

# RideKC Advisory Committee

## Guidelines

### Name

The name of this committee is the RideKC Advisory Committee (hereafter referred to as the “Committee”).

### Purpose

The Committee is established to provide a communications link between the Kansas City Area Transportation Authority (KCATA) and its RideKC partners with public transportation customers, persons interested in public transportation, key community stakeholders, and peer agencies on matters related to the provision of transit services within the Kansas City region. The role of the Committee is:

- To provide a forum for concerns and ideas pertaining to public transportation.
- To recommend and assist in developing policies, services, and procedures that affect transit service and access.
- To provide education and technical assistance to customers and stakeholders interested in improving transit service.
- To assist with communications materials and activities to improve coordination between KCATA and customers.

***The Committee serves only an advisory role and will have no binding authority on decisions by the KCATA Board or KCATA staff.***

### Membership

The Committee is made up of seventeen (17) members. Individuals wishing to serve on the Committee shall submit an application to serve on the committee. All appointments will be made by the CEO of the KCATA or the CEO’s designee and approved by the KCATA Board of Commissioners. All members of the committee shall have voting powers.

The Committee, with a chair appointed by the CEO or the CEO’s designee and approved by the KCATA Board of Commissioners, shall advise the KCATA on transit planning, marketing and operations.

Ten (10) of the memberships shall be reserved for customers who regularly ride public transportation services or illustrate an expressed interest in public transportation, as demonstrated in the application. The membership shall generally be reflective of the RideKC service area, having representation from all five RideKC service providers – KCATA, Johnson County Transit, City of Independence, Unified Government Transit, and Kansas City Streetcar Authority. Geographic areas with a greater amount of transit service and ridership should be more heavily represented. However, it is important that each county in which transit service is provided is also represented, with at least one representative from Johnson County, Wyandotte County, Jackson County, Clay County, and Platte County. At any given time, there shall be no fewer than three (3) representatives that have a documented disability as defined by the Americans with Disabilities Act of 1990 or are at least sixty-five (65) years old.

In addition, seven (7) memberships shall be reserved for representatives of organizations that may be associated with RideKC public transportation services, including businesses or business organizations. These members must demonstrate an interest in transit services and a willingness to participate in the process.

All members must complete an introductory training course, to be administered by KCATA staff. This ensures that members have a basic knowledge of transit in the region as well as general planning principles.

A list of open seats on the Committee and the expiration of the terms of the current members shall be maintained by KCATA staff and posted online under the committee webpage.

a) Length of Term

Members will have 2- year terms. Eight (8) of the original members shall be appointed to one-year terms and nine (9) shall be appointed to two-year terms. After the end of the first year, all new members shall be appointed to two-year terms. This allows for half of the committee to change each year, providing a new mixture of members and ideas.

b) Reappointment

A member may be re-appointed to serve an additional 2-year term at the expiration of a current term. Membership shall be limited to two consecutive terms. A member serving two consecutive 2-year terms shall not be eligible for reappointment for 12 months. A member shall apply for reappointment in the same way as new members apply for appointment as described in Membership section.

c) Removal

Members are expected to attend a majority of the scheduled meetings during a calendar year. A member that is absent for a majority of regularly scheduled meetings may be removed from the Committee.

Members may also be removed from the committee if he/she acts in a manner deemed a conflict of interest or in a manner that may negatively affect the perception or operations of KCATA and/or its RideKC partners.

Individuals are removed by a simple a majority vote of the full committee and approval of the KCATA Board of Commissioners.

Individuals removed from the Committee may not seek reappointment within two (2) years of removal.

d) Compensation

All members shall be offered free bus passes for the duration in which they serve on the committee.

## **Duties and Responsibilities of the Committee**

The role of the Committee is to provide advice and input related to RideKC services.

### Attendance

Members of the Committee shall attend scheduled meetings of the Committee and any ad-hoc subcommittee to which they are assigned. A record of attendance shall be maintained by KCATA staff.

