

RESOLUTION NO. 2023-14

AMENDING SECTION 222.04 COMMUNITY ADVISORY COMMITTEE OF THE  
CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND  
REGIONAL TRANSIT AUTHORITY AND APPROVING AMENDED 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' ("Board") Community Advisory Committee, which is being re-energized; and

WHEREAS, Section 222.04 should be amended and the Operating Guidelines updated in order to reflect the re-energizing of the Community Advisory Committee.

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

Section 1. That Section 222.04 Community Advisory Committee is hereby amended to read as specified in Attachment A hereto.

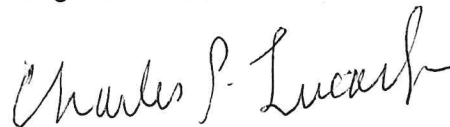
Section 2. That the Operating Guidelines attached hereto as Attachment B are hereby approved.

Section 3. That the Board of Trustees hereby waives the fourteen-day period provided for in Article XI, Section 2 of the Bylaws.

Section 4. That this resolution shall become effective immediately upon its adoption.

Attachments: A. Section 222.04 Community Advisory Committee  
B. Community Advisory Committee Operating Guidelines

Adopted: February 28, 2023



President

Attest:   
Secretary-Treasurer

Attachment A to Resolution

**CHAPTER 222 Committees, Boards and Task Forces**

**222.04 COMMUNITY ADVISORY COMMITTEE ("CAC").**

(a) Operations.

- (1) Name. The Board of Trustees of the Greater Cleveland Regional Transit Authority ("Authority") herein creates the Community Advisory Committee ("CAC").
- (2) Purpose. The purpose of the CAC is to support public transit in Northeast Ohio and to assist the Authority in fulfilling its mission and vision, through:
  - A. Supporting the Authority's provision of services to individuals with disabilities; and
  - B. Advocating and educating the community regarding the Authority's interests.
- (3) Officers. The CAC shall elect a Chair and a Vice Chair. The CAC may, but is not required to, elect a Secretary.
- (4) Meetings.
  - A. The CAC shall hold quarterly meetings. CAC may hold special meetings, as it deems necessary. The Board of Trustees and Authority staff shall have input in setting CAC meeting agendas. Meetings shall be open to the public.
  - B. CAC members are encouraged, but not required, to attend community meetings, public hearings, groundbreakings, grand openings and GCRTA Board meetings.
- (5) Subcommittees. The CAC will have at least three standing subcommittees:
  - A. The ADA Advisory Subcommittee, which guides the Board of Trustees in adhering to the spirit and requirements of the Americans with Disabilities Act ("ADA").
  - B. The Advocacy and Education Subcommittee, which provides education to the community on the needs of the Authority and its value to the citizens of Northeast Ohio.
  - C. The Rules Subcommittee, which reviews the CAC's Operating Guidelines and makes recommendations for appropriate additions, deletions, or amendments.
  - D. Subcommittees shall meet, discuss, and make recommendations on matters referred to them by the CAC or the Board of Trustees on an as-needed basis.
- (6) Administrative support.
  - A. GCRTA shall designate a Staff Liaison to the CAC to serve as the primary point of contact with the Authority.

