

11 POLICIES AND PROCEDURES GOVERNING TRANSPORTATION ACCESS ADVISORY COMMITTEE (TAAC)

11.1 CREATION AND PURPOSE

- 11.1.1** Pursuant to the requirements of the United States Federal Transit Administration, Section 504 of the 1973 Rehabilitation Assistant Act, the Americans with Disabilities Act of 1990 (ADA), and the Handicapped Transportation Program and ADA Paratransit Plan adopted there under by the RTCSNV, the Transportation Access Advisory Committee will provide public input on the special transportation concerns and needs of the elderly and disabled members of the community.
- 11.1.2** The TAAC shall serve as the RTCSNV's Paratransit Consumer Advisory Committee as required by the Americans with Disabilities Act.

11.2 MEMBERSHIP

- 11.2.1** The TAAC shall number no fewer than eight, nor more than 16 persons, each appointed by the RTCSNV.
- 11.2.2** Vacancies shall be filled by the RTCSNV from membership applications on file with the RTCSNV Chief Executive Officer or his or her designee. At its discretion the RTCSNV shall periodically solicit membership applications to be reviewed in the event of subsequent Committee vacancies.
- 11.2.3** The term of appointment of each member shall be for two years ending on June 30th of an odd-numbered year. Members may be reappointed for successive terms.
- 11.2.4** All Committee members shall be residents of Clark County, Nevada.
- 11.2.5** TAAC Member Absences
 - A. Excusal of an absence may be obtained by contacting the TAAC Chair, the RTCSNV Chief Executive Officer or his or her designee prior to the meeting at which the absence will occur.
 - B. Membership of any TAAC member who has three absences (excused or unexcused) within a calendar year, shall receive a warning letter.
 - C. Membership of any TAAC member who has four absences (excused or unexcused) within a calendar year, shall be terminated.
 - D. If a member is unable to attend a committee meeting that has been rescheduled to a future date they will not have that absence counted against their attendance, but they will have the option to participate in the committee meeting via conference line provided by the RTCSNV.
 - E. Staff will provide the Committee members and the RTCSNV with a TAAC Attendance Status Report each meeting clearly showing each member's accumulated absences for the appointment period.

- F. A Committee member with excessive absences (excused or non-excused) during their appointment term may risk non-reappointment.

11.2.6 Each TAAC member shall have one vote.

11.3 OFFICERS AND DUTIES

11.3.1 The members of the TAAC shall elect a chair and a vice-chair annually at the first meeting in July.

11.3.2 The succeeding chair will officiate at the July meeting and will serve for 12 months.

11.3.3 The chair shall preside at all meetings, call the meetings, and represent the TAAC at all meetings. The chair may choose to present a monthly progress report covering the TAAC recommendations to the RTCSNV.

11.3.4 In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

11.4 MEETINGS

11.4.1 Meetings of the TAAC will be scheduled bi-monthly beginning in July of each year, but a special meeting may be called as directed by:

- A. The RTCSNV Board or its Chief Executive Officer or designee
- B. The TAAC Chair
- C. The request of more than one-half of the membership
- D. The Chair of the RTCSNV Board

11.4.2 The presence of 1/3 of the membership shall constitute a quorum.

11.4.3 The TAAC shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at a TAAC meeting must be submitted to the Chief Executive Officer or his or her designee at least 12 working days prior to the meeting date. The Chief Executive Officer or designee may waive the 12-day requirement, in accordance with his or her authority pursuant to the RTCSNV Administrative Procedures for Agenda Processing. The recommendations of the TAAC on each item that comes before it will be forwarded to the RTCSNV Board.

11.4.4 No meeting of the TAAC shall last more than one hour and thirty minutes except by vote of a majority of those Committee members attending the meeting.

11.5 ROBERT'S RULES OF ORDER

11.5.1 *Robert's Rules of Order* will be used except as follows:

- A. Seconds will not be required for any motion.

B. The chair can make motions and can vote on any motion.