



Citizens Accessibility Advisory Committee Charter

(Revised July 2018)

Purpose

Founded in 1999, the purpose of the Citizens Accessibility Advisory Committee (CAAC) is to provide feedback regarding challenges and solutions for people with disabilities and older adults using Sound Transit bus and rail. The work of this committee enhances other public involvement groups and activities through its crucial focus on ADA compliance and accessibility best practices. It is an important part of the process that helps Sound Transit to provide regional transportation that is accessible to everyone.

Role of the Committee

The committee will identify challenges and solutions for the purpose of improving regional mobility, provide input regarding existing and future projects, and advise Sound Transit staff on the enhancement of transportation services for individuals with disabilities and older adults. Issues taken up by the committee will focus on improvements to the system that will benefit all riders including people with disabilities and older adults.

Areas appropriate to the purview of the CAAC include but are not limited to:

- ST Express bus, Link light rail, Tacoma Link light rail, and Sounder commuter rail
- Stations and stops used by Sound Transit buses and trains
- Park-and-ride lots operated for Sound Transit riders
- Expansion plans, design and construction

- Innovative mobility projects

Areas not under the purview of the CAAC include but are not limited to:

- Local bus service provided by King County Metro, Community Transit, Pierce Transit, and other human service transportation providers not under contract with Sound Transit
- Private transportation service provided by taxicab, transportation network companies (Uber and Lyft), motorcoach and charter service
- Individual customer issues such as a late pick-up for a specific trip or unsatisfactory performance from a specific driver. All such complaints will be processed through Sound Transit's customer feedback program

The work of the committee is one opportunity for public engagement and does not replace other outreach or public involvement efforts. Committee input will be considered in the decision making process. Final decisions will reside with the Sound Transit Board and staff.

Membership

The CAAC is a 15 member committee representing the diverse ridership of Sound Transit. Committee members are Sound Transit riders who have a disability, are 65 or older, family members or caregivers of people with disabilities or older adults, and professionals or volunteers in the field of disability and aging services. They represent the geographic service area as follows:

- Two members from each of the following:
 - Pierce County
 - South King County
 - North King County
 - East King County
 - Snohomish County
- And five members at large

Term Limits

All members will be appointed for two year terms and eligible to serve three consecutive terms for a maximum of six years consecutive service. CAAC members active in 2018 will be eligible to serve through the end of 2019 and eligible to apply for two additional consecutive terms. New members appointed to serve in 2018 will serve through the end of 2020 and eligible to apply for two additional consecutive terms. Approximately half of the committee will rotate off each year with the option to apply for consecutive terms as specified above.

Sound Transit will have the option to fill vacancies which occur during the term cycle without going through the application process. If no qualified individual is available to serve, the vacancy will be filled through the application process at the start of the next term cycle.

Recruiting

Sound Transit will issue a recruitment notice each year to fill open positions, review all applications, conduct follow-up interviews as needed, and select the most qualified and eligible applicants to serve.

Member Responsibilities

Sound Transit relies on the CAAC as a means for soliciting and receiving input regarding the accessibility of our service and guidance for continuing to improve mobility options for people with disabilities and older adults in the Sound Transit service area.

Individuals agreeing to serve on the CAAC are expected to take an active role as advisors on accessibility and may be called upon to contribute as follows:

- Gain a working knowledge of Sound Transit's plans, policies and programs
- Proactively engage colleagues and peers not serving on the CAAC to gain a greater insight into the customer's experience of Sound Transit

- Take a leadership role in sharing information with the public regarding the accessibility of Sound Transit's services
- Review background materials, brochures and training manuals
- Review equipment, facility, signage and service design
- Participate in orientations, training, site visits and other activities
- Participate in periodic surveys for the purpose of evaluating the committee's effectiveness and to recommend improvements

Attendance

To remain a member in good standing, members must attend 75% of all regularly scheduled business meetings and 50% of other meetings such as field trips. There must be at least 50% of appointed members in attendance in order to constitute a quorum for the purpose of conducting committee business. If a member is unable to attend a meeting, no substitutes or alternates may attend in their place.

Organization

At the first business meeting of the CAAC each year, the committee will select a chair and a vice-chair by majority vote. Members shall serve in these positions for one year and be eligible for reelection for two consecutive terms (a total of two years). Members completing the maximum two years of service as chair or vice-chair will be eligible to serve again after a break of one year. If the chair and the vice chair are not available for a meeting, Sound Transit staff will chair the meeting.

Order of Business

The chair or vice chair is responsible for maintenance of order and decorum at all meetings with support from Sound Transit staff as needed. The chair will appoint subcommittees as appropriate. The committee will follow parliamentary procedures for the meetings.

Meeting agendas will be set by Sound Transit staff with input from the chair. CAAC members will have the opportunity to add agenda items at the

start of each meeting. Summary minutes of each meeting will be recorded by Sound Transit staff. Meeting minutes will be distributed to CAAC members and made available to the public online or directly to individuals by request. Sound Transit staff will prepare a summary report of committee activities at the end of each year. This report will be presented to the committee for review and feedback and made available to the public online or to individuals by request.

Public Comments

Public comments will occur at the beginning of the meeting before any business is conducted. Members of the public who wish to speak will be required to sign a roster prior to the start of the meeting. Each person will have three minutes to address the committee and may submit written material for review. The time limit may be reduced to accommodate the number of speakers.

Miscellaneous

Sound Transit will provide reasonable accommodation to CAAC members to facilitate full participation at meetings and other events and may reimburse committee members for predetermined expenditures.

Sound Transit reserves the right to change the charter as needed and will present revisions to the committee for feedback. The CAAC may be disbanded and reconstituted as necessary to ensure an effective public engagement process.