

**JEFFERSON TRANSIT AUTHORITY
CITIZENS ADVISORY COMMITTEE
BYLAWS**

Purpose

The purpose of this document is to declare the duties of the Citizens Advisory Committee (CAC or Committee) and adopt rules for the transaction of business of the Committee.

Mission Statement

It is the mission of the Jefferson Transit Authority (JTA) Citizens Advisory Committee to advocate for public transit and to serve as a resource to the Jefferson Transit Authority Board in accomplishing Jefferson Transit Authority's mission and goals.

SECTION I - AUTHORITY AND REPRESENTATIVE INTERESTS

1.1 - The CAC shall serve in an advisory capacity to the JTA Board. It is understood that any actions or recommendations of the CAC are strictly advisory. Said Committee shall be composed of not more than fifteen (15), or less than seven (7) members. Members of the CAC shall serve without compensation.

1.2 - It is in the best interest of JTA that the membership of the CAC reflect a diverse and wide representation. The JTA Board expects that the CAC members will introduce and talk about JTA in as many venues as are open to the members. In that regard, the membership may include, but shall not be limited to, representatives of the following interests, groups, or areas:

1.3 Representative Interests

- Citizens representing diverse geographic areas of Jefferson County.
- Citizens representing diverse transit service users.
- Regular users or commuters; Disabled users; Dial-A-Ride (DAR) users; Van Pool users
- Mental Health Community
- Business/Economic Development Organizations
- Major Employers/Business Owners
- Private for-profit senior/disabled provider
- Public sector senior/disabled provider
- Private non-profit senior/disabled provider
- Medical Community Staff
- Educational Community/Parent Organizations
- School District Staff
- Ethnic Community Organizations
- Financial Community
- Other Community Based Organizations
- Law Enforcement
- Recreational/Bicycling/Pedestrian Advocate
- Student, High School
- Student, Post-Secondary
- Visitor Information Centers Staff

SECTION II -CAC STANDING RULES

2.1 - The JTA Board shall have the power to appoint or remove any members of the CAC. A member of the CAC may represent more than one representative interest, (i.e. Dial-A-Ride rider and a citizen of Port Townsend.) JTA will advertise openings on the CAC. The JTA Board shall appoint the members.

2.2 - Residency Requirement, Nomination, and Confirmation Process

Unless otherwise specifically provided by applicable resolution or motion, or as may be required by federal or state law, the following requirements apply to all members of the CAC:

A. Each person at the time of nomination—and continuing uninterrupted thereafter while serving on the CAC—shall be a resident of and/or work in Jefferson County.

B. Each person to be appointed shall be nominated by the JTA Board Chairperson for a specific numbered position to fill a Representative Interest as specified in Section I. Vacant positions shall be advertised according to JTA procedures. All applications received shall be reviewed by the JTA Board Chairperson or a designated committee composed of JTA Board members, who will conduct an interview of the candidates. Based on application and interview, the Chairperson or designee committee will recommend appointment to the full JTA Board for a vote.

C. Each person shall be deemed appointed and shall commence service after confirmation by the JTA Board, or on the effective date of the previous member's resignation, or on the expiration of the existing term for the position, as applicable.

D. Each confirmation motion by the JTA Board shall include an end date and term length for the position to which the person is appointed, consistent with Section IV. Such information shall be entered into the JTA's minutes.

E. At the expiration of a member's term, the member may hold over and continue to serve as a member until the member or a successor is appointed and confirmed by the JTA Board.

F. Membership shall constitute a cross section of representative interests as described in Section I.

G. The JTA Board values community diversity among members serving on its Citizens Advisory Committee. Prior to recommendation to the full JTA Board, all nominees shall be subject to a criminal background check, the results of which will not necessarily disqualify a candidate for CAC membership.

