



Jefferson Area Regional Transit Partnership (RTP) Workshop Meeting

AGENDA

4:00 p.m., Thursday, June 27, 2019
Water Street Center, 407 E. Water Street, Charlottesville, VA 22902

Item	Time†	Description	
1		Call to Order	
2	4:00-	Introductions	
3	4:10	Matters from the Public: Limit 3 minutes per speaker	
4	4:10 – 4:25	Rideshare Software Presentation	Sara Pennington
5	4:25- 4:35	Small Transit Intensive Cities (STIC) Funding Program Update	Juwhan Lee
6	4:35- 5:05	TDP Plans Update	Juwhan Lee Brad Sheffield
7	5:05- 5:20	Strategic Plan Update	Chip Boyles
8	5:20- 5:30	CAT Advisory Committee Bylaws Review	James Mann
9	5:30- 5:50	Transit Service Provider Updates CAT Advisory Board Update CAT Director Hiring Status	
10	5:50- 6:00	Other Business Proposed FY20 RTP Meeting Schedule	
11	6:00	Adjourn	

Next meeting: July 25 , 2019 4:00 PM Thursday- Business meeting:

The Regional Transit Partnership (RTP) serves as an official advisory board, created by the City of Charlottesville, Albemarle County and JAUNT, in Partnership with the Virginia Department of Rail and Public Transportation to provide recommendations to decision-makers on transit-related matters.

† Times are approximate

* Requires a vote of the Partnership

**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 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 council CAT by:

- Represent the interest of riders of the Charlottesville Area Transit.
- Use various methods to gather rider feedback concerning public transit service in the Charlottesville region.
- Review and comment 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 and appointed by City Council who are broadly representative of the Charlottesville Area Transit ridership.

1. Nomination/Selection: Members will be nominated to and appointed by City Council.
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 one year period and terms may be successive.
4. Requirements: Members are required to attend all regular meetings. Missing two two consecutive regular meetings will result in loss of membership.
5. Replacements: If any member slot becomes vacant, the Board can nominate a new

member to be appointed by City Council to serve out the remainder of the term.

6. Duties: Members will carry out duties in accordance to 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.
3. CAT Advisory Board meetings will be open to the public.
4. Additional meetings may be held at the request of CAT management or Board members.
5. Meeting times and dates will be determined by Board members annually.
6. A simple majority of total 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 once calendar week prior to all meetings electronically.
8. Meetings of the Board, except as specified herein, shall be conducted in accordance with the procedures set forth in Robert's Rules of Order, as amended.

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.

CHARLOTTESVILLE ALBEMARLE REGIONAL TRANSIT PARTNERSHIP

Fiscal YEAR 2020 SCHEDULE

THURSDAY MEETINGS

July 25, 2019 Meeting 4pm – 6pm

August 22, 2019 Work Session 4pm – 6pm

September 26, 2019 Meeting 4pm – 6pm

October 24, 2019 Work Session 4pm – 6pm

November 21, 2019 Meeting 4pm – 6pm* Proposed change since regular meeting falls on Thanksgiving

*No December meeting since it falls on 12/26

January 23, 2020 Meeting 4pm – 6pm

February 27, 2020 Work Session 4pm – 6pm

March 26, 2020 Meeting 4pm – 6pm

April 23, 2020 Work Session 4pm – 6pm

May 28, 2020 Meeting 4pm – 6pm

June 25, 2020 Work Session 4pm – 6pm