.~~ CAC members ~~will choose~~are strongly encouraged to participate on at least one subcommittee. ~~Subcommittee participation is strongly encouraged.~~
 - ~~F-G.~~ For purposes of establishing a quorum, a majority at least 50% plus one of each subcommittee's appointed members must be present for the subcommittee to take action. ~~A majority At least 50% plus one of the appointed~~ members present at a meeting must vote in favor of an action to approve the action.
 - ~~G-H.~~ Subcommittees shall meet, discuss, and make recommendations on matters referred to them by the CAC, Authority staff and/or the Board of Trustees.
 - ~~H-I.~~ CAC subcommittee meetings are open to the public in accordance with the Ohio Open Meetings Act and Section 222.04(a)(4) of the Code Book. Public comments are not permitted at CAC subcommittee meetings. ~~Public participation is welcome at all subcommittee meetings.~~
6. Agendas. CAC meeting agendas shall be set by the Chair and Authority staff with input from the Board of Trustees. Agendas shall be ~~posted available~~ five (5) business days before the meeting date, if possible. A recommended agenda format is attached as Exhibit 1. The agenda will be posted on the CAC page of the GCRTA's website in addition to the front lobby of GCRTA's main office building.
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8.9. Guideline review process. ~~Each July, the~~ The Rules Subcommittee shall review the CAC's ~~operating~~ Operating guidelines ~~Guidelines annually and propose amendments for consideration by the full CAC for appropriate additions, deletions, or amendments. All recommendations for changes~~ The full CAC shall be voted on by the full CAC the proposed amendments and, if approved, submitted them to the Board of Trustees for approval. If the need for an amendment arises at a time other than the annual review, the Rules Subcommittee may meet to consider such an amendment.