

I. OVERVIEW:

Texas Transportation Code Section 451.109 and the Capital Metropolitan Transportation Authority (“CapMetro”) Board of Directors (the “Board”) Bylaws authorize the Board to from time to time establish citizen advisory committees or taskforces to make recommendations to the Board or the President & CEO on the operation of CapMetro. The citizen advisory committees shall have the purposes, structure, duties, and powers as may be determined by the Board. The Board believes that although no one approach guarantees successful involvement, effectiveness in communication and building community trust stems from careful planning and attention to creating a balance between the needs of CapMetro and the needs of the community.

II. POLICY:

Citizen advisory committees established by the Board shall have the structure, duties, and powers set forth in this policy, Board Bylaws, and applicable law.

- A. Membership:** Each committee will consist of at least eight (8) members who are appointed by each member of the CapMetro Board of Directors. For a committee with greater than 8 members, the additional members shall be appointed by the Board Chair or in accordance with the applicable committee charter. Members of each committee will serve at the will of their appointing Board member and their term shall end with the end of their appointing member's term (see section c). The committee members will represent diverse backgrounds, abilities, and interests, including but not limited to, those who may be limited English speaking or who have disabilities, or who have different levels of experience with public policy and group decision making. These members must live in or around the CapMetro service area and may include residents, business owners and other key stakeholders concerned about transit service in the service area. There is a preference that members be transit users. The members shall have knowledge about and interests in, and represent a broad range of viewpoints about, the work of the committee. Per Board Bylaws, elected officials and candidates may not serve on advisory committees, unless otherwise determined by the Board.
- B. Appointment:** As per statutory requirements, each member of the Board will select their appointees based on a recommendation from the President & CEO.
- C. Terms of Appointment:** The members of each of the advisory committees serve at the pleasure and concurrently with the appointing Board member. Members appointed by the President & CEO and confirmed by the Board serve at the pleasure of the President & CEO.

- D. Authority:** Each committee's highest level of authority is to provide advice and recommendations to the Board. A member of any one of the advisory committees may not act in an official capacity except through the action of the Board.
- E. Absences:** A committee member who is absent for three (3) consecutive regular meetings or one-third (1/3) of all meetings in a twelve-month period automatically vacates the position. This does not apply to an absence due to an illness or injury if the committee member notifies the appointing Board member or the designated CapMetro Staff Liaison of the reason for the absence no later than the next committee meeting.
- F. Resignations:** A member who seeks to resign from a committee shall submit a written resignation to the appointing Board member and give notice to the Staff Liaison. If possible, the resignation should allow for a thirty-day notice so the Board member can appoint a replacement.
- G. Reporting:** The advisory committees report directly to the Board. However, any reports to the Board will be submitted to the Staff Liaison so that reports can be distributed in a timely manner for review by the entire Board. The Chair of each committee or a designated CapMetro staff member will report to the Board on the committee's activities at each monthly Board meeting.
- H. Recommendations:** The Board will receive committee recommendations only when they include:
- i. Full description of the issue under deliberation;
 - ii. Information provided captures all sides of an issue; and
 - iii. The Staff Liaison has presented the recommendation to the CapMetro President & CEO and the recommendation has been placed on the agenda for consideration by the appropriate Board Committee.
- I. Roles & Responsibilities of the Advisory Committees:**
- i. Serve as a resource to CapMetro in promoting and educating the public regarding acceptance and usage of the transit system across jurisdictions and in suburban communities; and
 - ii. Provide a sounding board for innovative practices and ideas on specific topics of importance to CapMetro.
- J. Subcommittees or Ad Hoc Task Forces:** The Board may approve the formation of subcommittees or Ad Hoc Task Forces to work on specific issues of importance to the Authority when community input on such issues may enhance the development and implementation of a project or service initiative.

- K. Timelines:** The Board will set specific timelines for requested input.
- L. Compensation:** A member of an advisory committee may not be compensated by the Authority for committee service but is entitled to reimbursement for actual and necessary expenses incurred in the performance of committee services.
- M. Transparency:** Advisory committee meetings will be open to the public and staff will make meeting information, including meeting calendars, agendas and minutes readily available to the public.

References: 1. "A Synthesis of Transit Practice, " *Transit Cooperative Research Program Synthesis 85, Effective Use of Citizen Advisory Committees for Transit Planning and Operations* Washington, DC, 2010. 2. *Boards & Commissions Appointment Process, City of Austin, Texas.*