- B. The Staff Liaison shall be responsible for communications to the CAC, tracking attendance, maintaining a record of meetings, and channeling CAC members' concerns to the appropriate Authority staff member.
  - (7) Recommendations. The CAC may make recommendations to the Staff Liaison, who shall refer such recommendations to the appropriate Authority staff and the Board Liaison. The CAC shall have no authority to obligate the Board of Trustees.
  - (8) Communications with the Board of Trustees.
    - A. The Board of Trustees will appoint a Board Liaison to the CAC.
    - B. The Board of Trustees will include a standing agenda item on the Board's agenda for communications from CAC.
- (b) Membership.
- (1) Composition of the CAC.
    - A. The CAC is composed of 11-15 community representatives.
    - B. With the exception of members with emeritus status, terms shall be for two years each with a term limit per member of two (2) consecutive full 2-year terms. To ensure that the terms will be staggered so that no more than five (5) members' terms expire in any year, initial appointments may be for less than 2 years. An initial appointment of less than 2 years will not be considered a full term for the purpose of determining whether a member has served the maximum number of terms permitted.
    - C. CAC members may continue to serve after the expiration of their terms if not replaced, at the invitation of the Board of Trustees.
    - D. CAC members who have served on the CAC with distinction for more than 15 years will be eligible for emeritus status. Emeritus status may be granted by the Board of Trustees. Members with emeritus status will not be counted among the maximum 15 members.
  - (2) Qualifications.
    - A. A CAC member must be familiar with public transportation and, preferably, use it occasionally, if not frequently. Transit dependency is not a requirement for CAC membership.
    - B. CAC members must be able to communicate knowledgeably about the Authority in particular and public transit in general. Members should have the ability to advocate on behalf of public transit and promote service.
    - C. CAC membership should reflect the Authority's customer base and have diverse representation in regard to age, sex, race, color, religion, national origin, disability, genetic information, sexual orientation, military status, transit dependence, availability to participate in CAC activities, and geography.

- D. CAC members must be ambassadors for the Authority, attending as many public events as possible to promote public transit, policies friendly to public transit, and the needs of the region and GCRTA customers.
- (3) Each CAC member will receive a GCRTA ID to be used for unlimited transit privileges during their service.
- (c) Selection Process for New Members.
- (1) All members of the CAC shall be nominated by the Board of Trustees.
  - (2) All individuals interested in becoming a CAC member must submit an application.
  - (3) An ad hoc Screening Committee, consisting of two or more GCRTA staff members and one or more members of the Board of Trustees shall review the applications based on the criteria set out in subsection (b) hereof and recommend a slate of candidates to the External & Stakeholder Relations & Advocacy Committee for consideration and referral to the Board of Trustees.
  - (4) Authority staff shall confer with the Board and the CAC for additional CAC members to be presented to the Board for consideration when vacancies arise.
  - (5) Appointment of members shall be made in March. Appointments become effective in April. Interim appointments may be made at other times of the year to fill vacancies. An interim appointment will not be considered a full term for the purpose of determining whether a member has served the maximum number of terms permitted.
- (d) Removal. All members of the CAC shall serve at the pleasure of the Board and shall be subject to removal by the Board at any time.
- (e) Operating Guidelines. The CAC shall adopt, and may revise, such operating guidelines as it from time-to-time elects, which are not in conflict with this section. The operating guidelines will address the following topics:
- (1) Terms and responsibilities of officers;
  - (2) Procedures for conducting regular and special meetings;
  - (3) Committee assignments and operations;
  - (4) Attendance; and
  - (5) Other matters pertinent to the CAC's operations.
- (f) The CAC's operating guidelines will be subject to approval and adoption by the Board of Trustees.



## 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.
    1. 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. The CAC will review programs and projects brought to them by the Board of Trustees or Authority staff.
    3. Members of the general public are welcome to attend all meetings of the CAC and its subcommittees.
  - C. Special meetings.
    1. 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.
    2. 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; and
  - 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.

# Exhibit 1

## Community Advisory Committee

### Meeting Agenda

**Ways to Watch:** <https://bit.ly/3rwORtL> Link to Meeting

**PUBLIC COMMENT CALL-IN:** Info for dial-in; **Access Code:** \*\*\*\*\*

Written public comments may be submitted prior to the meeting by emailing [gcrtaboard@gcrta.org](mailto:gcrtaboard@gcrta.org) or sending written comments to The Greater Cleveland Transit Authority, 1240 West 6<sup>th</sup> street, Cleveland, OH 44113. Written comments received by 5 p.m. the day before the meeting will be distributed to committee members before the meeting begins.