### Participation

Members of the Committee are expected to participate in Committee discussions and other activities, if any. Matters of interest to the Committee or KCATA should be raised in a timely manner to permit placement on a meeting agenda for consideration.

## **RideKC Support and Responsibilities**

KCATA shall designate staff to be responsible for the support the Committee's functions, meetings and records. The Committee shall be informed of any changes in such assignment(s). It may be necessary to also include staff from MARC, other peer agencies, or from jurisdictions in which transit service is provided.

### Committee Records and Meeting Materials

KCATA staff shall prepare summaries meetings. Summaries shall be approved at the next regularly scheduled meeting where a quorum is present.

KCATA staff shall be responsible for preparing materials in advance of Committee meetings and emailing/ mailing the materials to Committee members in a timely manner. Upon request, materials will be provided in an accessible format.

If information relating to the Committee is requested by a member of the public, KCATA staff shall be responsible for providing it in a manner consistent with applicable law.

## **Meetings**

Regular meetings shall be held bi-monthly (six times per year) at a date and time to be determined by the involved staff and committee members. If a regular meeting is cancelled, such notice shall, to the extent possible, include the date and location of the next regular or special meeting.

A special meeting of the Committee may be called by the Chairperson in consultation with the KCATA CEO and/or KCATA Board Chairman.

No action can be taken at a regular or special meeting without a quorum being present.

### Quorum

A quorum for the transaction of business shall be constituted by at least a majority of the members (i.e. no less than nine (9) members). In the absence of a quorum, at the expiration of (30) thirty minutes from the time the meeting begins, the name of the members present shall be noted in the meeting summary and the meeting shall stand ipso facto adjourned until the next regular meeting, or at the call of a special meeting.

## Voting

Unless otherwise specified herein, a majority vote of those voting members in attendance, a quorum being present, shall be required to approve any motion or action of the Committee.

## Access to Meetings

All meetings of the Committee shall be open to the public. No person shall be denied access to any meeting of the Committee unless that person is disruptive or otherwise prevents/impedes the business of the Committee.

## **Officers**

The officers of the Committee shall consist of a Chairperson and a Vice-Chairperson. The Chairperson and the Vice-Chairperson shall be appointed annually by KCATA's CEO or the CEO's designee and approved by the KCATA Board of Commissioners. Officers can serve no longer than (2) two consecutive terms in each position.

Officers shall be appointed annually at the first meeting following the beginning of the calendar year. Presentation of officers shall be at the beginning of the meeting; officers shall preside at the same meeting, and serve for a term of two (2) years.

In the event an officer is unable to complete a term, the vacant office shall be filled in the same manner as it was originally filled for the remainder of the term.

## Duties of Chairperson

- a) To preside at all Committee meetings and to vote to break a tie.
- b) To develop agendas for Committee meetings in coordination with KCATA staff and the Vice-Chairperson.
- c) To appoint chairperson and members of all Ad Hoc Subcommittees.
- d) To serve as ex-officio, non-voting member of any Ad Hoc Subcommittees.

## Duties of Vice-Chairperson

- a) To perform the duties of the Chairperson in case of absence of the Chairperson.
- b) To serve as an ex-officio, non-voting member of any and all Ad Hoc Subcommittees.
- c) To perform other duties assigned by the Chairperson.

In the absence of both the chairperson or vice-chairperson, the KCATA CEO or the CEO's designee shall appoint a KCATA staff member to preside over the committee meeting(s).

Any media inquiries should be directed to the chairperson who will work with the KCATA to draft an appropriate response.

### **Subcommittee**

The Committee Chairperson may create subcommittees as necessary.

Subcommittees shall consist of not less than three members, including the Subcommittee chairperson. There shall be no limit to the number of members of a Subcommittee, except that the number of voting members shall not, at any time, constitute a quorum of the full committee. The Subcommittee chairperson and members shall be appointed by the Committee Chairperson. A Subcommittee may exist for as long as deemed necessary by the Chair.

### **Parliamentary Procedure**

Roberts Rules of Order, revised, shall govern the business procedures of the Advisory Committee in all cases not provided for in these Guidelines.