



AC TRANSIT  
ACCESSIBILITY  
ADVISORY  
COMMITTEE MEETING

# Roles & Responsibilities, Order and Decorum

Presented by Linda Nemeroff, District Secretary

June 14, 2022

# Agenda

- ▶ Background
- ▶ Role of the AAC
- ▶ Responsibility of AAC Members
- ▶ Role of the Chair
- ▶ Communications
- ▶ Questions

# Background

- ▶ Established by Resolution in 1990, First Committee appointed in 1991.
- ▶ It was the Board's desire to have the involvement and participation of an AAC with members representing seniors and individuals with disabilities to plan for and develop effective and efficient services to those communities and to promote awareness and education on issues pertaining to those communities.
- ▶ Membership is comprised of seniors, individuals with disabilities or people that represent these groups.
- ▶ Must use fixed route transit service and live within the District's boundaries.
- ▶ 14 Members appointed by members of the AC Transit's seven-member Board of Directors:
  - Each Board member has two appointees
  - Two-year Term (2020)
  - Members can be reappointed at the discretion of the Board Member that appointed them.
- ▶ Each year, the Board President appoints one liaison to the committee. The Board liaison is not a Committee member and cannot vote or make decisions as a member of the AAC.

# Role of the AAC

- ▶ The role/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.
- ▶ As an advisory body, the AAC makes **recommendations** to the Board of Directors and District staff for consideration.
  - Neither the AAC, nor individual committee members, can bind the District to a particular course of action.
  - However, the Committee can influence the decisions of the Board and staff.

# Role of the AAC, cont.

- ▶ Issues which may be addressed by the AAC include, but are not limited to:
  - Plans to purchase operating equipment (such as buses and other vehicles, passenger lifts, ramps, kneelers, steps and speakers);
  - Equipment, maintenance and modifications;
  - Bus headsigns, logos, and signage;
  - Appropriateness of bus stop locations;
  - Functional arrangement of bus stops (such as location, recognition, identification, pole, 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 Board of Directors or staff.

# Responsibility of AAC Members

- ▶ Offer meaningful participation, and relevant input.
- ▶ Select a chair and vice chair and follow their lead.
- ▶ Give each speaker their undivided attention.
- ▶ Abide by open meeting laws, aka “The Brown Act”.
  - ▶ Ensure meetings are properly noticed and open to the public.
  - ▶ Only discuss the items listed on the published agenda.
  - ▶ Allow for public comment on items within the committee’s subject matter jurisdiction.
  - ▶ Prohibits a majority of the Committee members (8) from holding private meetings outside of the public’s view.

# Responsibility of AAC Members

- ▶ Follow Board Policy 701 – Conflicts of Interest and Standards for Ethical Conduct:
  - ▶ Provide fair, unbiased, and equal treatment to all persons and matters coming before the Committee.
  - ▶ Compliance with the Political Form Act (Form 700).
  - ▶ Attend all meetings unless excused.
  - ▶ Be respectful towards others, refrain from abusive or disruptive conduct.
  - ▶ Refrain from making personal charges or verbal attacks upon the character, motives, ethics, or morals of others, or other personal comments not germane to the issue(s) under consideration.
  - ▶ Maintain professional conduct with staff. Do not publicly or privately engage in personal attacks.

# Role of the Chair

- ▶ The Chair is responsible for maintaining order and decorum at the meeting to ensure the process is fair, efficient, democratic, orderly and keeps the Committee moving toward its goals. Staff should not interfere with the function of the committee.
- ▶ Guides the legislative process by reading the item number, the description and Staff Report number aloud. This will help the Committee members and public follow along at the meeting.
- ▶ Ensures that Public Speakers are heard and abide by time limits.
- ▶ Controls the flow of the meeting by recognizing members of the Committee who ask to speak. Allows all members speak once before allowing anyone to speak a second time.
- ▶ Call for motions AND keeps track of motions and amendments.
- ▶ Call for a Roll Call Vote (virtual & teleconferenced meetings).
- ▶ Repeat motions when requested. Announce the passage or defeat of a motion as well as who voted no or abstained.
- ▶ When discussions get off-track, the chair gently guides the group back to the agenda.
- ▶ Models courtesy and respect and insists that members do the same.
- ▶ Allow a consensus to have the final authority of the group.



# Communications

- ▶ The AAC communicates its recommendations to the Board of Directors in the following ways:
  - ▶ Through the minutes of its meetings
  - ▶ Through Official correspondence from the Committee Chair on behalf of the Committee
  - ▶ Through the Board Liaison
  - ▶ Through staff
- ▶ Recommendations require collective decision-making by the Committee as whole at a noticed public meeting.

# Questions?

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- ▶ Contact the District Secretary's Office:
- ▶ Linda Nemeroff, [lnemeroff@actransit.org](mailto:lnemeroff@actransit.org), 510.891.7284
- ▶ Thank you!