#### Agenda

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1. **Call to Order**
2. **Chair's Report – INFORMATION**

#### Consent Agenda

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3. **Approve the Minutes**
4. **Community Advisory Subcommittee Reports**
5. **State and Federal Legislation Update - INFORMATION\***
6. **Transportation Authority's Projects**

#### End of Consent Agenda

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7. **Presentations and Approvals of Non-Standing Items\***

#### Other Items

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8. **Introduction of New Business – INFORMATION**
9. **Public Comment**
10. **Adjournment**

Items marked with an asterisk (\*) are as needed



TITLE/DESCRIPTION:  AMENDING SECTION 222.04 COMMUNITY ADVISORY COMMITTEE OF THE CODIFIED RULES AND REGULATIONS OF THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY AND APPROVING AMENDED COMMUNITY ADVISORY COMMITTEE OPERATING GUIDELINES	Resolution No.: 2023-14
	Date: February 23, 2023
	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 Section 222.04 Community Advisory Committee of the Codified Rules and Regulations (“Code Book”) of the Greater Cleveland Regional Transit Authority (“Authority”) and amend the Community Advisory Committee Operating Guidelines (“Operating Guidelines”).
- 2.0 DESCRIPTION/JUSTIFICATION: Section 222.04 is being updated to correspond to the re-energizing of the Community Advisory Committee. The revisions include streamlining the subcommittee structure, creating a Rules Subcommittee to review the Operating Guidelines, reducing the number of members from 20 to 11-15, reducing the terms of members from 3 to 2 years, clarifying the provision for emeritus status, and adding a requirement for members to be residents of Cuyahoga County. The Operating Guidelines for the Community Advisory Committee are also being updated.
- 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 an updated policy that reflects recent changes to the structure and operation of the Community Advisory Committee.
- 6.0 ECONOMIC IMPACT: Does not apply.
- 7.0 ALTERNATIVES: Not adopting this resolution. Not adopting this resolution would result in Section 222.04 remaining out of date.
- 8.0 RECOMMENDATION: This resolution was discussed at the February 14, 2023 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 ATTACHMENTS: A. Red-line of proposed amendments to Section 222.04

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

  
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(General Manager, Chief Executive Officer)



Attachment A to Staff Summary

**CHAPTER 222 Committees, Boards and Task Forces**

**222.04 COMMUNITY ADVISORY COMMITTEE ("CAC").**

(a) Operations.

- (1) Name. The Board of Trustees of the Greater Cleveland Regional Transit Authority ("Authority") herein creates the Community Advisory Committee ("CAC").
- (2) Purpose. The purpose of the CAC is to support public transit in Northeast Ohio and to assist the Authority in fulfilling its mission and vision, through:
  - A. ~~Advocating for public transit~~Supporting the Authority's provision of services to individuals with disabilities; and
  - B. Advocating and educating the community regarding the Authority's interests. Promoting sound public policies; and
  - C. ~~Providing customer focused input to the Board of Trustees and Authority Staff.~~
- (3) Officers. The CAC shall elect a Chair and a Vice Chair. The CAC may, but is not required to, elect a Secretary.
- (4) Meetings.
  - A. The CAC shall hold quarterly meetings. CAC may hold special meetings, as it deems necessary. The Board of Trustees and Authority staff shall have input in setting CAC meeting agendas. Meetings shall be open to the public.
  - B. CAC members are encouraged, but not required, to attend community meetings, public hearings, groundbreakings, grand openings and GCRTA Board meetings.
- (5) ~~Committees~~Subcommittees. The CAC will have at least three standing sub-committees:
  - A. The ADA Advisory ~~Committee~~Subcommittee, which guides the Board of Trustees in adhering to the spirit and requirements of the Americans with Disabilities Act ("ADA"); ~~and~~
  - ~~A.B.~~B. The Advocacy and Education ~~Committee~~Subcommittee, which provides education to the community on the needs of the Authority and its value to the citizens of Northeast Ohio; ~~and~~ ~~The Transit Improvement Advisory Committee, which provides a working forum to address, in more detail, all issues of interest to the CAC which are not specifically related to the ADA or advocacy.~~
  - C. The Rules Subcommittee, which reviews the CAC's Operating Guidelines and makes recommendations for appropriate

additions, deletions, or amendments.

