

CHARTER FOR THE
COMMITTEE ON ACCESSIBLE TRANSPORTATION (CAT)
UTAH TRANSIT AUTHORITY

Approved by the UTA Board of Trustees
October 24, 2017

I. Purpose

The Utah Transit Authority (“UTA”) formed the Committee on Accessible Transportation (“CAT”) to offer recommendations and assistance to UTA on accessibility issues related to UTA’s facilities, equipment, routes, plans, and programs. UTA intends the CAT to provide the mechanism to ensure participation of individuals with disabilities in the continued development and assessment of transit services to persons with disabilities. The objective of the CAT is to offer advice to UTA on ways to provide access to fixed route and rail services and to complementary Paratransit service for people functionally not able to use the fixed route system. The CAT will provide broad representation of the disability and senior communities, as well as representation of UTA.

II. Membership

A. Voting members.

1. Voting members on the CAT may include:
 - i. Individuals with disabilities and parents or guardians of individuals with disabilities.
 - ii. Representatives from organizations that provide service to, or work with, individuals with disabilities.
 - iii. Advocates of and for individuals with disabilities and other appropriate individuals.
 - iv. Representatives from the senior community.
2. The CAT shall consist of no more than twelve (12) voting members with at least one (1) voting member representing each of the following membership categories:
 - i. Blind/Visually Impaired
 - ii. Deaf/Hearing Impaired
 - iii. Physical Disabilities/Mobility Impaired
 - iv. Cognitive/Learning Disabled
 - v. Mental Illness
 - vi. Multiple Disabilities
 - vii. Seniors
3. If there are not enough applications submitted for individuals to represent membership openings in each category, the CAT may by majority vote determine to fill the remaining open positions with individuals qualifying under one or more of categories (1) through (7), if there are such applications submitted.

B. Non-voting members. There will be one non-voting member representing each of the following UTA positions, business units, or offices:

1. UTA Board of Trustees Liaison
2. UTA Fixed Route Business Units
3. UTA Paratransit Operations

4. UTA Rail Services (TRAX)
 5. UTA Rail Services (FrontRunner)
 6. UTA Paratransit Customer Support
 7. UTA ADA Compliance Officer as Staff Liaison to the CAT
 8. UTA Staff as Secretary to the CAT
- C. Membership Terms.
1. The term of office of voting members shall be two years, ending in June of the second year of the two-year term.
 2. A voting member may be appointed for two consecutive two-year terms.
 3. Former CAT members interested in serving additional terms on the CAT may reapply for membership after taking at least a one year leave from CAT membership.
- D. Applications for Membership. Before or during March of each year, the UTA staff liaison to the CAT shall cause a notice seeking applications for CAT membership to be prepared and posted on the UTA website, and to be provided to organizations representing a segment of the disability community. Current CAT members are encouraged to participate in recruiting new applicants. CAT membership is open to individuals living in any part of UTA's service area. Applications will be posted on the UTA website and provided by the UTA staff liaison on request to interested individuals. The application form will ask for the applicant's name, address, phone number, membership category representation, and reasons for wanting to serve on the CAT. A member whose first two year term is ending must submit an application to be considered for a second term. Former CAT members who have not been voting members for at least one year and are interested in being considered again for CAT membership must also submit an application to be considered for an additional term. Applications for new membership on the CAT must be received in April of each year. The application due date will be determined annually by the Planning and Community Outreach subcommittee. Applications received will be classified as private by UTA.
- E. Membership Selection. The Planning and Community Outreach Subcommittee will review the applications received, select a recommended slate of new voting members, and present its recommendations to the CAT for approval at the May meeting. The CAT may deliberate, but not vote, on the membership recommendations in closed session. A closed session may only be held on the affirmative vote of two-thirds of the voting members of the CAT who are present. Minutes of any closed session shall be recorded by the Secretary, consistent with the Utah Open and Public Meetings Act, Utah Code Annotated §54-4-2016.
- F. Attendance. Each CAT member is expected to attend all meetings and perform other assignments as directed by the CAT. If a member is absent from five meetings, either regular CAT meetings, subcommittee meetings or any combination thereof between July 1 and June 30, the voting CAT member shall be replaced.
- G. Election of Chairperson and Vice Chairperson. The Planning and Community Outreach subcommittee shall survey voting members in March for nominations for Chairperson and Vice Chairperson. Nominations shall be accepted by the Planning and Community Outreach subcommittee until the close of business on the Friday preceding the April meeting of the Planning and Community Outreach subcommittee meeting. The date for this deadline will be announced during the March meeting of the full CAT committee. The Chairperson and Vice Chairperson of the CAT shall be elected by secret ballot by a majority of the voting members at the May meeting. The Chairperson may not serve in

