

MEMORANDUM

To: Project Connect Community Advisory Committee

From: Cheyenne Krause, Chief of Staff, CapMetro
Liane Conte, Chief of Staff, City of Austin Project Connect Office
Courtney Chavez, Senior VP - Equity & Community Partnerships, Austin Transit Partnership

Date: September 8, 2023

Subject: Proposed amendments to the Project Connect Community Advisory Committee Bylaws

The purpose of this memo is to provide an overview of proposed changes to the Project Connect Community Advisory Committee (CAC) bylaws, as recommended by staff from CapMetro, Austin Transit Partnership (ATP), and the City of Austin. Over the last year, conversations with CAC members and Joint Partnership staff identified the need to review the bylaws to address items related to the CAC's composition and operation. After the June 6, 2023 Joint Partnership action extending CAC members' terms through the end of the year, staff worked alongside the CAC to provide the recommended changes highlighted below.

Background

The CAC was jointly established by the Austin City Council (Resolution No. 20201218-004) and Capital Metro (CapMetro) Board of Directors (Resolution No. AI-2020-1402) in December 2020 to assist the ATP Board, City Council, and CapMetro Board in "engaging the community and advising on anti-displacement and equity matters related to Project Connect as well as to assist the community and the City Council in the creation and evaluation of neighborhood-level anti-displacement strategies and priorities, and the identification of key performance indicators related to equity and displacement and triggers thereof." The resolution creating the CAC is also reflected in the Joint Partnership Agreement adopted by the three Project Connect partners, and in the CAC Bylaws, also adopted by all three parties.

Since its establishment in early 2021, the ATP, CapMetro, and the City have worked closely with the CAC to advance Project Connect. Through that time, governance and structural challenges became more apparent in the operation of the CAC that required changes to the CAC bylaws and the CapMetro, ATP, City of Austin Joint Partnership Agreement. An opportunity exists now to address these clarity, structural, and transparency topics to ensure the CAC is set up for success going forward.

Process

Since the June 6 action, staff from ATP, the City, and CapMetro have been working alongside CAC members to identify challenges and potential alternative approaches to a variety of topics related to the structure and implementation of the CAC. Our primary goals emerging from this effort are to: (1) provide continuity in CAC membership, (2) reduce barriers to membership, (3) clarify appointment and reappointment processes, (4) increase accountability and transparency in the appointment process, (5) clarify the roles of the staff liaison, and (6) evolve the bylaws and committee structure to reflect today's joint partnership approach to Project Connect.

A summary of the changes follows. A full list of changes, as well as the proposed bylaws, are attached.

- Clarified membership composition to include 11 members appointed by the ATP Board, the City Council and CapMetro Board.
 - Previously, the CAC was made up of 11 members, but could increase to up to 15 members as determined by the Nominating Committee. Proposed amendment clarifies the number of members is 11, which minimizes confusion and solidifies the number of voting members of the CAC.
- Appointment and Reappointment Processes
 - Modified the Nominating Committee membership to add the Community Expert Director for Community Planning who sits on the ATP Board, and one member of the CAC to be identified by the CAC Chair. The other two positions on the Nominating Committee would be Chair of the City's Mobility Committee and the Chair of the CapMetro Operations, Planning and Safety Committee. This allows for ATP and the CAC to be represented in the Nominating Committee process. The proposed amendments also include the ability for members of the Nominating Committee to delegate the responsibility to another member of their respective body if they are not able to participate in a specific process.
 - Removed Committee & Commission appointed positions; all 11 positions would be nominated by the Nominating Committee through an application process and approved by the City Council, CapMetro Board, and ATP Board.
- Vacancy filling processes
 - Proposed amendment identifies a process to fill mid-term vacancies. The CAC would review the most recent pool of applicants to make a recommendation for a person to fill the vacated seat for the remainder of the term. The Council, CapMetro Board, and ATP Board would consider the recommendation for approval. This allows for vacancies to be filled without convening the Nominating Committee at mid-term points throughout the terms. The individual filling the vacancy would have the opportunity to reapply at the end of the term.
- Removal of members
 - Proposed amendments clarify grounds for removal including three unexcused consecutive absences, violation of the ATP Ethics, Conflicts and Nondisclosure Policy, and failure to continue to meet membership eligibility requirements.

