RESOLUTION NO. 2025-103

AMENDING THE OPERATING GUIDELINES FOR THE COMMUNITY ADVISORY COMMITTEE

WHEREAS, pursuant to Resolution No. 1989-176, the Board of Trustees of the Greater Cleveland Regional Transit Authority ("Authority") codified the resolutions establishing its policies and procedures; and

WHEREAS, Section 222.04 of the Authority's Codified Rules and Regulations governs the Board of Trustees' Community Advisory Committee ("CAC") and provides for the Rules Subcommittee to review the CAC's Operating Guidelines and make recommendations for additions, deletions or amendments; and

WHEREAS, the Rules Subcommittee has proposed amendments to the Operating Guidelines, and the full CAC has voted to bring them to the Board of Trustees for approval; and

WHEREAS, the updated Operating Guidelines are ready for approval by the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. That the Operating Guidelines attached hereto as Attachment A are hereby approved.

Section 2. That this resolution shall become effective immediately upon its adoption.

Attachment: Operating Guidelines

Adopted: 10/21/2025

Paul Koomen
President

Attest: Rajan D Sanctis
Secretary-Treasurer

Attachment to Resolution

COMMUNITY ADVISORY COMMITTEE ("CAC") OPERATING GUIDELINES

1. These Operating Guidelines are authorized and established by Chapter 222.04 of the Codified Rules and Regulations ("Code Book") of the Greater Cleveland Regional Transit Authority ("Authority").

2. Officers.
   A. In addition to the Chair and Vice Chair, the Community Advisory Committee ("CAC") will elect a Secretary.
   B. The Chair conducts the regular and any special CAC meetings. The Vice Chair stands in for the Chair as needed. The Secretary calls roll at the beginning of meetings and when needed for a vote. The Secretary (or an Authority staff member) takes minutes summarizing the business conducted at each meeting. If the Secretary is absent, the Secretary may ask another member to take the minutes.
   C. The election of officers shall take place each year during the April meeting. If it is necessary to delay elections in any given year, the Chair will document, in writing, the need for such delay.
   D. Officers shall be elected to one-year terms, ending at the April meeting of the following year. Officers may not serve more than four consecutive one-year terms in the same office.
   E. In the event of a vacancy in the position of Chair, Vice Chair or Secretary, a replacement will be elected at the next regular meeting of the CAC.

3. Communication with Board of Trustees. Periodically, when appropriate, the Chair will make a report to the Board Liaison for presentation to the Board of Trustees.

4. Staff Liaison. The Staff Liaison is appointed under Section 222.04(a)(6) of the Code Book to serve as the primary point of contact with the Authority. The Staff Liaison maintains meeting minutes.

5. CAC Meetings.
   A. For the purpose of establishing a quorum at all CAC meetings, a majority of the CAC's appointed members must be present for the CAC to take action. A majority of the appointed members present at a meeting must vote in favor of an action to approve the action.
   B. Regular CAC meetings.
      1. In accordance with Article III, Section 9(b)(1) of the Bylaws of the Board of Trustees and Section 222.04(a)(4) of the Code Book, notice of the times and places of regular CAC meetings for each calendar year will be posted not later than two (2) days prior to the day of the first regular meeting of the calendar year. If the time or place of a regular meeting or meetings is changed during the calendar year, notice of the new time or place will be posted at least twenty-four hours before the time of the first changed regular meeting.
      2. Regular CAC meetings shall be held quarterly, with possible exceptions for special events. The regular meetings will be used for presentations from, and discussions with, Authority staff and other parties of interest to the CAC, the setting of agendas, discussion of and action on topics of

interest related to the CAC's purpose, and organization and coordination of CAC activities.

3. The CAC will review programs and projects brought to them by the Board of Trustees or Authority staff.
4. CAC meetings are open to the public in accordance with the Ohio Open Meetings Act and Section 222.04(a)(4) of the Code Book. Public comments are not permitted at CAC meetings.
5. Upon approval by the CAC at the following regular meeting, minutes will be posted on the CAC web page.

C. Special CAC meetings.
1. In accordance with Article III, Section 9(c) of the Bylaws of the Board of Trustees and Section 222.04(a)(4) of the Code Book, notice of the time, place and purposes of special CAC meetings shall be posted not later than twenty-four (24) hours before the time of the special meeting.
2. Special CAC meetings may be called by the Chair or at the request of any officer, provided the request is made at least five (5) business days before the proposed meeting date.
3. The Chair, Vice Chair, or Staff Liaison will notify CAC members of the time, place, and purpose of such special meeting, and no business other than the specific topic around which the special meeting was called shall be considered.
4. Upon approval by the CAC at the following regular meeting, minutes will be posted on the CAC web page.

