



## REGIONAL TRANSPORTATION DISTRICT FASTRACKS CITIZENS ADVISORY COMMITTEE COMMITTEE STRUCTURE

The Board of Directors of the Regional Transportation District, in accordance with Resolution No. 5, Series of 2004, hereby establishes the *FasTracks Citizens Advisory Committee (CAC)*.

### **Duties and Role**

The committee shall advise the District on matters relating to the implementation of the voter approved FasTracks Plan referred to the committee by RTD, and perform such additional duties as requested by RTD.

The committee shall serve in an advisory capacity through the designated staff liaison to the Board of Directors, staff and project consultants.

### **Mission and Function**

The mission of the Citizens Advisory Committee shall be:

- To receive staff reports on the progress of the project in relationship to established schedules, budget allocations, DBE goals, and quality management guidelines.
- To provide region-oriented advice to the Board of Directors on issues related to the implementation of the FasTracks Plan.
- To review and provide comment on the *DRCOG Annual FasTracks Review Report*.
- To promote public awareness and understanding of the voter approved FasTracks Plan and its implementation.

### **Membership**

The committee shall consist of eleven (11) members. All members shall be residents of the Regional Transportation District. Members of the committee shall be appointed to three (3) year staggered terms. Terms may be renewed once without public advertisement of a vacancy. RTD employees and Board members, their immediate family members, and other elected public officials are not eligible for membership. Members shall serve without compensation. Reasonable expenses incurred to attend meetings (i.e. transit costs) will be reimbursed by the District.

The term of office of committee members shall begin on January 1<sup>st</sup> of the year following appointment and expire in three years on December 31<sup>st</sup>, except in the case of a mid-term vacancy or for appointment of the initial committee. Terms of office for initial committee members shall begin the day the members are appointed, with three members serving one-year terms to expire on December 31, 2006, four members serving two-year terms to expire on December 31, 2007, and four members serving three-year terms to expire on December 31, 2008.

Vacancies on the committee shall be publicly advertised and pursued through the selection process.

### **Selection Process**

Recruitment for committee members will be publicly advertised through the RTD Web site, local publications, and stakeholder e-mail distributions. Applicants shall submit a one-page letter stating their interest in being considered for membership, specific qualifications for serving on the committee, and highlights of related experience and expertise, along with a resume if available.

A five-member nominating committee will review the applications and forward a slate of candidates to the Board of Directors for appointment. The nominating committee will consist of the following positions:

1. RTD Board Chairman or Board member designee
2. RTD FasTracks Monitoring Committee Chair or Board member designee
3. RTD General Manager or staff designee
4. RTD Assistant General Manager for Planning & Development or staff designee

The Public Information/Public Involvement Consultant liaison will provide administrative support and serve as a non-voting member of the nominating committee.

Appointment shall be made to ensure a broad representation of stakeholder interests, to achieve diversity, and to provide geographical representation within the district. Selection criteria to be considered by the nominating committee will include, but not be limited to, a demonstrated interest in public transit and/or the FasTracks Plan, previous community service, experience in working with local jurisdictions on regional issues, and professional experience.

Vacancies shall be filled using the above process for the remainder of the unexpired term, which, if it is longer than one and one-half years, shall be considered a full term.

### **Officers**

The committee shall elect two (2) co-chairs from its membership at its first meeting of the calendar year, to serve for a one-year term.

Co-chairs shall preside over committee meetings on an alternating basis; develop the meeting agenda in consultation with the committee staff liaison; call special meetings as required; and represent the committee before the Board of Directors. In the event of the absence of both co-chairs, the committee shall select a member to chair that meeting.

In the event of a vacancy, the committee shall elect a new co-chair who will serve the remainder of the unexpired term.

### **Meetings**

The committee shall meet quarterly, or more frequently as needed. To promote public participation, meetings will be held in the evening unless otherwise agreed by the committee and Board of Directors. The regular meeting shall be held in the Regional Transportation District's office at 1600 Blake Street, Denver, Colorado.

The committee's success depends on the active participation of its members. Therefore, a member's absence from three (3) consecutive meetings shall be deemed a resignation.

Notice and agenda of meetings shall be sent to all committee members and posted on the FasTracks Web site at least three weeks prior to all meetings. The proceedings of all meetings shall be summarized and made available to all committee members and posted on the FasTracks Web site within two weeks of the meeting.

All meetings shall be open to the public. Citizens are welcome at meetings and may express their opinions at such times as designated by the agenda and as recognized by the chair.

Fifty percent (50%) of the current committee membership plus one shall constitute a quorum. A quorum shall be necessary to convene any meeting of the committee.

Working groups may be formed as necessary to carry out the work of the committee. Members of a working group who are not members of the committee shall serve in an *ex officio* capacity.

In general, meetings of the committee will be conducted on an informal basis. The committee shall use a consensus process to formulate input and advice on matters being considered. When absolutely needed, the rules contained in the then current edition of *Robert's Rules of Order Newly Revised* shall govern the committee.

The committee shall present a written report of its meetings, including minutes and a summary of public comments, to the Board of Directors on a quarterly basis, or more frequently as requested from time-to-time by the Board.

The FasTracks Public Information/Public Involvement consultant shall provide administrative support to the committee on behalf of the District.