

## Project Connect Community Advisory Committee Governance Considerations

As Required by City Council and Capital Metro Board Action on December 18, 2020:  
AMENDMENT TO INTERLOCAL COOPERATION AGREEMENT BETWEEN THE CITY OF AUSTIN AND  
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY FOR CREATION OF A LOCAL GOVERNMENT  
CORPORATION

See document at: <https://www.austintexas.gov/edims/document.cfm?id=352211>

- **Mission:** The Community Advisory Committee will assist the Board, City Council, and Capital Metro Board in engaging the community and advising on anti-displacement and equity matters related to Project Connect 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. The recommendations made by the Committee related to displacement mitigation measures or social equity issues that impact historically underserved populations must be considered at a public meeting of the Board, City Council, or the Capital Metro Board, as appropriate in accordance with the recommendations made.
- Members of the Committee shall serve for a term of two years.
- In the event of a vacancy or vacancies in the Committee, 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 (consistent with original selection process)
- The Committee is subject to the Open Meetings Act, codified in Chapter 551 of the Government Code.
- All meetings must be posted and made available to the public a minimum of 72 hours prior to meeting date and time.
- Committee meetings must be open to the public; subcommittee meetings are not subject to this requirement unless decisions resulting in actions going to council are made
- Attendance: number of meetings missed by a member can't exceed 3
- Taking notes and maintaining records
- Quorum: The Act defines a quorum as a simple majority of the members of the governmental body. Certain issues however, may have specific quorum requirements. Local units should check with their legal counsel. No action can be taken unless a quorum is present.
- Sunset date: how long will the committee remain active (thirteen years in our PC case, or until project connect is complete)
- The Committee shall adopt bylaws, to be approved by the Board, which must include ethics standards for members. The bylaws must also include a process for members of the Committee have access to or be given reimbursement for transportation, meals, and shall pursue options for providing childcare as necessary to participate in Committee activities.
- **Membership Ethical Conduct:**
  - Conflict of interest
  - Conduct
  - Undue advantage

## **Bylaws check List:**

NAME of the Organization

PURPOSE of the Organization (Keep CAC mandate in mind while writing your purpose.)

### **MEMBERSHIP**

1. Eligibility (who may be a member)
2. Types of membership (voting, nonvoting, active, honorary, student, and so on)
3. Resignation and reinstatement procedures

### **OFFICERS AND EXECUTIVE COMMITTEE**

1. Composition
  - Officers (president, president-elect, vice-presidents, secretary, treasurer)
  - Other members (number, how many elected, and how many appointed, ex-officio)
2. Terms of office (how long officers serve)
3. Nomination and election procedure
  - Nominating committee (method of selection, number of members, when they must present their recommendations)
4. Elections (when held, how conducted, filling vacancies, removal)
5. Duties of the individual members serving as officers (see suggested officer's responsibilities)

### **COMMITTEES**

1. List standing committees and authorize ad hoc committees as deemed necessary by the entire CAC. (Usually standing committees are those that must function year-round to sustain the organization (e.g., Parent Education, Executive, Local Plan, Communication, Membership, Legislation).
2. Appointment method (state that committee chairs serve at the pleasure of the president or are elected by the committee).
3. 3. Term of office
4. 4. Chairperson

### **MEMBERSHIP MEETINGS**

1. Regular meetings (number per year, method of notification).
2. Voting (state number for quorum).
3. Special meeting (specify when they may be called, by whom, and for what purposes, and manner of notification).
4. Open forum policy

Sources:

<https://www.austintexas.gov/edims/document.cfm?id=352211>

<http://www.austintexas.gov/edims/document.cfm?id=355338>

[http://www.austintexas.gov/edims/document.cfm?id=220544#:~:text=The%20Open%20Meetings%20Act%20\(Act,that%20body%20discusses%20public%20business.&text=In%20the%20City%20of%20Austin,meetings%20of%20a%20Working%20Group](http://www.austintexas.gov/edims/document.cfm?id=220544#:~:text=The%20Open%20Meetings%20Act%20(Act,that%20body%20discusses%20public%20business.&text=In%20the%20City%20of%20Austin,meetings%20of%20a%20Working%20Group)

<https://www.globaldisabilityrightsnow.org/sites/default/files/related-files/338/California%20Community%20Advisory%20Committee%20Handbook.pdf>