



Proposed Revisions to the CAC Operating Guidelines

Committee of the Whole

January 7, 2025

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Secretary Responsibilities

- Chair and vice chair responsibilities defined
- Secretary responsibilities:
 - Calls roll
 - Takes minutes at each meeting

Officers

- Chair, vice chair and secretary may serve in same position for four consecutive one-year terms (reduced from six years)
- In the event of a vacancy, replacement will be elected at next regular meeting
- Each standing subcommittee will elect a chair

Meeting Minutes

- Staff Liaison is responsible for maintaining meeting minutes

Quorum

- Language clarified with change from “at least 50% plus one” to “a majority of the appointed members” for both CAC and subcommittee meetings

Meeting Notices

- Notice of regular meetings for each calendar year posted not later than two days prior to the first regular meeting of the calendar year
- Notice of special meetings posted no later than 24 hours before the time of the special meeting

Agendas

- Posted on the CAC page of GCRTA's web site and in the front lobby of the Main Office Building

Open Meeting

- Meetings and subcommittee meetings are open to the public
- Public comments are not permitted
- Public and outside entities may interact with CAC by telephone and web form

Special Meetings

- Special meetings may be called five business days before the proposed meeting date (instead of 48 hours)

Operating Guidelines

- Rules Subcommittee reviews annually and proposes amendments to CAC
- If need for amendment arises at a time other than the annual review, Rules Subcommittee may meet to consider it

Questions

Greater Cleveland Regional Transit Authority

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