



*Austin Transit Partnership Board of Directors Resolution*

*Meeting Date: 1/19/2022*

*ATP-2022-002*

*Approval of the Community Advisory Committee Bylaws*

**Subject:** Approval of a resolution approving the Community Advisory Committee Bylaws.

**Fiscal Impact:** Does not apply.

**Business Case:** Does not apply.

**Executive Summary:** Approval of the Community Advisory Committee Bylaws is required by all three parties in accordance with the Joint Powers Agreement entered into by the Austin Transit Partnership, Capital Metropolitan Transportation Authority, and City of Austin.

**Responsible Department:** Legal

**Procurement Summary:** Does not apply.



**RESOLUTION  
OF THE  
AUSTIN TRANSIT PARTNERSHIP  
BOARD OF DIRECTORS**

STATE OF TEXAS

**Resolution ID: ATP-2021-002**

COUNTY OF TRAVIS

***Approval of the Community Advisory Committee  
Bylaws***

**WHEREAS**, the Austin Transit Partnership (“ATP”) is a local government corporation organized jointly by the City of Austin (“City”) and Capital Metropolitan Transportation Authority (“Capital Metro”) pursuant to Chapter 431, Subchapter D of the Texas Transportation Code, as amended; and

**WHEREAS**, the City and Capital Metro created the Project Connect Community Advisory Committee (“Community Advisory Committee”) to assist the City Council, Capital Metro Board, and ATP Board in engaging the community and advising on anti-displacement and equity matters related to Project Connect; and

**WHEREAS**, ATP entered into a Joint Powers Agreement with the City and the Capital Metro which requires all three parties to approve the Community Advisory Committee’s Bylaws; and

**NOW, THEREFORE, BE IT RESOLVED** that the ATP Board of Directors has reviewed and approved the Community Advisory Committee Bylaws attached hereto as Exhibit A.

\_\_\_\_\_  
**Casey Burack**  
**Secretary of the Board**

**Date:** \_\_\_\_\_

Exhibit A

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**BYLAWS OF THE**  
**Project Connect Community Advisory Committee**

**ARTICLE 1. NAME.**

The name of the board is Project Connect Community Advisory Committee

**ARTICLE 2. PURPOSE AND DUTIES.**

The purpose of the Project Connect Community Advisory Committee, referred to hereinafter as CAC, is to assist the Austin City Council (City Council), Capital Metropolitan Transportation Authority (Capital Metro) Board, and Austin Transit Partnership (ATP Board) in engaging the community and advising on anti-displacement and equity matters related to Project Connect, in its entirety, as well as to assist the community and the City Council in the creation and evaluation of neighborhood-level anti-displacement strategies and priorities and the identification of Key Performance Indicators related to equity and displacement and triggers thereof, leveraging the Project Connect Equity Tool.

The recommendations made by the CAC related to displacement mitigation measures or social equity issues that impact historically underserved populations must be considered at a public meeting of the ATP Board, City Council, or the Capital Metro Board, as appropriate, in accordance with the recommendations made.

As provided in the City Contract with the Voters (Res. No. 20200812-015), the City shall “create with the community, neighborhood-level prevention and mitigation strategies” and shall make “recommendations for funding proposals and implementation of identified strategies.” Further, ATP shall provide funding and “enter into interlocal agreements and/or grant agreements with the City to timely develop and implement anti-displacement strategies.” The CAC will provide support in the creation and implementation of these strategies.

As provided in the Joint Powers Agreement, the CAC shall also review Project Connect business impact mitigation strategies and public involvement plans prior to their approval.

**ARTICLE 3. MEMBERSHIP**

(A) CAC shall be composed of an odd number, **at least eleven members**, plus an ex-officio member, appointed by the City Council and Capital Metro Board. Eight or more community members will be selected through a nomination process and jointly appointed by the City and Capital Metro; five members will be appointed from within the following five existing advisory groups (one member each):

- City of Austin Urban Transportation Commission
- City of Austin Mayor’s Committee for People with Disabilities
- City of Austin Community Development Commission
- Capital Metro’s Customer Satisfaction Advisory Committee
- Capital Metro’s Access Advisory Committee

(B) The CAC member applicants shall:

- be residents of either the City of Austin or Capital Metro’s service area;

- have interests and experience that will assist the CAC in developing recommendations on community engagement and equity matters related to Project Connect;
- not be a person who is registered or required to register as a lobbyist under City Code Chapter 4-8 or who is employed by a person registered or required to register under City Code Chapter 4-8;
- not be an employee of the City of Austin, Capital Metro, or ATP; and
- not have a contract for real property, goods or services with the City of Austin, Capital Metro, or ATP, or be employed by such a contractor.