that position for more than two one-year terms or until his or her successor is elected to that position.

- H. Appointment of Secretary. UTA shall provide a UTA employee to act as Secretary to the CAT.

III. Members' Duties and Responsibilities

The CAT is a non-governing advisory board that shall provide disability related consumer insight to UTA management, as well as the UTA Board of Trustees on matters pertaining to accessible transportation services consistent with the Americans with Disabilities Act of 1990 and its regulations and its subsequent amendments. Members shall:

- A. Promote community support for UTA's accessible transportation systems.
- B. Attend and participate in CAT meetings and accept subcommittee assignments as requested.
- C. Make recommendations for UTA policies and procedures regarding accessible transportation, as well as the CAT charter and CAT subcommittee procedures.
- D. Review UTA proposals for accessible transportation services and provide input on factors related to accessibility qualifications of proposals.
- E. Review accessibility of the fixed route and rails services and provide suggestions for increased use of those services by persons with disabilities.
- F. Review appropriate use of UTA's paratransit service and provide suggestions for increased effectiveness.
- G. At UTA's request, recommend ad hoc members to study various service specifications and technical aspects of the system.
- H. Assist with the recruitment of new CAT members.
- I. Plan, attend, and participate in the annual recruitment open house and ADA celebration.
- J. Participate in disability sensitivity training for UTA employees.

IV. Subcommittees

There shall be three subcommittees: Executive, Planning & Community Outreach, and Services. With the concurrence of the majority of the CAT members, the Executive Committee shall appoint CAT members to serve on a subcommittee. Annually, each subcommittee shall elect its own leadership to include at least a chairperson.

- A. Executive Subcommittee. The Executive Subcommittee consists of the CAT Chairperson and Vice chairperson, as well as the Chair of the Services and Planning and Community Outreach subcommittees. The executive subcommittee will meet at least every other month to review goals of the CAT, to resolve membership issues, and coordinate resources to support all subcommittees.
- B. Planning & Community Outreach Subcommittee. The Planning and Community Outreach Subcommittee is responsible for CAT membership (including the annual membership open house), leadership elections, planning the annual ADA celebration, and reviewing the CAT charter. This subcommittee may provide advice to UTA on providing information to the general public, advocacy organizations, and others about UTA's accessible services as well as UTA's efforts to meet and exceed accessibility goals. The Planning and Community Outreach subcommittee may aid in providing disability sensitivity/awareness training. This subcommittee will work with all of UTA, most specifically customer concerns and community relations and marketing.

- C. Services Subcommittee. The Services Subcommittee is responsible for providing feedback on all of UTA services and programs, including fixed route bus, rail, and paratransit services, as well as the general direction for UTA on issues related to accessibility. To assure accessibility, non-discrimination and program efficiency, the Services subcommittee may review and provide recommendations on a broad range of topics including: services changes (e.g., routes, stops); UTA policies and procedures; project designs; equipment and vehicles (i.e., buses and train cars); alternate funding sources; fares, including new fare cards and fare policy; service expansion; paratransit eligibility and related appeals; and other changes to UTA services and programs. The Services subcommittee is responsible for reviewing the Paratransit Riders Guide at least biannually.