- Term of Membership (Staggering, term length, and term limits)
 - The current CAC membership terms expire at the same time, which does not provide for continuity of membership, knowledge, or committee leadership. The proposed amendment to the bylaws allows for staggered terms of the members. In 2023, CAC Members would draw straws for initial 2-year and 4-year terms.
 - Term length is increased to four years with a maximum of two terms or 8 years, except in those instances of 2-year initial terms or filling of vacancies.
- Created new section to contain all responsibilities of staff liaison
 - Previously, staff liaison responsibilities were either not documented or were scattered throughout the bylaws. These responsibilities have been detailed and consolidated in Section 5.1.
- Removed option to form subcommittees
 - Subcommittees as described in the bylaws are not being utilized by the CAC. CAC had and continues to have the ability to form working groups on various topics. See Section 7.
- Corrected typos and miscellaneous errata.

Next Steps

Staff will present this recommendation as items to adopt the CAC bylaws and amend the Joint Partnership Agreement during the CAC Meeting on September 14, the ATP Board meeting on September 20, City Council meeting on September 21, and CapMetro Board meeting on September 25. Upon approval of the amended bylaws, staff will initiate a process to appoint and reappoint CAC Members to be completed by the end of 2023.

We are extremely appreciative of the work of this volunteer advisory committee, and the salient guidance you have provided us on behalf of the community. We are eager to work quickly and ensure continued success and longevity of the CAC.

If you have questions, please don't hesitate to reach out to staff.

Cc:

CapMetro Board of Directors
 Austin City Council
 Austin Transit Partnership Board of Directors
 Dottie Watkins, President & CEO, CapMetro
 Robert Goode, Interim Assistant City Manager, City of Austin
 Greg Cannally, Executive Director, Austin Transit Partnership

Attachments

1. Project Connect Community Advisory Committee Bylaws (*As Proposed - September 2023*)
2. Project Connect CAC Bylaws Edit Log (*As Proposed - September 2023*)

SECTION 1. NAME.

The name of the Advisory Committee is Project Connect Community Advisory Committee.

SECTION 2. PURPOSE AND DUTIES.

The purpose of the Project Connect Community Advisory Committee, referred to hereinafter as CAC, is to assist the Austin City Council (City Council), Capital Metropolitan Transportation Authority (CapMetro) Board, and Austin Transit Partnership (ATP) Board in engaging the community and advising on anti-displacement and equity matters related to Project Connect, in its entirety, as well as to assist the community and the City Council in the creation and evaluation of neighborhood-level anti-displacement strategies and priorities and the identification of Key Performance Indicators related to equity and displacement.

The recommendations made by the CAC related to displacement mitigation measures or equity issues that impact historically underserved populations must be considered at a public meeting of the ATP Board, City Council, or the CapMetro Board, as appropriate, in accordance with the recommendations made.

As provided in the City Contract with the Voters (Res. No. 20200812-015), the City shall “create with the community, neighborhood-level prevention and mitigation strategies” and shall make “recommendations for funding proposals and implementation of identified strategies.” Further, ATP shall provide funding and “enter into interlocal agreements and/or grant agreements with the City to timely develop and implement anti-displacement strategies.” The CAC will provide support in the creation and implementation of these strategies.

As provided in the Joint Powers Agreement, the CAC shall also review Project Connect business impact mitigation strategies and public involvement plans prior to their approval.

SECTION 3. MEMBERSHIP.

3.1 Membership Composition

The CAC is composed of eleven members. Members are appointed by approval of the CapMetro Board, ATP Board, and Austin City Council, utilizing a Nominating Committee process outlined in Section 3.5. Members should have lived experience and/or expertise that contributes to the purpose of the CAC.

Additionally, the CAC may have up to two non-voting ex-officio members. If CAC determines ex-officio(s) are necessary, the ex-officio(s) will be appointed by the sitting members of the CAC.

3.2 Eligibility

All CAC Members must meet the following requirements:

- a) Be residents of either the City of Austin or CapMetro’s Service Area;
- b) Not be a person who is registered or required to register as a lobbyist under City Code Chapter 4-8 or who is employed by a person registered or required to register under City Code Chapter 4-8.
- c) Not be an employee of the City of Austin, CapMetro, or ATP;

- d) Not have a contract for real property, goods, or services with the City of Austin, CapMetro or ATP, or be employed by such a contractor; and,
- e) Shall abide by the ATP Ethics, Conflicts and Nondisclosure Policy, as amended.

CAC Members must continue to meet eligibility requirements throughout the duration of their term. It is each CAC Member's responsibility to notify the primary staff liaison at ATP (Staff Liaison) of any changes in their eligibility. The Staff Liaison role is defined below in section 5.1.

