

**WestCAT Community Advisory Committee**  
**Operating Guidelines**

**Last Updated Sept 15, 2016**

### **Section 1: Name**

The name of this group is the WestCAT Community Advisory Committee.

### **Section 2: Purpose**

The purpose of the Advisory Committee is to provide a communications link between the Western Contra Costa Transit Authority (“WestCAT”) and riders as well as other community stakeholders. The Committee shall advise on issues including, but not limited to, service changes or problems, programs, public relations and outreach campaigns, and events. This group is non-governing and has no ability to influence or approve fiscal appropriations

### **Section 3: Membership**

Committee members serve on a voluntary basis and without any compensation. There shall be no personal or monetary gain by members of the Committee as a result of their membership and actions on the Committee.

#### **Eligibility**

Voting members must be residents of Contra Costa County. Members representing school entities may reside outside of WestCAT’s service area if they are employees of the school district; members representing individual municipalities must live within that city or town. At-large members must live in one of the cities or towns served by WestCAT. Transit dependency is not a requirement; however, representatives are expected to ride WestCAT’s transit or paratransit services at least once every six months.

#### **Composition**

Members will be appointed into representative positions (except for two at-large members) covering the following geographic areas and community groups:

- Bayview-Montalvin
- Crockett
- Hercules
- Pinole
- Port Costa
- Rodeo
- Tara Hills
- Contra Costa College
- John Swett USD
- West Contra Costa USD
- Up to two at-large members

Changes to the positions may be made by a majority committee vote; however, the number of representatives may not exceed twelve at any given time.

### **Term of Membership**

Committee members filling representative roles shall volunteer for a term of one year. A member may serve additional terms, but it is not recommended that any member be appointed for more than three consecutive terms.

If a majority of the Committee concurs, a member's term may be shortened if such action would be in the best interest of the Advisory Committee.

A member desiring to resign from the RAC may do so by submitting a written resignation notice to the Board through the WestCAT staff coordinator.

### **Expectations for Representatives**

Members of the Advisory Committee are expected to participate in Committee discussions. Each representative is expected to attend at least three of the four meetings per year. Those who do not will be asked to allow another potential member to fill their representative role, when another such potential member is available (absences in cases of family/personal emergency will not count against the participant).

Notification of a pending absence must be given by the member to the designated WestCAT staff representative at least 24 hours prior to the beginning of a scheduled meeting, unless the absence is due to a verifiable emergency situation.

Any voting member once removed by Committee vote due to unexcused absences will not be eligible for rejoining the committee for a minimum of twelve months.

### **Officers and Subcommittees**

The Community Advisory Committee shall elect a Chairperson and a Vice-Chairperson.

Duties of Chairperson:

- To preside at all meetings and to vote to break a tie
- To develop agendas for the Committee meeting in coordination with WestCAT staff.
- Encouraged, but not required, to attend

Duties of Vice-Chairperson

- To perform the duties of the Chairperson in case of absence of the Chairperson.
- To take meeting minutes and submit a report on the discussion to the WestCAT staff person within one month of the meeting.

Subcommittees may be created or disbanded by the group by a majority vote as they deem it necessary.

#### **Section 4: WestCAT Support**

A WestCAT staff liaison will attend all Community Advisory Committee meetings. The staff liaison will provide support to the Vice-Chair by reviewing the meeting report and submitting it to the Board as a committee report. WestCAT staff will also arrange the meeting date, time, and location and distribute the final agenda and related materials prior to each meeting.

#### **Section 5: Meetings**

##### **Regular Meetings**

The Community Advisory Committee will meet four times per year.

All meetings will be open to the public, and no person shall be denied access to any meeting of the Committee or future subcommittees unless that person is disruptive. Meeting times and locations will be advertised on WestCAT's website and social media outlets. Agendas and meeting notes will also be posted on WestCAT's website.

Members of the Board of Trustees will be invited to attend Advisory Committee meetings.

Meeting agendas will be set by the Chair and WestCAT staff liaison with input from the Board of Directors. Agendas shall be posted five workdays before the meeting date, if possible.

##### **Quorum**

A quorum shall be constituted by at least half of the voting representatives. In the absence of a quorum at the end of (30) thirty minutes from the beginning of the scheduled meeting, the names of the members present shall be entered upon the minutes and the meeting shall adjourn.

##### **Voting**

Only members filling a representative position shall be allowed to vote on Committee issues. With a quorum present, a majority vote of those voting members in attendance shall be required to approve any motion or action of the Committee. **The Advisory Committee shall have no authority to obligate the Board of Directors or WestCAT staff.**

#### **Section 6: Standards of Conduct**

Members of the public will have an opportunity to provide input at all Committee meetings. The Chair may invite staff, community organizations, or other parties to make presentations or comments.

The Committee will coordinate all media inquiries with the Board with direction from WestCAT staff. If a Committee member receives an inquiry from a representative of the news media or a blog requesting a comment, the member shall notify and receive authorization from WestCAT staff prior to speaking with the reporter or blogger. When speaking with the reporter or blogger, the Committee member must make it clear that he or she is speaking for the Committee and not WestCAT. After answering any media questions, the Committee member shall notify the WestCAT staff person as soon after the conversation as possible. Opinions presented on behalf of the Committee must represent the view of at least two-thirds of the Committee's members.

### **Section 7: Bylaws Amendments**

The Committee may propose amendment of these bylaws by a motion that is made, seconded, and passed at a regular meeting by a two-thirds vote of its membership. The two-thirds vote shall be based on the total number of members of the Committee, whether present or not. Written notice of the proposed changes must be provided at least one day prior to the meeting. These bylaws changes will be made final when approved by the board.