D. CAC members are encouraged, but not required, to attend community meetings, public hearings, groundbreakings, grand openings, and Board of Trustees Meetings.

E. The business of the CAC shall be conducted according to Robert's Rules of Order.

6. Subcommittees.

A. The CAC will have at least three standing subcommittees:
1. The ADA Advisory Subcommittee;
2. The Advocacy and Education Subcommittee; and
3. The Rules Subcommittee.

B. The Chair shall appoint members to subcommittees at a CAC meeting, and the appointments shall be memorialized in the meeting minutes. CAC members may request assignment to a subcommittee at the CAC meeting.

C. Each subcommittee will elect a Subcommittee Chair. In the absence of the Subcommittee Chair, the subcommittee will elect a temporary chair to run the meeting.

D. For purposes of establishing a quorum, a majority of each subcommittee's appointed members must be present for the subcommittee to take action. A majority of the appointed members present at a meeting must vote in favor of an action to approve the action.

E. Regular subcommittee meetings.
1. In accordance with Article III, Section 9(b)(1) of the Bylaws of the Board of Trustees and Section 222.04(a)(4) of the Code Book, notice of the times and places of regular subcommittee meetings for each calendar year will be posted not later than two (2) days prior to the day of the first regular meeting of the calendar year. If the time or place of a regular meeting or

meetings is changed during the calendar year, notice of the new time or place will be posted at least twenty-four hours before the time of the first changed regular meeting.

2. Subcommittees will meet at least quarterly.
3. Subcommittees shall meet, discuss, and make recommendations on matters referred to them by the CAC, Authority staff and/or the Board of Trustees.
4. Subcommittee meetings are open to the public in accordance with the Ohio Open Meetings Act and Section 222.04(a)(4) of the Code Book. Public comments are not permitted at subcommittee meetings.
5. Upon approval by the CAC or subcommittee at the following regular subcommittee meeting, minutes will be posted on the CAC web page.
6. An Authority staff member will take minutes at subcommittee meetings.

F. CAC members are strongly encouraged to participate on at least one subcommittee.

G. Special subcommittee meetings.

1. In accordance with Article Ill, Section 9(c) of the Bylaws of the Board of Trustees and Section 222.04(a)(4) of the Code Book, notice of the time, place and purposes of special subcommittee meetings shall be posted not later than twenty-four (24) hours before the time of the special meeting.
2. Special meetings may be called by the Subcommittee Chair, provided the request is made at least five (5) business days before the proposed meeting date.
3. The Subcommittee Chair or Staff Liaison will notify CAC members of the time, place, and purpose of such special meeting, and no business other than the specific topic around which the special meeting was called shall be considered.
4. Upon approval by the subcommittee at the following regular subcommittee meeting, minutes will be posted on the CAC web page.

7. Agendas. CAC meeting agendas shall be set by the Chair and Authority staff with input from the Board of Trustees. Subcommittee meeting agendas shall be set by the Subcommittee Chair and Authority staff. Agendas shall be available five (5) business days before the meeting date, if possible. The agenda will be posted on the CAC web page and in the calendar invite to CAC members.

8. Public Input. In order to provide an opportunity for the public and outside entities to interact with the CAC, members of the public may bring an issue to the attention of the CAC, for consideration by the Advocacy and Education Subcommittee, as follows:
   A. By telephone at (216) 356-3181
   B. By web form at www.riderta.com/cac/feedback.

9. Attendance.
   A. Attendance at regular CAC meetings is required. A member wishing to be excused shall contact the Staff Liaison and/or the Chair.
   B. A CAC member is permitted only two unexcused absences from regular meetings per calendar year. After three unexcused absences, the CAC may notify the member in writing and make a recommendation to the Board of Trustees to remove the individual from the CAC.

10. Guideline review process. The Rules Subcommittee shall review the CAC's Operating Guidelines annually and propose amendments for consideration by the full CAC. The full CAC shall vote on the proposed amendments and, if approved, submit them to the Board of Trustees for approval. If the need for an amendment arises at a time other than the annual review, the Rules Subcommittee may meet to consider such an amendment.