



Metro[®]

**LOS ANGELES COUNTY
METROPOLITAN TRANSPORTATION AUTHORITY**

**ACCESSIBILITY ADVISORY COMMITTEE
BYLAWS**

ARTICLE 1 - NAME

The name of the Committee shall be the Los Angeles County Metropolitan Transportation Authority (Metro) Accessibility Advisory Committee (AAC).

ARTICLE 2 - PURPOSE

The purpose of the AAC is to assist Metro in improving and promoting bus and rail services for persons with disabilities and older adults.

ARTICLE 3 – MEMBERSHIP

Composition: The Accessibility Advisory Committee shall consist of no less than ten (10) and no more than twenty-four (24) members appointed following nominations by organizations and individuals.

Prospective committee members must submit to an interview conducted by the Steering Committee and attend at least three Accessibility Advisory Committee meetings as a member of the public prior to applying for membership. The three meetings must

occur consecutively on months where the committee is scheduled to meet.

The AAC is composed of representatives that are regular users of Metro bus and rail services within the region they represent and/or represent specific disability groups using Metro services. A “regular user” is defined as one normally using Metro bus and/or rail services at least two (2) times per month. Members should also have an understanding of the mobility needs of their community. Exceptions to the “regular user” rule may be granted by a unanimous vote from the Steering Committee.

Committee members are individuals, and do not have an alternate(s).

Representation: Members are appointed according to the Metro Board approved criteria that creates a diverse representation of older adults, persons with disabilities, ethnicity, gender, and geography.

AAC members shall be selected to reflect Metro’s five (5) Service Council regions: Gateway Cities (Southeast LA County), San Fernando Valley, San Gabriel Valley, South Bay, and Westside/Central.

Terms of Service: Each AAC member shall serve a term of three (3) years, which shall be staggered among members. Members shall be assigned a Group for purposes of staggering terms. Members can serve more than one (1) three (3)-year term if re-appointed.

Eight (8) representatives shall be appointed to a three (3)-year term; known as Group A.

Group A terms will expire on August 31, 2020, and every three (3) years thereafter.

Eight (8) representatives shall be appointed to a three (3)-year term; known as Group B.

Group B terms will expire on August 31, 2021, and every three (3) years thereafter.

Eight (8) representatives shall be appointed to a three (3)-year term; known as Group C.

Group C terms will expire on August 31, 2022, and every three (3) years thereafter.

Each Group shall contain two (2) members representing each of the five (5) Service Council areas detailed above.

All Committee members will be required to adhere to the Los Angeles Metro AAC Code of Conduct.

ARTICLE 4 – ATTENDANCE AT MEETINGS

Members are expected to participate in regularly scheduled AAC meetings. Any member who has three (3) consecutive unexcused absences shall be notified of the attendance policy in writing and via their preferred method of contact. Any member who has four (4) consecutive unexcused absences or four (4) unexcused absences during any twelve (12) month period may be removed from the AAC. Members having missed all meetings, regardless of any excused

absences within a twelve (12) month period, may be dismissed from the AAC under the discretion of the Steering Committee. Members who notify Metro of their absence by the end of the next business day, on which a regularly scheduled monthly meeting had been scheduled, shall be excused from the attendance requirement for that meeting. Members in good standing who resign from the committee will be eligible for immediate reinstatement upon reapplication. Members who are dismissed or resign while not in good standing will need to wait for one year before becoming eligible to reapply for admission. A member who cannot continue AAC participation shall submit resignation to the AAC through Metro staff. AAC members shall be notified of all resignations at the next regularly scheduled meeting.

ARTICLE 5 - VOTING / QUORUM

A majority of the membership - fifty percent plus one (1) member (50% + 1) - must be present at a meeting for a quorum.

Action Items brought to the AAC shall be decided by a majority vote of all members present at the meeting. A quorum must be achieved in order for the AAC to address Action Items. Action items include but are not limited to any items requiring a vote. The meeting Chair shall cast a vote only in the event of a tie. The attendance of an AAC member is required, should they choose to bring forth a particular issue for AAC approval, and also to vote on any issue brought to the AAC. The attendance of an AAC member bringing forth a particular issue for AAC approval, including vote, must be present at the AAC meeting.

Members who know in advance that they will be absent from an

AAC meeting may ask staff to present a synopsis of their views on issues being brought to the AAC that month and may forward written comments for presentation at the meeting.