3.3 Term of Membership

CAC Members serve for a term of four years and remain appointed members after their four-year term has expired until the earlier of: 1) their replacement is appointed; 2) the CAC Member indicates in writing to the Chair that they do not want to remain appointed; 3) the CAC Member is reappointed to a new term; 4) 180 days have passed; or 5) the CAC Member becomes ineligible. CAC Members are limited to two terms or eight total years following initial adoption of these amended bylaws on the CAC unless they receive a two-year term under Section 3.4 or are completing a vacated term under Section 3.7, in which case they shall be limited to three terms.

3.4 Staggered Terms

Upon initial adoption of these amended bylaws, in January 2024 all CAC Members shall draw for two-year and four-year initial terms. Subsequent terms of these members shall be four years.

3.5 Appointment Process

A nominating committee shall be formed to review applications and make recommendations regarding appointments of CAC members.

The Nominating Committee shall include the Chair of the City's Mobility Committee, the Chair of the CapMetro Operations, Planning and Safety Committee, the Community Expert Director for Community Planning who sits on the ATP Board, and one member of the CAC to be identified by the Chair. If unable to participate in the Nominating Committee, the roles outlined above may identify a designee from their respective body to serve as their delegate for the entirety of the Nominating Committee process.

ATP, the City, and CapMetro shall make available online all opportunities for members of the public to become CAC Members, and shall promote and make widely accessible any application to join the CAC.

The application must include the following: the applicant's name, ZIP code, and questions that address how frequently an applicant uses transit to commute and applicant demographics such as age, gender, race, housing status and income. The application must also include question(s) that allow the applicant to speak to how their personal, professional, or lived experience has contributed to meeting the needs of people experiencing homelessness, mobility justice, the advancement of criminal justice reform, housing and land-use policy, workforce/labor policy, and increasing economic and other opportunities for underserved transit users. Staff shall ensure applicants are aware their application may be subject to public information requests.

The Staff Liaison shall provide received applications to the Nominating Committee and, in coordination with each agency's staff, shall support the Nominating Committee's review of the applications.

If CAC determines ex-officio(s) are necessary, the ex-officio(s) will be appointed by the sitting members of the CAC.

3.6 Reappointments

A CAC Member is eligible for reappointment at the end of their first term. If a CAC Member is seeking reappointment, they must complete the CAC Member Reappointment Form at least sixty (60) days before the expiration of their term and turn it into the Staff Liaison. The application will be reviewed by the Staff Liaison for completeness, and submitted to the Nominating Committee for consideration. The Nominating Committee shall review the application and make a recommendation to the ATP Board, Austin City Council, and CapMetro Board regarding reappointment.

3.7 Filling of Vacancies

In the event of a mid-term vacancy, the CAC Chair will designate a working group to review applications from the most recent application and appointment process and make a recommendation to the full CAC. At a CAC meeting, the CAC will vote to approve the recommendation of a person to serve out the remainder of the outgoing member's term. The CAC's recommendation will be considered for approval by the City Council, the CapMetro Board and ATP Board. At the end of the term, the individual will have an opportunity to reapply through the appointment process outlined in Section 3.5 to serve on the CAC for up to two full terms.

To fill a vacancy that occurs at the completion of a full term, the application process as outlined in Section 3.5 shall be followed.

3.8 Removal of Members

All CAC Members play an important role in Project Connect. It is important that by accepting a role on the CAC, each individual actively participates and contributes to the CAC. The following constitute grounds for removal:

- a) Being absent from three consecutive CAC meetings or missing a quarter of CAC meetings annually without explanation acceptable to the CAC Chair. The primary Staff Liaison shall contact the absent Committee Member to ascertain reasons for the absence and provide that information to the CAC Chair to determine whether removal is necessary. If the CAC Chair determines attendance standards have been violated, then the Staff Liaison will inform the Committee Member.
- b) Failure to abide by the ATP Ethics, Conflicts and Nondisclosure Policy, as amended. A person may report a concern regarding adherence to the ATP Ethics, Conflicts and Nondisclosure policy to the Chair or Staff Liaison for review. If determined that a violation has occurred, the Staff Liaison shall inform the Committee Member that they are removed from the CAC.
- c) Failure of a CAC Member to maintain their eligibility as defined in Section 3.2 above throughout the duration of their term constitutes grounds for removal.

