



OCTOBER 10, 2024

# Austin Light Rail Advisory Group

# Background

## + Governance Assessment Report (January 2024)

+ Best practices review and research review of 22 transit agencies

+ Interviews: Board, Employees, Other Stakeholders

+ Recommendations related to ATP Technical Advisory

Groups:

- Consolidation of three to one group
- Establish member composition, appointment process, rules, and procedures
- Determine meeting frequency
- Identify process for Board Member involvement
- Evaluate effectiveness after one year

To: ATP Board of Directors  
From: Casey Burack, Executive Vice President, Business & Legal Affairs  
Date: June 4, 2024  
Subject: Governance Assessment Report: Summary of Actions & Recommendations

On March 22, 2023, the ATP Board approved Resolution 2023-007, which directed the Executive Director to conduct a review related to ATP's governance as recommended by the Community Advisory Committee. The [Governance Assessment Report](#) (Assessment), presented to the Board in January 2024, evaluated the effectiveness of ATP's current operations at the Board level, including the Board's decision-making authority and the checks and balances in place to deliver Austin Light Rail.

The Assessment presented short-term and long-term implementation steps to aid in the effective delivery of Austin Light Rail. Below is a summary of the actions the Board has already taken related to the Assessment.

Board Action/ Resolution	Board Action
ATP-2024-004	Approved the Articles of Amendment to the Articles of Incorporation that, among other items, created staggered terms for ATP's community expert directors and provided for the creation of committees under ATP's bylaws
ATP-2024-005	Adopted the Amended and Restated Bylaws of ATP to allow changes to ATP's Bylaws to be approved by ATP

The Assessment also recommended amending certain governance documents to provide additional clarity and efficiencies to ATP's Board structure and advisory group structure.

#### Consolidation of Board Policies

The Assessment recommends consolidating ATP Board operational policies and clauses in the ATP Bylaws and Board Operating Procedures Policy, and implementing amendments including term limits, renewal criteria, experience requirements, and resignation protocols. To address other items noted in the Assessment, staff seeks to transfer language on Board of Director scope and composition from the Articles of Incorporation to ATP's Bylaws and to clarify roles and responsibilities for the executive director, board members, board chair, and ex-officio members.

#### Re-formation of Advisory Groups

The Assessment recommends restructuring ATP's advisory groups, transitioning from three separate bodies to one interdependent group with expertise helpful to ATP's implementation of Austin Light Rail. The modification of the Charter structure for the advisory groups would be accompanied by updated procedures that can offer term length and suggested frequency of meetings.

# Austin Light Rail Advisory Group



**7 MEMBERS**

APPOINTED BY THE BOARD



**4 YEAR**

STAGGERED TERMS



**MUST REAPPLY**

AT END OF TERM



**BOARD  
REPRESENTATION**



**QUARTERLY  
MEETINGS**

OR AS NEEDED



**EXPERTISE:  
LARGE-SCALE  
CAPITAL  
PROJECTS**

The advisory group serves to make recommendations and provides key information and materials to the Board, working with the ATP Board and ATP staff.

# Advisory Group Member: Charter Requirements

- Shall be residents of either the City of Austin or Capital Metro's service area
- Shall have demonstrated expertise relevant to large scale capital delivery projects
- Shall 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
- Shall not be an employee of the City, Capital Metro, or ATP
- Shall not have a contract for real property, goods or services with the City, Capital Metro, or ATP, or be employed by such a contractor

# Community Advisory Committee Participation

*DRAFT Guideline Language:*

“At the discretion of the Project Connect Community Advisory Committee (CAC), a member of the CAC may be designated to attend the Advisory Group meetings.”

# ATP Application & Appointment Process

- + Nominating Committee led by two members of the ATP Board as determined by the Board Chair.
- + The Nominating Committee will review applicants' information and make its recommendation to the full Board.
- + Advisory Group is appointed by the ATP Board

## Application Process

- + Resume with information evidencing relevant expertise
- + Letter of interest (maximum 2 pages)
- + Service Area, Conflict of Interest & Lobbying Form

# 2025 Proposed Application & Nomination Timeline

Month	Application Activity
December	Launch Austin Light Rail Advisory Group Application Process (minimum 30-day application process)
January	2025 ATP Board Chair, Vice Chair Designated
January/ February	Nominating Committee Established (Coordinated by ATP Board Chair)
February	Convene Nominating Committee for Application Review and Recommendation
March	Board Action to Appoint Austin Light Rail Advisory Group