V. Officers' Duties

- A. Chair. The Chair shall:
 - 1. Provide input and background on agendas for meetings of the full CAT.
 - 2. Preside at and facilitate all meetings of the CAT and Executive Subcommittee.
 - 3. Ensure that all recommendations of the CAT are duly executed and/or transmitted.
 - 4. Be the spokesperson for the CAT.
 - 5. Give general direction to the work of the CAT.
 - 6. Appoint subcommittee Chairs.
 - 7. Oversee the work developing annual subcommittee goals and complete annual evaluation of progress toward accomplishing these goals.
 - 8. Report significant CAT accomplishments to the UTA Board of Trustees on an annual basis.
 - 9. Perform other duties as directed by the CAT with concurrence of UTA.
- B. Vice Chair. The Vice Chairperson shall:
 - 1. Preside at and facilitate meetings at which the Chairperson is not present.
 - 2. Serve as the interim Chair of the CAT in cases where the individual elected to be the Chair of the CAT can no longer serve as the Chair.

VI. UTA Staff Liaison

- A. The UTA ADA Compliance Officer will be the UTA staff representative ("Staff Liaison") to work directly with the CAT.
- B. The Staff Liaison may engage other UTA staff or delegate assignments as necessary to other UTA staff, but the Staff Liaison is the primary point of contact for UTA and will maintain all responsibility for management, direction and oversight of the CAT.
- C. The Staff Liaison will be responsible for all correspondence with CAT members including but not limited to preparing meeting agendas, taking meeting minutes, arranging for meeting space and meals as necessary.
- D. The Staff Liaison will be responsible to provide timely reports and feedback to the CAT on all subjects, tasks and projects which the CAB has been asked to engage.
- E. The UTA President/CEO or his or her designee will meet with the CAB at least one (1) time annually to give an update on the state of UTA.

VII. Board of Trustees Liaison

The Chair of the UTA Board of Trustees will appointed a member of the Board to serve as the Board of Trustees Liaison ("Liaison") to the CAT. The Liaison shall attend bi-monthly meetings of

the full CAT Committee and shall furnish reports to the CAT on Board activities or decision which may be of interest to members of the CAT. Additionally, the Liaison will report to the members of the Board subcommittee(s) on which the Liaison serves, as well as the full Board of Trustees as needed, any relevant advice offered and/or concerns raised by the members of the CAT.

VIII. Meetings

- A. Open Meetings. All CAB meetings will be held in accordance and consistent with the Utah Open and Public Meetings Act, Utah Code Annotated §54-4-2016.
- B. Schedule. The CAT will meet at least every other month on the second Monday of the month at the UTA Administration Offices at FrontLine Headquarters (FLHQ), 669 West 200 South, Salt Lake City, Utah, unless another date or location is otherwise agreed to by the CAT and UTA.
- C. Agenda.
 - 1. The UTA staff liaison to the CAT will prepare and email a proposed agenda to the CAT Chair and Vice Chair at least fourteen days prior to the next scheduled meeting of the full CAT committee.
 - 2. Upon approval by the Chair and Vice Chair, a draft agenda will be emailed to the CAT members at least seven days prior to the next scheduled meeting of the full CAT committee.
 - 3. Members may request additional items within the CAT's province be placed on the agenda up to five days before a scheduled meeting.
 - 4. If there are revisions to the agenda, an updated agenda will be sent to the CAT members at least four days prior to the next scheduled meeting of the full CAT committee.
 - 5. The final agenda for the next scheduled meeting of the full CAT committee will be publicly noticed at least three days prior to the next scheduled meeting of the full CAT committee.
- D. Rules of Order. Business of the CAT shall be transacted in accordance with *Roberts Rules of Order, Newly Revised*.
- E. Quorum. A majority of all voting members of the CAT must be present to constitute a quorum for the transaction of business. No business of the CAT shall be transacted except at a meeting at which a quorum is present. If less than a quorum of the CAT is present, a majority of those present may vote for adjournment.
- F. Minutes. The Secretary to the CAT will prepare minutes of each meeting. A draft of the minutes will be sent to the CAT members following the meeting. Corrections to the minutes will be accepted at the next meeting.
- G. Alternate Format. Every effort will be made to have all documents, including agendas, minutes, and handouts provided in the appropriate and requested alternate format as requested by a CAT member. The alternate format will be provided at least three days prior to a meeting.