

# CITIZENS MULTIMODAL ADVISORY COMMITTEE

## STATEMENT OF PURPOSE AND PROCEDURES

Effective November 1, 2023

### I. STATEMENT OF PURPOSE

The purpose of the Citizens Multimodal Advisory Committee (CMAC) is to provide information and advice to the Regional Transportation Commission (RTC) staff and Board on transportation policy issues, development of transportation planning documents, and implementation efforts related to public transportation and the regional street and highway system (including active transportation facilities). The CMAC is a component of RTC's "Public Participation Plan."

RTC staff will hold meetings to solicit information and advice requested by RTC staff. In addition to other information and advice, the CMAC shall provide information and advice to the RTC concerning the construction, installation and maintenance of benches, shelters and transit stops for passengers of public mass transportation in Washoe County as required by Nevada Assembly Bill 214 (2023).

RTC staff will provide regular written reports to the RTC Board regarding the information and advice provided by the CMAC.

### II. PROCEDURES

#### 1. Meetings.

- a. Regular meetings will be held monthly on the first Wednesday of the month at 5:30 p.m., or at such other day and time as established by RTC staff. Regular meetings will generally last one hour but may be shorter or longer as appropriate. Special meetings may be called as necessary.
- b. The CMAC shall meet at least four times annually. *See* Nevada Assembly Bill 214 (2023).
- c. The meetings will be held by use of a remote technology system with no physical location.
- d. The meetings are open to the public and are subject to the provisions in NRS chapter 241.

#### 2. Members.

- a. The CMAC shall consist of up to seventeen (17) members.
- b. The RTC Board will appoint members annually prior to July 1, or as soon thereafter as possible, based on RTC staff recommendations.
  - i. Two members (Transit Members) shall be employees of a company that

contracts with the RTC to operate the public transit system in Washoe County, are not in a supervisory role, and are recommended by the principal officers of the employee organization that represents such employees. *See Nevada Assembly Bill 214 (2023).*

- ii. The other 15 members (General Members) may be anyone from the general public.
- c. Each member serves without compensation and is not entitled to allowances or expenses.

3. Terms.

- a. Members shall serve on the CMAC for a term of one year but may be reappointed for additional terms.
- b. Each term will be from July 1 of one year to June 30 of the following year.

4. Service Commitments of General Members.

- a. RTC staff will encourage General Members to commit to a 3-year service commitment.
- b. RTC staff will create three groups of five General Members each and stagger the 3-year service commitments for the three groups so that the 3-year service commitments for one of the groups ends on June 30 of each year.
- c. The maximum number of full 3-year service commitments a General Member may serve is two.

5. Vacancies.

- a. A vacancy in the membership of the CMAC may be created if the member resigns, or if RTC staff removes the member.
- b. RTC staff may remove a member that fails to attend three or more meetings in a twelve-month period or fails to comply with other rules established for the CMAC.
- c. RTC staff shall remove any member that is willfully disruptive of a meeting or disrespectful to other members or RTC staff.
- d. In the event of a vacancy, the RTC Board will appoint a person to serve out the remainder of the departing member's 3-year service commitment.
- e. A vacancy occurring in the membership of the CMAC will be filled when members are appointed annually by the RTC Board. In its discretion, the RTC Board may fill vacancies at other times as recommended by RTC staff.

6. Applications for General Members; Recommendations for Transit Members.

- a. RTC staff will solicit applications from qualified members of the public that are interested in being General Members.
  - i. RTC staff will advertise for potential members of the public using traditional and social media outlets.

- ii. RTC staff will compile a list of interested members of the public that have submitted applications.
- iii. RTC staff will make a conscientious effort to recommend appointment of members of the public who represent all of the various communities within the region in terms of experience, expertise, demographics, and geographic area.
- b. RTC's Director of Public Transportation will coordinate with the principal officers of the employee organization that represents employees of a company that contracts with the RTC to operate the public transit system, to solicit their recommendations for two Transit Members. *See Nevada Assembly Bill 214 (2023).*

7. Quorum.

- a. A quorum must be present for the CMAC to hold a meeting.
- b. A "quorum" means a majority of the membership of the CMAC. NRS 241.015(5).
- c. If a vacancy occurs on the CMAC, the necessary quorum is reduced as though the membership does not include the vacancy. *See Nevada Assembly Bill 52 (2023).*

8. Voting. The number of votes necessary to take action on a matter is an affirmative vote taken by a majority of the members present. NRS 241.015(1)(c).

9. Chair and Vice-Chair.

- a. At its first meeting after July 1, the CMAC shall elect a chair and vice chair from among its members.
- b. The term of the chair and vice chair position shall be from the date of election until June 30 of the following year.
- c. In the event of a vacancy in the chair or vice chair positions, the CMAC shall elect a replacement chair or vice chair to serve out the remainder of the term.

10. Reasonable Modifications. The Executive Director shall have authority to make reasonable modifications to this Statement of Purpose and Procedures when necessary to comply with changes to the law, and for the effective operation and governance and of the CMAC.