SECTION III - POWERS AND DUTIES

3.1 - The CAC, under or at the direction of the General Manager, may be authorized and empowered to act as a research and fact-finding agency of the JTA Board and shall maintain appropriate confidentiality in regard to issues shared by the JTA Board, or JTA staff. Any actions or recommendations of this Committee are strictly advisory. To that end, it may undertake such surveys, analysis, research and reports as may be generally authorized or requested by the JTA Board. In addition, the CAC is further empowered and authorized as follows:

- a) To review significant policy decisions as requested by the JTA Board and the General Manager including major service changes, fare policy, the development of public and customer facilities, major service policy changes, and such other issues or concerns that may impact the public and customer relations of JTA, as well as to make recommendations to the JTA Board upon these issues and concerns.
- b) To support the efforts of the JTA Board to increase public understanding and confidence in the benefits of public transportation. To increase recognition of the link of public transportation to the economic vitality and overall health and quality of life of the JTA district;
- c) To support and help facilitate the efforts of the JTA Board to improve communication with community and local business leaders concerning the impact of JTA programs;
- d) To review ridership and customer service programs in order to identify and recommend practices and technologies that increase ridership and improve customer services. To identify and recommend programs, practices, and technologies that assist riders in the use of fixed route, Dial-A-Ride, and Vanpool services
- e) The CAC is an advisory group and, therefore, it is strictly understood that all recommendations by the CAC are advisory only and do not constitute an action or obligation of the JTA Board or of any JTA employees. In this capacity, the CAC is not authorized to act as an agent of JTA or to contract or incur any obligations on behalf of JTA.

SECTION IV – TERM LENGTHS OF APPOINTEES

4.1 – The scope of CAC terms shall be subject to the following rules:

- a) Positions one (1) through four (4) will be appointed for two (2) years. Positions five (5) through seven (7) will be appointed for one (1) year. Positions eight (8) through eleven (11) will be appointed for two (2) years. Positions twelve (12) through fifteen (15) will be appointed for one (1) year. At the inception of the Committee, terms will start upon appointment and run through December of the terminal year.
- b) Upon termination of the initial terms outlined above, the term of office of each person appointed to membership on said Committee shall be two (2) years, limited to three (3) consecutive terms; with consideration available for additional terms.
- c) The first 2-year term for CAC members, who are appointed by the JTA Board to the CAC during a calendar year, will commence upon appointment. The CAC member will be a voting member of the Committee following the date their application is approved by the JTA Board.
- d) CAC members serve at the discretion of the JTA Board. The JTA Board shall have the power to appoint or remove any members of the CAC at any time deemed essential to

maintain integrity of overall CAC function; and may also exercise said power to remove any CAC member at end of individual terms.

- e) Membership applications will be sent to all who have requested an application, and they will also be available at the JTA Administration Office, the Haines Place Transit Center, and on the JTA website @ www.jeffersontransit.com.

SECTION V- VACANCY AND CONFLICT POLICY

5.1 - Vacancies that occur other than through the expiration of a term may be filled for the unexpired term. Nominations for appointment to the CAC may be proposed by the representative interest group as may be appropriate, and shall be submitted to the JTA Board for consideration of appointment. Nominees may also be proposed by the individual members of the JTA Board. Insofar as possible, representation shall take into account geographical diversity, whether the individual is a user or non-user of public transportation services, and population demographics. Appointment shall be made without respect to political affiliation.

5.2 - Any member of the CAC having an interest in any matter being considered by the CAC, which would tend to prejudice his or her action shall so publicly indicate and refrain from the deliberations or voting upon such matter. In addition, should the circumstances arise, each member of the CAC shall ensure that his or her actions do not violate the Appearance of Fairness Doctrine.

5.3 - The members of the CAC shall not lobby representing themselves as Board Members, or otherwise attempt to influence legislation without specific JTA approval.

SECTION VI - MEETINGS

6-1 - The Committee shall hold a minimum of four (4) regular meetings each calendar year.

6.2 - Agendas will be prepared for all meetings by the Chairperson. Items may be placed on the agenda by the Chairperson, in collaboration with JTA staff.

6.3 - It is the responsibility of a CAC member to inform the Chairperson or Recording Secretary when they cannot attend a regular meeting. Unexcused absence from two regular meetings in a twelve-month period shall constitute resignation from the CAC.

6.4 - At each regular meeting of the CAC, when a quorum is present, the Chairperson and/or the Recording Secretary shall report the names of these members asking to be excused and those members shall be considered excused.