Upon removal of a CAC Member, staff shall initiate the appropriate appointment process as outlined above.

3.9 Resignation

A CAC member who seeks to resign from the CAC shall submit a written resignation to the CAC Chair and the primary Staff Liaison. If possible, the resignation should allow for a 60-day notice so a replacement may be identified.

Upon notification of a resignation, staff shall initiate the appropriate appointment process as outlined above.

3.10 Official Actions

An individual CAC member may not act in an official capacity except through the action of the CAC.

SECTION 4. OFFICERS

The officers of the CAC shall consist of a Chair, Vice Chair, and Secretary.

4.1 Duties of Officers

The Chair shall preside at CAC meetings and represent CAC at ceremonial functions.

The Chair and Vice Chair will appoint all committees and approve each final meeting agenda.

In the absence of the Chair, the Vice Chair shall perform all duties of the Chair. In the absence of the Chair and Vice-Chair, the Secretary shall perform all duties of the Chair.

The Secretary shall ensure that the integrity of the minutes are kept. The Secretary shall monitor the timely completion of CAC meeting summaries.

The Secretary shall take note of CAC Members' meeting attendance and shall provide this information to the Chair.

4.2 Election of Officers

Officers shall be elected annually during the first meeting of the calendar year by a majority vote of CAC. In the event a current officer becomes ineligible to serve as an officer, CAC may hold an emergency election as needed.

The term of office shall be one year. An officer may continue to serve until a successor is elected. A person may not serve as an officer in a designated position of CAC for more than four consecutive one-year terms. A person who has served as an officer in a designated position of CAC for four consecutive terms is not eligible for re-election to that designated office until the expiration of two years after the last date of the person's service in that office. CAC, at its discretion, may override the term limit provision for an officer by an affirmative vote of two-thirds of the authorized CAC Members.

A CAC Member may not hold more than one office at a time.

SECTION 5. STAFF LIAISON

5.1 General

The primary Staff Liaison for the CAC shall be staff member from ATP. The primary Staff Liaison shall be supported by staff from the City's Project Connect Office, the City's Housing Department, and CapMetro

as necessary to ensure efficiency and effectiveness of the CAC in their purpose, and based on the CAC's monthly agenda. This includes coordination of appointment, reappointment, and removal of members as needed.

The Staff Liaison shall support the CAC and CapMetro, ATP, and the City in processes to maintain the CAC's membership, including appointments, filling of vacancies, etc.

The Staff Liaison shall coordinate logistics and support for each CAC meeting, including necessary accessibility and childcare accommodations, language access accommodations, coordination of physical meeting space and technology needs, etc.

5.2 Maintaining of Records

The Staff Liaison shall submit the meeting agenda through the online agenda posting system for each meeting not less than 72 hours before the meeting.

The Staff Liaison shall prepare the minutes from each meeting. The minutes of each CAC meeting must include the vote of each CAC Member on each action item before CAC and indicate whether a CAC Member is absent or failed to vote on an item.

The Staff Liaison shall participate and coordinate in developing the CAC monthly agenda, alongside the CAC officers. The Liaison shall coordinate partner-agency agenda items with the appropriate parties.

CAC records are subject to disclosure under Texas Government Code Chapter 552 (Texas Public Information Act).

SECTION 6. MEETINGS

6.1 General

CAC meetings and posting of agendas shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

CAC meetings shall be governed by Robert's Rules of Order, or some other parliamentary procedure adopted by the CAC.

CAC shall allow members of the community to provide public comment during a period of time set aside for public comment. The Chair may limit a speaker to three minutes.

Each person and CAC member attending a meeting should observe decorum pursuant to Section 2-1-48 of the City Code.

The Chair shall adjourn a CAC meeting not later than 10 p.m. unless CAC votes to continue the meeting.

CAC meetings shall be recorded and held in locations publicly accessible via in-person and/or virtual participation, as determined by the CAC.

6.2 Quorum

A majority of CAC Members constitutes a quorum.

If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.

6.3 Meeting Schedule

CAC shall meet monthly or when it is required to meet in order to comply with a legal deadline or critical project or program milestone. In November of each year, CAC shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for the holidays and canceled meetings.

The Chair may call a special meeting, and the Chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. CAC may not call a meeting in addition to its regularly scheduled meetings as identified in its adopted meeting schedule, more often than once a quarter, unless the meeting is required to comply with a statutory deadline, or a deadline established by City Council, CapMetro, or ATP.

