

Pierce Transit

Community Transportation Advisory Group



Pierce Transit Training Center, Rainier Conference Room
Thursday, June 25, 2015 at 5:30 pm

AGENDA

PRELIMINARIES

10 minutes

1. Call to Order & Roll Call – Chair Penny Grellier
2. Introductions – All
3. Approval of Minutes for May 28, 2015 – All
4. CTAG Members and Staff Report on Activities – All

PUBLIC COMMENT (if needed; 5 minutes each)

as needed

DISCUSSION ITEMS

80 minutes

1. Reasonable Modification – Tim Renfro (20 minutes)
2. CTAG Operating Procedures (20 minutes)
3. CTAG Direction (20 minutes)
4. CTAG Presentation Template (20 minutes)

PIERCE TRANSIT NEWS AND ANNOUNCEMENTS

10 minutes

1. Monthly Ridership
2. Pierce Transit Board Update

ADJOURNMENT

OPERATING GUIDELINES

CTAG will conduct its business in accordance with Washington State's Open Public Meetings Act, RCW 42.30 and Public Disclosure Laws RCW 42.56. CTAG will select one of its members to serve as the CTAG chair ("chair") for a term not to exceed one year, and a limit of no more than two consecutive terms. Pierce Transit staff will be assigned to record meeting minutes and report them to the board. The members of CTAG will serve in a voluntary role and without salary. Upon request, CTAG members may be provided ORCA passes to enable active participation in CTAG proceedings and projects. Travel by volunteer members is otherwise not reimbursed according to Pierce Transit policy. ~~As its first order of business, CTAG will adopt operating procedures to carry out its purpose under this charter, which at a minimum will address:~~

- ~~• The frequency of meetings (monthly, quarterly, etc.);~~
- ~~• The process and timing for selecting the CTAG chair, who will serve as the spokesperson for the CTAG; and~~

Frequency of Meetings.

CTAG meetings will take place at 5:30 p.m. on the fourth Thursday of each month. The regular meeting location is the Rainier Room of the Pierce Transit Training Center.

CTAG Officers.

Officers will consist of a Chair and Vice Chair. The process for choosing officers shall consist of nomination in January (either self-nomination or nomination by others), and affirmation by majority vote in January.

Officers will serve a term of one year and may serve up to three terms in the same office. If a CTAG member completes an officer vacancy during the year, it shall not be considered against the two term limitation.

Officers may be removed prior to the end of term by majority vote of the CTAG members. If an officer resigns, or is removed prior to the end of the term, a replacement will be nominated and affirmed by majority vote. Such replacement will serve until the end of the regular term.

Charter Review.

The completion of a charter review will take place at least once every three years. To facilitate this process, Pierce Transit staff will prepare and present to the CTAG a proposed set of operating procedures for consideration and approval at the first meeting of the group.

Attendance, removal and resignation of members.

Attendance.

Members are encouraged to contact the staff liaison prior to a meeting when they are unable to attend, to ensure the CAC will have a quorum.

A CTAG member who is absent more than twenty-five percent of the regular monthly committee meetings during a twelve month period will be removed from the committee. If staff needs to change the meeting date, and a member is unable to make the new date due to a conflict in their schedule, it will not be considered an absence. The CTAG liaison will track attendance.

~~Recommendations to remove a CTAG member removal shall be made upon motion and approval by a quorum of CTAG members, or by the CEO with notice to the CTAG chair.~~ Pierce Transit staff will track attendance and send notification of CTAG's or the CEO's intent to recommend removal to the respective member. The notice will include the date the matter is scheduled to appear on the CTAG agenda. Members whose positions are being considered for removal will have a reasonable opportunity to respond during the discussion of the motion by CTAG. The failure to appear at the meeting during which the agenda item is discussed will be deemed a forfeiture of the member's position on the CTAG. Any recommendation for removal must be approved by the Board before taking effect.

A member who resigns his or her position prior to the expiration of a term shall notify the CTAG chair and the staff liaison in writing at least two weeks prior to the member's intended resignation date. The resigning member shall return any Pierce Transit property, including any ORCA card which might have been issued, to the staff liaison not later than the intended resignation date. The staff liaison will notify the Pierce Transit CEO and the chair of the Pierce Transit Board of the member's resignation and staff shall record the resignation in the minutes of the CTAG.

Quorum.

One more than half of the current CTAG members constitutes a quorum.

Public Comment.

CTAG shall recognize members of the public for the purpose of commenting on an agenda item at a meeting in such a manner and for so long as said chair may determine to be reasonable. A member of the public may present information on relevant issues or topics, but shall not be entitled to debate the merits of the issue or topic. Members of the public may request that an issue or topic be placed on a CTAG agenda by contacting the CTAG liaison.

CTAG liaison team (Pierce Transit staff).

The Pierce Transit CEO shall appoint Pierce Transit staff to serve as the CTAG liaison team ("liaison team"). The liaison team shall consist of 1) a staff liaison(s) to guide and serve as a resource for the CTAG, and 2) administrative support staff to acquire meeting facilities and equipment, record, transcribe, and distribute minutes and other materials, including the agenda. Other duties of the liaison team include preparation of agenda forms and attachments to communicate CTAG issues and recommendations to the Pierce Transit board of commissioners. When requested, and for new members, the liaison team will provide information and orientation to CTAG members in specific areas including, but not limited to, defined responsibilities and legal requirements, nomenclature, history,

mission, vision, services, policies, budget, strategic communications plans, transit development plans, partnerships, and community outreach practices.

Dissolution.

The board shall have the sole power to dissolve the CTAG, to appoint or remove members, and may exercise its power to dissolve, appoint and remove at any time and for any reason.