6.5 - Any member, whose absence was considered as unexcused, may ask for reconsideration at the next CAC meeting when a quorum is present. Such requests shall not be unreasonably denied.

6.6 - The Committee shall comply with the requirements of the Washington State Open Public Meetings Act and Public Record Act. Upon appointment, all CAC members shall complete Open

Public Meetings Act trainings and Public Records Act training as required by the Open Government Trainings Act (ESB 5964).

6.7 - A quorum shall consist of a majority of the currently appointed members (half of membership plus one).

6.8 - The rules contained in Roberts Rules of Order Revised, shall govern the advisory Committee in all cases to which they are applicable and in which they are not inconsistent with these Standing Rules.

6.9 – The CAC Chairperson shall provide copies of these Bylaws to each member of the CAC upon appointment. It is the responsibility of all CAC members to have comprehensively read these Bylaws before attending their first official CAC meeting. Time shall be set aside in each meeting following a new appointment, to address questions from CAC members regarding the Bylaws and their interpretation.

SECTION VII – OFFICERS AND STAFF

7.1 - The CAC shall elect its own officers from among its members and create and fill such other offices as it may determine that its needs require. Said Committee shall adopt rules for the transaction of the business of the CAC.

7.2 - Officers of the Advisory Committee shall consist of a Chairperson and a Vice Chair to be elected by the Advisory Committee at the last meeting of each calendar year or as needed to serve a one year term commencing January 1. The duties of Officers shall be as follows:

Chairperson. It is the duty of the Chair to call the meeting to order at the appointed time, to preside at all the meetings, to announce the business before the Committee in its proper order, to state and put all questions properly brought before the Committee, to preserve order and decorum, and to decide all questions of order. It is the Chairperson’s duty to ensure that all CAC members understand the Bylaws, as outlined in Section 6.10. The Chairperson is the designated CAC member tasked with reporting to the JTA Board. Such reports shall be made in writing and shall be made at least four (4) times per year.

Vice Chair. In the absence of, or by the direction of the Chairperson, the Vice-Chair shall perform all duties of the Chairperson as stated in the preceding paragraph. The Chairperson or Vice Chair, or their designee, attends monthly JTA Board meetings to promote better understanding and communication of JTA issues as identified by the CAC.

7.3 -Staff shall consist of the General Manager or designee and a Recording Secretary. Staff shall acquire meeting facilities and equipment, record, transcribe, and distribute minutes, and distribute other materials, including the agenda. Other duties include preparation of agenda forms and attachments to communicate CAC issues and recommendations to committees and the JTA Board.

General Manager. The General Manager or a representative appointed by the General Manager for such purpose shall serve as a non-voting member of the CAC and shall be the principal staff support to the CAC.

Recording Secretary. A JTA staff member will be appointed as Recording Secretary to the Advisory Committee by the JTA General Manager. The duties of the Recording Secretary shall be to keep written records of its meetings, transactions, findings, and determinations, have charge of all records, which shall be public records, and perform other administrative support as needed. The record of the CAC meetings shall be provided to the JTA Board. The Recording Secretary shall make certain to obtain draft agendas of each CAC meeting from the Chairperson and make such edits as authorized during the meeting, before finalizing and archiving the agendas.

7.4 - The CAC shall have the ability to form sub-committees as needed, subject to approval by the JTA Board. Any sub-committee shall function under the Washington State Open Public Meetings Act and these standing rules in the same manner as the CAC.

7.5 - A JTA Board Liaison shall be available to the CAC for the purpose of providing a constructive relationship with the JTA Board without implying direction, review, or oversight of the activities of the CAC. The JTA Board Chairperson will make an appointment recommendation to the full JTA Board for said appointment. The Board Liaison should review the Committee's meeting agendas, minutes, and stay apprised of the Committee's work. The Board Liaison can attend CAC meetings as appropriate, but is not a voting member of the CAC.

SECTION VIII – AMENDMENTS

8.1 - No amendment to these Bylaws shall be permitted without JTA Board approval. The CAC may recommend Bylaw changes to the JTA Board.