The meeting schedule shall be posted online.

6.4 Agendas

Two or more CAC Members may place an item on the agenda by oral request at a meeting of the CAC or written request to the officers and Staff Liaison at least five days before the meeting. After first consulting with and receiving input from the Staff Liaison and appropriate agencies, the officer shall approve each final meeting agenda.

Agendas shall be posted online and physically posted in a public space at the ATP offices.

6.5 Actions of the CAC

To be effective, CAC action must be adopted by an affirmative vote of the number of CAC Members necessary to provide a quorum.

The CAC Chair has the same voting privilege as any other CAC Member. Ex-officio member(s) do not have voting privileges.

6.6 CAC Participation at Non-Meeting Events

Individual CAC Members may come together at non-meeting events such as public meetings, workshops, private events, etc. This gathering does not contribute towards a quorum so long as CAC business will not be discussed. Staff shall post instances of non-meeting events organized by staff where a quorum is likely to be present.

SECTION 7. WORKING GROUPS

7.1 Working Groups

A working group may be established at the discretion of the Chair. CAC Chair shall appoint CAC Members to the working group, with the members' consent.

CAC can determine the size of a working group but the number of CAC Members serving on the working group cannot equal or exceed a quorum of CAC.

A working group may designate a Chair, with the member's consent, but it is not required to do so.

Quorum requirements do not apply to working groups.

Staff support may be provided for working groups.

Working groups are not required to post their meetings in accordance with the Texas Government Code Chapter 551 (Texas Open Meetings Act).

SECTION 8. PARLIAMENTARY AUTHORITY.

The rules contained in the current edition of Robert's Rules of Order, or some other parliamentary rules adopted by CAC, shall govern CAC in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of procedure which CAC.

SECTION 9. AMENDMENT OF BYLAWS.

The CAC may initiate an amendment of these bylaws at any properly called meeting by CAC, with the approval by a super majority (two-thirds) of CAC members. Bylaws amendments are not effective unless approved by the City Council, ATP Board, and CapMetro Board. The staff liaison shall facilitate approval of bylaws amendments at all three governing bodies, and shall inform the CAC of when the bylaws have been fully adopted.

The CapMetro Board, City Council and ATP Board may initiate amendments to the CAC Bylaws, which shall require the adoption of the amended bylaws by the CAC upon approval of all three governing bodies. Prior to any vote on Bylaws changes initiated by the governing bodies, the primary Staff Liaison shall inform the CAC of proposed changes and provide CAC an opportunity to provide feedback on the draft; any feedback the CAC offers shall be provided to the governing bodies.

Project Connect Community Advisory Committee Bylaws Edit Log

As proposed – September 2023

The list below is a comprehensive list of proposed changes to the Project Connect Community Advisory Committee (CAC) Bylaws by section. The intent of this document is to capture minor and significant changes made, including reorganization of existing content. This list is in lieu of a red line document of the existing bylaws.

- General
 - Changed all instances of “Capital Metro” to CapMetro, except for the first instance.
 - Changed “Articles” to “Sections” and created relevant subsections. For example, “Article 3. Membership.” is now “Section 3. Membership”, with relevant subsections enumerated as “3.# Subsection Name”.
 - Minor typo and stylistic changes. For example, changing certain instances of “member” to “Member” and “CAC Member”.
- Section 1: Name
 - changed “board” to “advisory committee”
- Section 2: Purpose and Duties
 - Removed reference to “social” equity, as CAC advises on Project Connect equity broadly.
 - Removed reference to the Project Connect equity tool to restore purpose language to original CAC documents.
- Section 3: Membership
 - Reorganized material into subsections: Membership Composition, Eligibility, Term of Membership, Official Actions, Resignation
 - Created new sections: Reappointment, Filling of Vacancies, and Removal of Members, Staggered Terms
 - Section 3.1 – Membership Composition
 - Defines CAC as being comprised of 11 members appointed by the CapMetro Board, ATP Board and Austin City Council
 - Removes appointment of any members from CapMetro Committees or City Council Commissions
 - Clarifies that the CAC *may* have up to two ex-officio members, and, should the CAC decide ex-officio(s) are needed, allows the CAC to determine who it will be.
 - Section 3.2 – Eligibility
 - Clarified that eligibility criteria applies to members, not applicants.
 - Clarified that CAC Members must continue to meet eligibility criteria for the duration of their term and that each member owns the responsibility of reporting changes in their eligibility.