(C) CAC members serve for a term of two years beginning July 1<sup>st</sup> on the year of appointment. In the event of a vacancy or vacancies in the CAC, the remaining members may nominate an individual or individuals to be considered by the Nominating Committee as part of the Nominating Committee's process to fill the vacancy. The vacancy will be filled in the same manner and with similar requirements as the initial committee members, with approval required by the City Council and Capital Metro. The term of a member appointed to fill an unexpired term shall expire on the expiration date of the term of the member being filled.

(D) An individual CAC member may not act in an official capacity except through the action of CAC.

(E) A CAC member who is absent for three consecutive regular meetings or one-third of all regular meetings in a "rolling" twelve-month timeframe automatically vacates the member's positions subject to the holdover provisions in Section 2-1-27 of the City Code; however, at the discretion of CAC, extenuating circumstances on a case-by-case basis, may be considered. This provision does not apply to an absence due to illness or injury of the member, an illness or injury of a member's immediate family, active military service, or the birth or adoption of the member's child for 90 days after the event. A CAC member must notify the City and ATP staff liaison of the reason for the absence not later than the date of the next regular meeting of CAC. Failure to notify the liaison before the next regular meeting will result in an unexcused absence.

(F) At each meeting, each CAC member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda or identifies each agenda item on which the member has a conflict of interest. Failure to sign the sheet results in the member being counted as absent and his/her votes are not counted.

(G) All members shall abide by the ATP Ethics, Conflicts, and Nondisclosure Policy, as amended.

(H) A member who seeks to resign from CAC shall submit a written resignation to the chair, the staff liaison, or the city clerk's office. If possible, the resignation should allow for a thirty-day notice, so a replacement is secured.

(I) To the extent any member needs access to or to be provided with reimbursement for transportation or meals, or requires options for childcare necessary to participate in Committee activities, they shall contact the City staff liaison for accommodations.

#### **ARTICLE 4. OFFICERS.**

(A) The officers of CAC shall consist of a chair, a vice chair, and a secretary.

- 1 (B) Officers shall be elected annually by a majority vote of CAC at the first regular meeting after July 1<sup>st</sup>. In the  
2 event a current officer becomes ineligible to serve as an officer, CAC may hold an emergency election as  
3 needed.  
4
- 5 (C) The term of office shall be one year, beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>. An officer may continue to  
6 serve until a successor is elected. A person may not serve as an officer in a designated position of CAC for  
7 more than two consecutive one-year terms. A person who has served as an officer in a designated position  
8 of CAC for two consecutive terms is not eligible for re-election to that designated office until the expiration  
9 of two years after the last date of the person's service in that office. CAC, at its discretion, may override the  
10 term limit provision for an officer by an affirmative vote of two-thirds of the authorized CAC members.  
11
- 12 (D) A member may not hold more than one office at a time.  
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#### 14 **ARTICLE 5. DUTIES OF OFFICERS.**

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- 16 (A) The Chair shall preside at CAC meetings, and represent CAC at ceremonial functions.  
17
- 18 (B) The Chair and vice chair will appoint all committees and approve each final meeting agenda.  
19
- 20 (C) In the absence of the chair, the Vice-Chair shall perform all duties of the chair. In the absence of the Chair  
21 and Vice-Chair, the Secretary shall perform all duties of the chair.  
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- 23 (D) The Secretary shall ensure that the integrity of the minutes are kept. (The Secretary shall monitor the timely  
24 completion of meeting summaries of the board's meetings.  
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#### 26 **ARTICLE 6. AGENDAS.**

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- 28 (A) Two or more CAC members may place an item on the agenda by oral request at a meeting of the CAC, or  
29 written request to the officers, and board liaison, at least five days before the meeting. After first  
30 consulting with and receiving input from the staff liaison, the officers shall approve each final meeting  
31 agenda.  
32
- 33 (B) CAC liaison shall submit the meeting agenda through the online agenda posting system for each meeting not  
34 less than 72 hours before the meeting.  
35
- 36 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).  
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#### 38 **ARTICLE 7. MEETINGS.**

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- 40 (A) CAC meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).  
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- 42 (B) CAC meetings shall be governed by Robert's Rules of Order, or some other parliamentary procedure  
43 adopted by the CAC.  
44
- 45 (C) CAC may not conduct a closed meeting without the approval of the city attorney.  
46
- 47 (D) CAC shall meet monthly or when it is legally required to meet, in order to comply with a legal deadline. In  
48 November of each year, CAC shall adopt a schedule of the meetings for the upcoming year, including  
49 makeup meeting dates for the holidays and cancelled meetings.

