

Project Connect Community Advisory Committee Bylaws

*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.