- Moved other elements of eligibility (abiding by the ATP Ethics, Conflicts, and Nondisclosure Policy) to this section.
- Section 3.3 – Term of Membership
 - Removed reference to “July 1st on year of appointment”. Terms begin upon appointment.
 - Increased the term of Members from two years to four years.
 - Established a two term limit for Members unless they are completing a vacated term or draw an initial two-year term.
- Section 3.4 – Staggered Terms
 - Created a new section to create staggered terms for Members.
- Section 3.5 – Appointment Process
 - Identifies process for appointing Members that utilizes a nominating committee to make a recommendation for consideration by all three governing bodies.
 - Noted that staff shall inform applicants their application may be subject to Public Information Requests.
 - Clarified that ex-officios are appointed at the discretion of the CAC.
- Section 3.6 – Reappointments
 - Establishes the ability of existing members to be reappointed and specifies that an application will be completed, submitted to the nominating committee, and approved upon nominating committee recommendation by all three governing bodies.
- Section 3.7 – Filling of Vacancies
 - Creates a process to fill mid-term vacancies that includes a CAC working group to review and recommend appointment to be considered by the full CAC.
 - Specifies the term length for individuals completing a term.
- Section 3.8 – Removal of Members
 - Clarifies that failure to attend three consecutive meetings without explanation acceptable to the CAC Chair constitutes grounds for removal.
 - Clarified it is the responsibility of the Chair to determine if there is a violation of the attendance policy in the bylaws and the staff liaison would inform the member.
 - Clarifies that a change in eligibility constitutes grounds for removal.

- Clarifies that failure to abide by the ATP Ethics, Conflicts and Nondisclosure Policy constitutes grounds for removal and provides instruction on who can and how to report potential violations.
- Section 3.9 – Resignation
 - Clarified that the resigning member shall notify the CAC chair and staff liaison, not the City clerk.
- Moved topics on absences and reimbursement to Subsection 3.8 - Removal of Members and 5.2 - Maintaining of Records, and 6.1 - General
- Section 4: Officers
 - Consolidated Articles 4. Officer and 5. Duties of Officers into one section
 - Section 4.1 – Duties of Officers
 - Clarified that it is the responsibility of the Secretary to track absences and report them to the chair.
 - Section 4.2 - Election of Officers
 - Removed the specific term start and stop dates.
 - Increased the number of consecutive terms in an officer role, to coincide with the increased term lengths for members.
- Section 5: Staff Liaison
 - Created a new section to outline and clarify the roles and responsibilities of the staff liaison
 - 5.1 General
 - Specified that the staff liaison is ATP, with support from the City and CapMetro.
 - Specified that the City shall provide support from both the Project Connect Office and the Housing Department.
 - Specified that the staff liaison will support membership maintenance activities (i.e., reappointment, filling of vacancies, etc.)
 - Specified that the staff liaison shall coordinate all meeting logistics
 - 5.2 Maintaining of Records
 - Consolidated various points about minutes, agendas, etc., into one subsection.
- Section 6: Meetings
 - Organized content into subsections, and combined previous Meetings and Agendas sections.
 - 6.1 General
 - Clarified that CAC shall take public comment as part of each meeting, and removed a prohibition on taking comment on an item posted as a briefing.

- Clarified that posting of agendas must also comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
 - Removed reference to closed meetings. This removal does not prohibit closed meetings.
- 6.2 Meeting Quorum
 - No change.
- 6.3 Meeting Schedule
 - Added a provision to allow a special called meeting in order to comply with a critical project or program milestone.
 - Added a description of where the meeting schedule shall be posted.
- 6.4 Agendas
 - Clarified that the agenda development will include consultation with “appropriate agencies” as is current process.
 - Moved mention of posting requirements for agendas to “staff liaison” section under consolidated responsibilities.
 - Added a description of where the agendas shall be posted.
- 6.5 Actions of the CAC
 - Clarified that an action must be adopted by a majority of the CAC members.
- 6.6 CAC Participation at Non-Meeting Events
 - Clarifies that CAC members may congregate together at non-meeting events where CAC business will not be discussed without constituting a quorum.
- Section 7: Working Groups
 - Removed option to form subcommittees.
- Section 8: Parliamentary Authority
 - No change
- Section 9: Amendment of Bylaws
 - Clarified that the staff liaison shall support the approval of bylaws changes at the three governing bodies.
 - Added language that the bylaws changes could be initiated by approval of the CapMetro Board, City Council and ATP Board.