

**ALAMEDA-CONTRA COSTA TRANSIT DISTRICT  
RESOLUTION NO. 20-058**

**A RESOLUTION REAFFIRMING THE ESTABLISHMENT OF THE ACCESSIBILITY ADVISORY  
COMMITTEE (AAC), AND AMENDING THE TERMS OF OFFICE AND MEMBERSHIP  
QUALIFICATIONS**

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**WHEREAS**, the Board of Directors on October 10, 1990, adopted Resolution No. 723 re-establishing the Accessibility Advisory Committee; and

**WHEREAS**, the Board of Directors adopted Resolution No. 752 on January 23, 1991 and Resolution No. 05-001 on January 20, 2005, which amended and superseded portions of prior resolutions regarding the Accessibility Advisory Committee; and

**WHEREAS**, it remains the desire of the Board of Directors to have the involvement and participation of the AAC of members representing seniors and individuals with disabilities in order to plan for and develop effective and efficient services to those communities and in order to promote awareness and education on issues pertaining to those communities.

**NOW THEREFORE**, the Board of Directors of the Alameda-Contra Costa Transit District does hereby resolve as follows:

**Section 1. ESTABLISHMENT.** The Board hereby reaffirms the establishment of the Accessibility Advisory Committee ~~created an Accessibility Advisory Committee~~ for the Alameda Contra Costa Transit District on October 10, 1991 ~~(the AAC or Committee)~~.

**Section 2. PURPOSE.** The purpose of the Accessibility Advisory Committee is to review, to comment and to advise the Board of Directors and District staff regarding the implementation of District planning, programs and services for seniors and individuals with disabilities.

Issues which may be addressed by the AAC include, but are not limited to:

- (a) Plans to purchase operating equipment (e.g. busses and other vehicles, passenger lifts, ramps, kneelers, steps and speakers);
- (b) Equipment, maintenance and modifications;
- (c) Bus headsigns, logos, and signage;
- (d) Appropriateness of bus stop locations;
- (e) Functional arrangements of bus stops (e.g. location, recognition, identification, pole, signage, benches, shelters, and obstructions);
- (f) Fares, schedules and routes;
- (g) Operator assistance and transit information centers;
- (h) Public education, awareness, and input;
- (i) Staff (including operators) training, awareness and sensitivity; and
- (j) Other accessible public transit matters as requested by the Board of Directors or staff.

**Section 3. MEMBERSHIP – QUALIFICATIONS.** Any individual that 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 Board of Directors that representation on the Committee be ethnically diverse, ~~and cover all geographical areas within the District's service area as well as~~with representation by/for seniors and individuals with varying types of disabilities.

**Section 4. MEMBERSHIP – TERMS, APPOINTMENTS AND REAPPOINTMENTS.**

- (a) To promote a balance in geographical, ethnic diversity, senior and disability representation on the Committee, each Director of the Board of Directors shall appoint two (2) members to the Committee. ~~A member's term of office shall not extend beyond the appointing Director's term of office except, however, all members shall serve until their successors are appointed.~~
- ~~(b)~~ Committee members shall serve a two (2) year term commencing on March 1<sup>st</sup> of every even-numbered year, starting in 2020.
- ~~(c)~~ A member's term of office shall not extend beyond the appointing Director's term of office except, however, all members shall serve until their successors are appointed.
- ~~(b)~~(d) Should any Director fail to appoint his/her member(s) to the Committee or have a vacancy unfilled for over ninety (90) days, the President of the Board of Directors shall appoint the member(s) to serve on the Committee for that Director.
- ~~(c)~~(e) The District Secretary shall conduct ~~an annual~~ formal recruitment in even numbered years for individuals interested in serving on the Committee. ~~;~~ however, applications will be accepted on an ongoing basis. Each Director shall select his/her appointee(s) to the Committee from a pool of qualified applications.
- ~~(d)~~(f) While each Director shall have the discretion to determine whether his/her appointee(s) shall be reappointed to the Committee, Directors shall review the attendance record of their respective appointees for the previous calendar year prior to making ~~his/her~~their reappointment decision.

**Section 5. MEMBERSHIP – VACANCY.**

- (a) The Chair of the Committee, or the staff member assigned to the Committee shall notify the Board of Directors 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 Board of Directors 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 appointing Director may declare the position vacant and appoint a new member to said Committee position.
- (d) Members of the Board of Directors shall select from a pool of qualified applications on file with the District Secretary when filling vacancies on the Committee. ~~If necessary, the District Secretary may conduct a mid-term recruitment at the request of an appointing Director.~~

**Section 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.

**Section 7. MEETINGS.** The Committee shall hold at least ten regular meetings per year for the transaction of business. The Committee shall adopt rules and regulations to govern procedures which are consistent with state law and policies which that are or may be adopted by the Board of Directors, including setting a time for regular meetings. Additional adjourned or special meetings may be held from time to time as needed, provided that said meetings are properly called and noticed according to state law.

**Section 8. MINUTES.** The General Manager, or his/her designee, shall act as Secretary to the Committee and shall prepare meeting notices, agendas, and keep a record of its proceedings and transactions. Agenda notices and minutes of the Committee shall be filed with the District Secretary for transmittal to the Board of Directors.

**Section 9. OFFICERS.** The Committee at their regular meeting in April of each year, shall select a chair and vice chair from the voting members of the Committee. Their duties 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.

**Section 10. EFFECTIVE DATE.** The provisions of this Resolution shall be effective upon passage by four affirmartive votes of the Board of Directors and shall supersede all prior resolutions regarding the establishment of the Accessibility Advisory Committee.

**PASSED AND ADOPTED** this 12th day of November 2020 .

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Joe Wallace, President

Attest:

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Linda A. Nemeroff, District Secretary

I, Linda A. Nemeroff, District Secretary for the Alameda-Contra Costa Transit District, do hereby certify that the foregoing Resolution was passed and adopted at a regular meeting of the Board of Directors held on the 12th day of November 2020, by the following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Linda A. Nemeroff, District Secretary

Approved as to Form and Content:

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Jill A. Sprague, General Counsel