



COMMUNITY ADVISORY COMMITTEE (“CAC”) OPERATING GUIDELINES

1. These Operating Guidelines are authorized and established by Chapter 222.04 of the Codified Rules and Regulations of the Greater Cleveland Regional Transit 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.
 - 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 consecutive one-year terms.
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 to serve as the primary point of contact with the Authority.
4. Meetings.
 - a. For purposes of establishing a quorum at all CAC meetings, at least 50% plus one of the CAC’s members must be present for the CAC to take action. At least 50% plus one of the members present at a meeting must vote in favor of an action to approve the action.

b. Regular meetings.

- i. 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.
- ii. The CAC will review programs and projects brought to them by the Board of Trustees or Authority staff.
- iii. Members of the general public are welcome to attend all meetings of the CAC and its subcommittees.

c. Special meetings.

- i. 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.
- ii. 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 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
- c. The Rules Subcommittee
- d. Standing subcommittees will meet at least quarterly.
- e. CAC members will choose to participate on at least one subcommittee. Subcommittee participation is strongly encouraged.
- f. For purposes of establishing a quorum, at least 50% plus one of each subcommittee's members must be present for the subcommittee to take action. At least 50% plus one of the members present at a meeting must vote in favor of an action to approve the action.

- g. Subcommittees shall meet, discuss, and make recommendations on matters referred to them by the CAC, Authority staff and/or the Board of Trustees.
 - h. 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 five business days before the meeting date, if possible. A recommended agenda format is attached as Exhibit 1.
- 7. Attendance.
 - a. Attendance at 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.
- 8. Guideline Review Process. Each July, the Rules Subcommittee shall review the CAC's operating guidelines for appropriate additions, deletions, or amendments. All recommendations for changes shall be voted on by the full CAC and submitted to the Board of Trustees for approval.