ARTICLE 6 – OFFICERS

The AAC Officers shall consist of one (1) Chair and two (2) Vice-Chairs. An Officer shall serve no more than two (2) consecutive terms in a single Office and must have served on the AAC for a minimum of one (1) year (elected terms shall consist of two [2] calendar years). To be eligible for election to the Office of Chair, the candidate must be an active member attending a 3/4ths of scheduled meetings during a calendar year for a minimum of two (2) years.

Chair's Responsibilities: The Chair will preside over monthly AAC meetings, over Ad-hoc and Steering Subcommittees, and will represent the AAC at meetings of the Metro Board and Board Committees. If the Chair cannot attend a Metro Board or Board Committee event, the Chair may appoint another steering committee member or regular committee member to attend in their place. The Chair shall also appoint members to Ad-hoc Subcommittees as necessary. The Chair may also call for special meetings of the AAC, Ad-hoc and Steering Subcommittees as needed.

First Vice-Chair's Responsibilities: The First Vice-Chair will preside at meetings of the AAC in the absence of the Chair and represent the AAC at Metro Board and Board Committees in the absence of the Chair. The First Vice-Chair may oversee or Chair Ad-hoc or other Subcommittees established by the Chair. In addition, the First

Vice-Chair shall act as the parliamentarian to ensure that all rules established for conduct by the AAC and all State and Federal laws for public meetings are observed.

Second Vice-Chair's Responsibilities: The Second Vice-Chair will preside at meetings of the AAC in the absence of the other two (2) Officers. The Second Vice-Chair may chair Ad-hoc or Subcommittees established by the Chair. The Second Vice-Chair shall keep the attendance records of all members and report to the AAC the status of those members who do not comply with the attendance requirements.

Officer Vacancy: Should an Officer resign or be terminated; the Officer position immediately below will move upward to fill the vacant seat and a new Second Vice-Chair shall be elected from the membership at-large at the next meeting of the AAC.

ARTICLE 7 – ELECTION OF OFFICERS

Officers will be elected every two years at the September AAC meeting and take office beginning with the October meeting. Should the September meeting be postponed, the election of Officers shall be at the next scheduled AAC meeting.

The Chair shall appoint a Nomination Subcommittee no later than two (2) meetings prior to the September meeting.

The Nomination Subcommittee shall present Officer recommendations to the committee at the meeting prior to the September meeting. Persons serving on the subcommittee can be

nominated for office. AAC membership will vote on each Officer position separately. The meeting Chair shall cast a vote only in the event of a tie.

ARTICLE 8 – MEETINGS

The AAC will typically meet two times every quarter, depending upon need. AAC meetings are subject to the Ralph M. Brown Act (Government Code Section 54952.3), requiring that all meetings involving Committee deliberations are open and public. Meetings of the AAC shall be conducted in accordance with “Robert’s Rules of Order Revised.”

Additional meetings of the AAC may be called by Metro staff or at the request of the Chair.

To facilitate full discussion of issues by the AAC, discussion of items will first involve AAC members. Public input will follow the guidelines established by the AAC or the Metro Board of Directors for public comments.

Meetings shall be held at the Metro offices, unless the Steering Subcommittee or Metro staff identify a special location and notify members at least seven (7) days in advance.

In case of an emergency, the committee may meet virtually or via teleconference in accordance with the Ralph M. Brown Act.

ARTICLE 9 – SUBCOMMITTEES

Steering Subcommittee: The three (3) Officers shall constitute the AAC's Steering Subcommittee. A fourth (4) Steering Subcommittee member may be appointed at the Chair's discretion. The appointed Steering Subcommittee member shall be an AAC member in good standing having served on the AAC a minimum of one (1) year.

Any action of the Steering Subcommittee shall be reported to the AAC as a whole at the following regularly scheduled meeting. The Steering Subcommittee is responsible for the following:

- a. Establishing the monthly AAC meeting agenda;
- b. Appointing AAC members;
- c. Contacting and determining continued interest of members whose attendance is delinquent; and
- d. All other activities pertinent to the successful operation of the AAC.

Nomination Subcommittee: The Nomination Subcommittee shall consist of three (3) AAC members in good standing identified by the Chair, **which will recommend one (1) member individual for each Office.**

ARTICLE 10 – AMENDMENTS

These By-Laws may be amended at any regularly scheduled AAC meeting as defined by Articles 5 and 7. Any recommended amendments shall be sent to AAC members at least seven (7) days before the meeting at which action is to be taken.

Amendments must be voted on by the committee and receive a majority of the votes to be ratified, in accordance with Articles 5 and 8 of the bylaws.

The below signed AAC Officers duly approve these By-Laws.