- 1  
2 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more  
3 members. The call shall state the purpose of the meeting. CAC may not call a meeting in addition to its  
4 regularly scheduled meetings as identified in its adopted meeting schedule, more often than once a  
5 quarter, unless the meeting is required to comply with a statutory deadline, or a deadline established by  
6 Council.  
7  
8 (F) A majority of members constitutes a quorum.  
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10 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then  
11 the meeting may not be held.  
12  
13 (H) To be effective, CAC action must be adopted by an affirmative vote of the number of members necessary to  
14 provide a quorum.  
15  
16 (I) If only a quorum is present at a meeting, a board action is adopted by an affirmative vote of two-thirds of the  
17 quorum. If more than a quorum is present at a meeting, CAC action must be adopted by an affirmative vote of  
18 the number of members necessary to provide a quorum.  
19  
20 (J) The chair has the same voting privilege as any other member.  
21  
22 (K) CAC shall allow citizens to address it on agenda items and during a period of time set aside for citizen  
23 communications. The chair may limit a speaker to three minutes.  
24  
25 (L) The staff liaison, shall prepare the minutes from each meeting. The minutes of each CAC meeting must  
26 include the vote of each member on each item before CAC and indicate whether a member is absent or  
27 failed to vote on an item.  
28  
29 (M) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The Housing and  
30 Planning Department shall retain all CAC documents. The documents are public records under Texas Local  
31 Government Code Chapter 552 (Texas Public Information Act).  
32  
33 (N) The chair shall adjourn a meeting not later than 10 p.m., unless CAC votes to continue the meeting.  
34  
35 (O) Each person and CAC member attending a meeting should observe decorum pursuant to Section 2-1-48 of  
36 the City Code.  
37  
38 (P) A member of the public may not address CAC at a meeting on an item posted as a briefing.  
39  
40 (Q) CAC will be supported by ATP and the City staff liaisons.  
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42 (R) CAC may appoint delegates to attend ATP Technical Advisory Committee meetings on behalf of the CAC.  
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44 (S) CAC meetings shall be recorded and held in locations publicly accessible or virtually, as determined by the  
45 CAC.  
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47 **ARTICLE 8. SUBCOMMITTEES / WORKING GROUPS.**

48 COMMITTEES  
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1 (A) The Project Connect Community Advisory Committee, CAC, will have no subcommittees, unless approved in  
2 accordance with subsection (B).  
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4 (B) A subcommittee may be established at the discretion of CAC by an affirmative vote. A subcommittee cannot  
5 meet until its creation is approved by the City Council, ATP Board, and Capital Metro Board. Each subcommittee  
6 shall consist of at least three CAC members appointed by the chair. A City staff member shall be assigned to  
7 each subcommittee by the director of the City's Housing and Planning Department.  
8

9 (C) CAC chair shall appoint a member as the subcommittee chair, with the member's consent.

10 (D) A majority of the total number of appointed subcommittee members constitutes a quorum.

11 (E) Each subcommittee shall meet on a regularly scheduled basis at least quarterly.

12 (F) Each subcommittee shall make an annual report to CAC at the January CAC meeting.

13 (G) Subcommittee meetings must be posted in accordance with Texas Government Code Chapter 551 (Texas  
14 Open Meetings Act).

15 (H) At each subcommittee meeting, subcommittee members shall sign a no conflict-of-interest statement as it  
16 related to any item on the subcommittee meeting agenda or identify each agenda item where he/she has a  
17 conflict of interest.  
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#### 19 WORKING GROUPS

20 (A) CAC can determine the size of a working group but the number of CAC members serving on the working  
21 group cannot equal or exceed a quorum of CAC.  
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23 (B) A working group may be established at the discretion of the chair. CAC chair shall appoint members to the  
24 working group, with the members' consent.

25 (C) A working group may designate a chair, with the member's consent, but it is not required to do so.

26 (D) Quorum requirements do not apply to working groups

27 (E) Staff support may be provided for working groups

28 (F) Working groups are not required to post their meetings in accordance with the Texas Government Code  
29 Chapter 551 (Texas Open Meetings Act)  
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#### 31 **ARTICLE 9. PARLIAMENTARY AUTHORITY.**

32 The rules contained in the current edition of Robert's Rules of Order, or some other parliamentary rules  
33 adopted by CAC, shall govern CAC in all cases to which they are applicable, except when inconsistent with these  
34 bylaws or with special rules of procedure which CAC or city council may adopt.  
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#### 36 **ARTICLE 10. AMENDMENT OF BYLAWS.**

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An amendment of these bylaws may be made at any properly called meeting by CAC, with the approval by a super majority (two-thirds) of CAC members. A bylaws amendment is not effective unless approved by the City Council, ATP Board, and Capital Metro Board.

These bylaws were approved by the Project Connect Community Advisory Committee at their meeting held on \_\_\_\_\_.

\_\_\_\_\_  
*(Signature of Executive or Staff Liaison)*

\_\_\_\_\_  
*(Insert – Title -- Executive or Staff Liaison)*