

CITIZENS ADVISORY COMMITTEE CHARTER

INTRODUCTION

Originally established in 2004 by the Regional Transportation District (RTD) Board of Directors (Board) as the FasTracks Citizens Advisory Committee, the Citizens Advisory Committee (CAC/Committee) has evolved to become a diverse body tasked with providing direct feedback to RTD on general matters relating to public transit provided by RTD in the region, including but not limited to: operations, on-going maintenance projects, new capital projects, communications, as well as state and local legislation.

ROLE

The RTD CAC is made up of residents and businesspersons from around the region. Members are appointed by RTD Board of Directors and volunteer their time to advise the District on a range of issues that affect citizens and impact the region.

RESPONSIBILITIES

The RTD Board of Directors tasks the CAC with the following responsibilities:

- Become familiar with the District's Strategic Plan and long-term vision and initiatives
- Provide district or region-oriented advice to the District regarding the implementation of the Strategic Plan, its strategies and initiatives
- Review and become familiar with the annual work plans of the Board's committees
- Develop an annual CAC work plan that aligns with the goals of the Board and agency and allows the CAC to provide meaningful input in advance of key issues coming before the Board
- Provide the citizen perspective representing a wide range of stakeholder interests and community organizations
- Provide advice to the District and Board on fare changes, service changes, and the development of major or new projects
- Proactively gather information from community members to share with the agency
- Share information with community members to promote public awareness of the agency's programs and projects
- Develop and maintain internal CAC operating guidelines and best practices
- Address other tasks as assigned by the Board
- Provide regular written and/or verbal updates to the Board on a quarterly basis or more frequently as needed

SUPPORT

The CAC will be administratively supported by RTD Board Office staff or their representative and report to the Board Office. The Board Office Executive Manager will help to oversee the work of the CAC and serve as the CAC's main liaison to agency staff and the Board.

MEMBERSHIP

The CAC shall consist of up to seventeen (17) members. Appointment is for a three-year term, with an opportunity for one reappointment thereafter. Members shall serve staggered terms with the aim of having one-third of the seats on the CAC eligible for new members or reappointment of existing members each year.

Terms shall commence on January 1st or upon the date of appointment, if appointed to fill a vacancy, and end on December 31st of the third year following the term's commencement.

To ensure the Committee includes a cross-section of the region's population, criteria used by the Board for appointment may include, but not be limited to:

- Demonstrated interest in transit or other related public policy advocacy
- Membership in business, civic, and environmental organizations
- Member of senior, low-income, minority, and/or disabled populations
- Experience in working with local jurisdictions on regional issues
- Previous community service
- Professional expertise and qualifications
- Demonstrated history of advocacy on behalf of transit-dependent communities
- Is an RTD customer who is transit dependent
- Geographic residence from across the District's five Subregional Service Council areas (Boulder, Northeast, Northwest, Southeast, and Southwest)

RTD employees, their immediate family members, and elected officials are not eligible for membership.

MEMBERSHIP SELECTION

Upon call for recruitment by the Chair of the RTD Board of Directors, recruitment for committee members will be publicly advertised through the RTD website, social media, local publications, and stakeholder e-mail distribution lists. A five-member nominating committee will review the applications and forward recommended candidates to the Board of Directors for appointment. The nominating committee will consist of the following positions:

- RTD Board Chairman or their designee from the Board's Executive Committee membership
- RTD Operations, Safety, and Security Committee Chair or their designee from the Board's Operations, Safety, and Security Committee membership
- One of the current CAC co-chairs
- The Board Office Executive Manager
- A CAC member chosen at-large from the current CAC membership

RTD Board Office staff or a representative will provide administrative support during the membership selection process.

LEADERSHIP

The Committee will select two co-chairs, who will serve staggered two-year terms. The selection of a new co-chair will be held at the first meeting of the year.

MEETINGS

The CAC shall meet monthly with the exception of August and December during which there may not be a CAC meeting. Meetings may be held virtually or in-person, as determined by the CAC, at a time set at the beginning of each year. Prior to a regularly scheduled meeting, CAC members should advise the CAC Co-Chairs and RTD staff if they are unable to attend. With sufficient advance notice, space can be secured for the CAC to meet in-person at the RTD Administrative Offices at 1660 Blake Street, Denver, Colorado. Otherwise, meetings will be held virtually.

All meetings shall be open to the public. Citizens are welcome to provide comment at such time as designated by the agenda and upon recognition by a co-chair.

In general, meetings of the CAC will be conducted on an informal basis. The CAC shall use a consensus process to formulate input and advice on matters being considered. When absolutely needed, the co-chairs may defer to the rules contained in the current edition of Robert's Rules of Order Newly Revised. The CAC shall produce a written summary of each meeting indicating the topics discussed, major comments, actions taken and recommendations made (if any).

GUIDELINES

The CAC may, from time-to-time, prepare and revise guidelines that address administrative matters, attendance, communication, meeting format, training, and other relevant topics. The guidelines will be prepared and revised with input from RTD staff and representatives. They may be subject to review and approval by the RTD Board.

OBLIGATION TO REVISIT

To ensure the CAC continues to add value and be valued by RTD, the CAC and the Board commit to revisiting this charter and the CAC's role no later than three years following any action taken to adopt or later amend this Charter.