

# AMENDED AND RESTATED BYLAWS OF THE CHARLOTTESVILLE AREA TRANSIT ADVISORY BOARD MM, DD, 2019

## **Section 1: Establishment of the Charlottesville Area Transit (CAT) Advisory Board**

The CAT Advisory Board is established by the Charlottesville City Council (City Council) Resolution approved on October 1, 2018.

## **Section 2: Mission**

The Mission of the CAT Advisory Board is to, “Serve as a rider-centric steering committee for Charlottesville Area Transit by **soliciting** and **communicating** riders’ perspectives regarding CAT initiatives and operations.”

## **Section 3: Function**

The CAT Advisory Board shall advise Charlottesville Area Transit on ways to improve existing transit service and any proposed changes to future services by ensuring solicitation and communication of feedback between CAT and its riders. The Board shall advocate for transit riders of the area and counsel CAT by:

- Representing the interest of riders of the Charlottesville Area Transit.
- Using various methods to gather rider feedback concerning public transit service in the Charlottesville region.
- Reviewing and commenting on CAT operations to address the needs of CAT ridership.

## **Section 4: Membership**

CAT Advisory Board members will consist of no less than seven Charlottesville Area Transit riders. These members will be appointed by City Council and shall be broadly representative of the Charlottesville Area Transit ridership.

1. **Nomination/Selection:** Members will be nominated to and appointed by City Council. Membership will consist of at least one rider from City of Charlottesville, one rider from Albemarle County, and one rider from the University of Virginia.
2. **Officers:** Elections will be held annually for the Chairperson and Vice Chairperson position to be selected among the members. Elections will be held at the first annual meeting and as needed to fill vacancies.
3. **Terms:** Members shall serve for a two year period and terms may be successive. Members will be limited to serve four complete two-year terms pursuant to

Charlottesville City Code Section 2-8.

4. Requirements: Members are required to attend all regular meetings. Missing two consecutive regular meetings will result in the Board recommending that Council remove the member from service to the Board
5. Replacements: If any board member's term becomes vacant before the expiration of their term, the Board can nominate a new member to be considered by City Council to serve out the remainder of the term.
6. Duties: Members will carry out duties in accordance with the CAT Advisory Board Members Rules and Responsibility document.

### **Section 5: Agency Representatives**

CAT Advisory Board will request representation by agencies the Board deems relevant to public transit in the region. The Board will determine and request agency representation in accordance to the CAT Advisory Board Members Rules and Responsibility document. Representatives of agencies will not have voting rights and will act in an advisory role to the Board.

### **Section 6: Meetings**

1. CAT Advisory Board will follow the City of Charlottesville's fiscal year (July to June).
2. CAT Advisory Board will hold a regular meeting quarterly (four times per year), or as called by the Chair with not less than 10 calendar day notice to all Board members.
3. CAT Advisory Board meetings will be open to the public.
4. Additional meetings may be held at the request of CAT management or at least two Board members.
5. Meeting times and dates will be determined by Board members on an annual basis.
6. A simple majority of total Board Members will constitute as a quorum.
7. Meeting agendas will be set by CAT staff with cooperation from the Chair or Vice Chair of the CAT Advisory Board. To the maximum extent possible, notice and agenda of meetings shall be sent to all members at least one calendar week prior to all meetings electronically.
8. CAT Advisory board will provide reports to the City Council and Albemarle County Board of Supervisors as requested.

### **Section 7: Voting**

1. Agenda items will be voted on by Board meeting if there is a quorum.
2. Each member of the Board shall be entitled to one vote.
3. All actions taken by the Board require only a majority vote of those members present at the meeting.

**Section 8: Amendment of Bylaws**

These bylaws may be amended by vote of a majority of the Board at any meeting provided, however, notice of such proposed amendment shall be given to each member of the Board in writing at least five days prior to such meeting.