



General Manager's Access Committee (GMAC)

Committee Charter

1. Establishment

The General Manager of the Alameda-Contra Costa Transit District hereby reaffirms the establishment of the General Manager's Access Committee (GMAC) on April 27, 2023.

The GMAC shall represent seniors and individuals with disabilities in providing feedback and insights relative to the planning and development of effective and efficient services to those communities in order to promote awareness and education on issues pertaining to those communities. The Committee will assist the General Manager and staff in their effort to provide accessible fixed route transit service for seniors and individuals with disabilities.

2. Purpose

The purpose of the GMAC is to review, comment, and advise the General Manager and District staff regarding the implementation of District planning, programs and services for seniors and individuals with disabilities. Issues that may be addressed by the GMAC include, but are not limited to:

- Plans to purchase operating equipment (e.g. buses and other vehicles, passenger lifts, ramps, kneelers, steps and speakers);
- Equipment, maintenance and modifications;
- Bus heads, logos, and signage;
- Appropriateness of bus stop locations;
- Functional arrangements of bus stops (e.g. location, recognition, identification, poles, signage, benches, shelters, and obstructions);
- Fares, schedules and routes;
- Operator assistance and transit information centers;
- Public education, awareness, and input;
- Staff (including operators) training, awareness, and sensitivity; and
- Other accessible public transit matters as requested by the General Manager or staff.

3. Membership

Any individual who utilizes AC Transit's fixed-route service, lives within the jurisdictional boundary of the District, is a senior or an individual with a disability, and/or represents such groups, and is willing to devote the necessary hours to attend meetings of the Committee shall be eligible for appointment to it. It is the desire of the General Manager that representation on the Committee be ethnically diverse, with representation by/for seniors and individuals with varying types of disabilities.

4. Membership – Terms, Appointment and Reappointments

- A. To promote a balance in geographical, ethnic diversity, and senior and disability representation on the Committee, the General Manager shall appoint 14 members to the Committee.
- B. The terms of the initial appointees to the Committee shall commence on April 27, 2023 through February 29, 2024.



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- C. Terms commencing on March 1, 2024, shall be for two (2) years and thereafter on March 1st of every even-numbered year.
- D. The District Secretary shall conduct a formal recruitment in even numbered years for individuals interested in serving on the Committee; however, applications will be accepted on an ongoing basis. The General Manager shall select appointee(s) to the Committee from a pool of qualified applicants.
- E. The General Manager shall have the discretion to determine whether an appointee(s) shall be reappointed to the Committee and shall review the members' attendance records from the previous calendar year prior to making reappointment decisions.

5. Membership – Vacancy

- A. The Chair of the Committee, or the staff member assigned to the Committee, shall notify the General Manager of any resignation(s) by any Committee member(s) as soon as possible prior to the effective date of such resignation.
- B. The position of any Committee member may be deemed vacated following two consecutive unexcused absences from regular meetings of the Committee. An unexcused absence occurs when a member has neither verbally nor in writing notified the Committee Secretary prior to the beginning of the meeting that he/she is unable to attend the meeting. The Committee Secretary shall notify the General Manager of all such vacancies.
- C. Should a Committee Member be absent from 50% or more of scheduled Committee meetings during any six-month period, the General Manager may declare the position vacant and appoint a new member to said Committee position.
- D. The General Manager shall select from a pool of qualified applications on file with the District Secretary when filling vacancies on the Committee.

6. Board Liaison

The President of the Board of Directors shall annually appoint a liaison representative and alternate representative from the Board of Directors for the Committee. Such appointment shall be in accordance with the Board's Rules for Procedure pertaining to committee and liaison appointments of the Board.

7. Meetings

The Committee shall hold at least ten regular meetings per year for the transaction of business. In addition to Robert's Rules of Order, the Committee shall adopt bylaws to govern procedures that are consistent with state law, including setting a time for regular monthly meetings. Meetings shall be open to the public and public participation is encouraged. Public notice shall be given for all meetings. The agenda for monthly meetings shall be publicly available at least 72 hours in advance of the meeting. Any meeting held, other than the monthly meeting, shall be publicly noticed at least 24 hours in advance. Discussions regarding committee business shall not be held outside of a publicly noticed meeting.

8. Minutes



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Designated staff in the Accessible Services Department shall act as Secretary to the Committee and shall prepare meeting notices, agendas, and keep a record of its proceedings and transactions. Minutes of the Committee shall be transmitted to General Manager. The minutes may be forwarded to the District's Board of Directors at the discretion of the General Manager.

9. Officers

The Committee at its regular meeting in April of each year, shall select a chair and vice chair from the voting members of the Committee. The duties of the chair and vice chair shall be those which are usually carried out by such officers, except as modified by majority vote of the Committee. Such officers shall hold office for one year or until their successors are selected.

10. Contacts

Please direct any questions regarding the Committee to:

POSITION	NAME	EMAIL
Accessible Services Manager	Mallory Brush	mnestor@actransit.org

GOVERNANCE	
Committee Establishment Date:	April 27, 2023

This charter is hereby approved this 27th day of April, 2023.

APPROVED AS TO FORM AND CONTENT:

Jill Sprague
 Jill Sprague, General Counsel/Chief Legal Officer
 General Manager/Chief Executive Officer

Michael A. Hursh
 Michael A. Hursh
 General Manager/Chief Executive Officer

ATTEST:

Linda Nemeroff
 Linda A. Nemeroff
 Board Administrative Officer/District Secretary