

# **BY-LAWS OF THE COMMUNITY ADVISORY COMMITTEE FOR SKAGIT TRANSIT**

**Feb 21, 2024**

## **I. INTRODUCTION**

The Community Advisory Committee (CAC) serves as an advisory committee to the Skagit Transit Board of Directors and Skagit Transit Administration. Its primary function is to provide a rider perspective regarding Skagit Transit services, programs, and plans.

## **II. GOALS AND OBJECTIVES**

The work performed by the CAC shall be done at the request of Skagit Transit with the consultation of CAC membership and will be drawn from the following list:

1. Make recommendations, suggestions, and provide feedback on elements of existing and proposed services, programs, and plans.
2. Encourage within the community a sense of ownership and a feeling of responsibility for the success of the transit system.
3. Regularly report to the Board of Directors on the committee's work.
4. Provide input to Skagit Transit staff on the rider experience at monthly CAC meetings to help Skagit Transit staff improve services, public relations, and ridership.
5. Review changes to transit services prior to implementation or service withdrawal and, make recommendations on service elements such as fares, level of service, public engagement, and outreach strategies.
6. Participate in specific projects, as requested by Skagit Transit.

## **III. MEMBERSHIP**

Membership of the CAC shall be open to any interested resident of Skagit County. Vacancies shall be widely publicized so that any interested resident may apply.

1. The CAC will be composed of at least eight (8) members but not more than sixteen (16) members, with every effort made to reflect diversity of the community. In the event there are 16 members on the committee, a list will be kept of other interested candidates. This list will be reviewed as vacancies on the committee occur. All members are volunteers who serve at the request of Skagit Transit.
2. All applications for membership shall be subject to approval by the Skagit Transit Board of Directors after an affirmative recommendation by the CAC. As applications for membership are received, they will be reviewed by the CAC and a vote will be taken on prospective members. Prospective members must leave the room for the vote. New member applications will move forward for Board of Director approval after an affirmative recommendation vote by the CAC. A majority vote of quorum present is needed by the CAC to move an application forward to the Board of Directors.
3. CAC members shall be selected to achieve a balanced representation, demographically and geographically, or representing as many segments of the community as possible. In order to have a broad outreach among the community, Skagit Transit employees may occupy no more than two spots on the CAC. The CAC Staff Liaison shall maintain a list of interested candidates who would be available should a vacancy occur.
4. The Staff Liaison will hold an orientation meeting with new members that will include an overview of the CAC By-Laws.
5. The CAC members are expected to regularly participate in meetings. The CAC must meet a quorum requirement and excessive absences can interfere with the regular functioning of the committee. As volunteers, it is understood that other events can interfere with attendance from time to time. An unexcused absence is any absence not reported to the committee Chair or Staff Liaison. Members can get absences excused by communicating to the CAC Chair to request that an absence be marked as excused.
6. Any member with more than three (3) unexcused absences or six (6) excused absences in the prior twelve meetings may be recommended by the CAC Chair for removal from CAC membership at any time by a vote of the committee when a quorum is present. The Chair shall report all unexcused committee absences and recommendations for removal to the Committee and Liaison. The Committee Liaison shall submit recommendations for removal to the Skagit Transit Board, which will consider and vote on any such recommendations at their next scheduled meeting. The decision by the Skagit Transit Board on a committee recommendation of removal of a CAC member shall be final. The purpose of member removal is not intended to be punitive but meant to maintain an accurate and consistent quorum for conducting committee business. Reapplication for future committee membership by any member who is removed is welcome and will be considered.

#### **IV. OFFICERS**

1. The officers of the CAC shall consist of a chair and a vice-chair. Terms of the office for a chair and a vice chair shall be one (1) year.
2. The chair and the vice-chair of the CAC will be elected at the November CAC meeting for the term beginning January 1.
3. The Chair, Vice Chair, or designee shall preside at all CAC meetings.
4. The Special projects assistant is responsible for providing a backup of recording of CAC meetings, supporting the Staff Liaison as needed, and help the CAC with special projects as requested by the CAC Chair.
5. Officers of the CAC may request a Leave of Absence from their position at any time by submitting a written notice to the Staff Liaison who will inform the other officers of the CAC.
6. If a CAC officer is not fulfilling the duties of their position as expected for any particular reason, any member can ask to discuss the issue as an agenda item at a regularly scheduled meeting where a quorum is present. An officer can be removed if a motion is made and approved at a meeting where quorum is present. This does not remove them from the CAC but only from the role as an officer of the CAC. If the removal is approved, an election to fill the vacated office would be held at the next regularly schedule meeting of the CAC.

#### **V. ELECTIONS AND VOTING**

1. A quorum will be needed to validate any election.
2. Each position is subject to nomination or self-nomination, with a brief explanation why seeking the position, and then the vote is to be conducted with the candidates leaving the room.

#### **VI. COMMITTEE OPERATIONS**

1. The CAC will generally meet monthly. Notice of meetings will be made on the Skagit Transit website.
2. CAC officers shall work with the Staff Liaison to develop meeting agendas and the Staff Liaison shall take recommendations on agenda topics from members.

3. Skagit Transit Administration and the Skagit Transit Board of Directors will provide liaison administrative support for mailings, agendas, minutes and any other authorized CAC activities. Requests on staff time over and above general administration shall be made by the CAC as a body and directed to the Executive Director for approval to use staff resources.
4. Recommendations from the CAC shall be forwarded to the Skagit Transit Administration or the Skagit Transit Board of Directors in a manner that clearly communicates the intent and recommendation of the CAC.
5. Proposed amendments to these by-laws must be included in a meeting agenda prior to being voted upon. Amendments shall require a majority vote of the CAC members in attendance, provided that it constitutes a quorum. Changes to the By-Laws must be approved by the Skagit Transit Board of Directors.
6. These By-Laws, when approved by the Skagit Transit Board of Directors, supersede and repeal any and all other by-laws, including any by-laws that have been included or made part of the Skagit Transit Board of Directors by-laws.

## **VII. CODE OF CONDUCT**

1. A CAC member must disclose if their recommendation or suggestion is based upon personal or professional interest beyond general interest as a rider representative.
2. Any communications with the Press, to the Skagit Transit Board of Directors, or Administration shall be expressly approved by the CAC as a body. Press Materials shall be approved by the Skagit Transit Executive Director prior to release.
3. No individual member may make a public comment or request on behalf of the CAC without the express authority of the Skagit Transit Staff Liaison.
4. Members shall not lobby on behalf of Skagit Transit unless such efforts and all messaging has been approved by the Skagit Transit Executive Director.
5. In the event that a CAC member has a concern with a Skagit Transit policy or employee, they shall not discuss the concern with any Skagit Transit employee or any member of the Board of Directors until they have discussed the concern with the Skagit Transit Staff Liaison or if the Staff Liaison is unavailable, the Executive Director.

## VIII. QUORUM

1. One half plus one members present shall constitute a quorum.

Approved in open public hearing this 21<sup>st</sup> day of February 2024.

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Mayor Matt Miller, Chair, Skagit Transit Board of Directors

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Judy Jones, Chair, Skagit Transit Community Advisory Committee