~~C.~~

- D. ~~Committees~~ Subcommittees shall meet, discuss, and make recommendations on matters referred to them by the CAC or the Board of Trustees on an as-needed basis.

(6) Administrative support.

- A. GCRTA shall designate a Staff Liaison to the CAC to serve as the primary point of contact with the Authority. ~~CAC members are not precluded from contacting other Authority staff directly when appropriate.~~
- B. The Staff Liaison shall be responsible for communications to the CAC, tracking attendance, maintaining a record of meetings, and channeling CAC members' concerns to the appropriate Authority staff member.

- (7) Recommendations. The CAC may make recommendations to ~~Authority staff or the Board of Trustees~~ the Staff Liaison, who shall refer such recommendations to the appropriate Authority staff and the Board Liaison. The CAC shall have no authority to obligate the Board of Trustees.

(8) Communications with the Board of Trustees.

- A. The Board of Trustees will appoint a Board Liaison to the CAC.
- B. The Board of Trustees will include a standing agenda item on the Board's agenda for communications from CAC.

(b) Membership.

(1) Composition of the CAC.

- A. The CAC is composed of ~~twenty~~ 11-15 community representatives.
- B. With the exception of members with emeritus status, terms shall be for ~~three-two~~ years each with a term limit per member of two (2) consecutive full ~~3~~ 2-year terms. To ensure that the terms will be staggered so that no more than ~~seven-five~~ ~~(7)~~ (5) members' terms expire in any year, initial appointments may be for less than ~~3~~ 2 years. An initial appointment of less than ~~3~~ 2 years will not be considered a full term for the purpose of determining whether a member has served the maximum number of terms permitted.
- C. CAC members may continue to serve after the expiration of their terms if not replaced, at the invitation of the ~~Authority~~ Board of Trustees.
- D. ~~Current~~ CAC members who have served on the CAC with distinction for more than 15 years will be eligible for emeritus status. Emeritus status ~~shall~~ may be granted by the Board of Trustees. Members with emeritus status will not be counted among the maximum ~~20 members~~ 15 members.

(2) Qualifications.

- A. A CAC member must be familiar with public transportation and, preferably, use it occasionally, if not frequently. Transit dependency is not a requirement for CAC membership.
  - B. CAC members must be able to communicate knowledgeably about the Authority in particular and public transit in general. Members should have the ability to advocate on behalf of public transit and promote service.
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  - D. CAC members must be ~~strong~~ ambassadors for the Authority, attending as many public events as possible to promote public transit, policies friendly to public transit, and the needs of the region and GCRTA customers.
- (3) Each CAC member will receive a ~~monthly transit pass~~ GCRTA ID to be used for unlimited transit privileges during their service so that they can monitor the public transit experience.

(c) Selection Process for New Members.

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- (2) All individuals interested in becoming a CAC member must submit an application.
- (3) An ad hoc Screening Committee, consisting of two or more GCRTA staff members and one or more members of the Board of Trustees~~(s)~~ shall review the applications based on the criteria set out in subsection (b) hereof and recommend a slate of candidates to the External & Stakeholder Relations & Advocacy Committee for consideration and referral to the Board of Trustees.
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(d) Removal. All members of the CAC shall serve at the pleasure of the Board and shall be subject to removal by the Board at any time.

(d)(e) Operating Guidelines. The CAC shall adopt, and may revise, such operating guidelines as it from time-to-time elects, which are not in conflict with this section. The operating guidelines will address the following topics:

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~~(e)(f)~~ The CAC's operating guidelines will be subject to approval and adoption by the Board of Trustees.