



## **Regional Transit Authority of Southeast Michigan Citizens Advisory Committee Application Process**

### **I. Introduction:**

The goal of the Southeast Michigan Regional Transit Authority is to create a public transit system that addresses the transportation challenges and opportunities facing our region. Achieving this goal will require the active involvement of a Citizens Advisory Committee.

Section 6 (19) of PA 387 requires the creation of a Citizens Advisory Committee, which may make recommendations to the RTA board.

### **II. Citizens Advisory Committee Purpose:**

The purpose of the Regional Transit Authority-Citizens Advisory Committee (CAC) is to advise the RTA on transit issues, make suggestions for improvements in transit service, and advocate for greater funding for public transportation.

Section 6 (20) of Michigan PA 387 (2012) provides that the CAC may make reports to the RTA board, including recommendations at each board meeting. A Citizens<sup>2</sup> Advisory Committee may do the following:

- Review and comment on the comprehensive regional public transit service plan for the public transit region and all annual updates;
- Advise the board regarding the coordination of functions between owners and operators of public transportation facilities within the public transit region;
- Review and comment on a specialized services coordination plan;
- Upon request of the board, provide recommendations on other matters that concern public transportation in the public transit region.

### **III. CAC Membership/ Composition:**

Section 6 (19) of PA 387 provides that the CAC will be comprised of a minimum of ten members. The board determined that the maximum number of CAC members is thirty.

- Forty percent of the CAC is comprised of users of public transportation. This group of public transportation users shall include:
  - One-quarter senior citizens or persons with disabilities;
  - Two individuals from the largest county, second largest county, third largest county and the fourth largest county participating in the RTA
  - Two individuals from the largest city (according to the most recent decennial census) located in the largest county participating in the RTA
  - Two individuals from all other counties participating in the RTA

- Forty percent of the CAC is comprised of individuals representing businesses, labor, community, and faith-based organizations.
- Twenty percent of the CAC is comprised of individuals from organizations representing senior citizens and persons with disabilities.

#### **IV. Meetings:**

Section 6 (20) of PA 387 provides that the CAC may meet at least once every quarter.

#### **V. General Qualifications for CAC Members:**

- CAC members should be able to communicate knowledgeably about RTA and public transit in general.
- CAC members should know how to use mass transit and, preferably, use it frequently. However, transit dependency is not a requirement for CAC membership.
- CAC members should be willing to advocate on behalf of the RTA and promote service.
- CAC members should have some familiarity with the existing transit providers (DDOT, SMART, AATA, and the People Mover) as well as transportation-related organizations/advocacy groups that have an impact on transportation policy in the region.
- CAC members do not need to represent advocacy groups.
- CAC members may be representatives of business and industry.
- CAC members do not need to be transit riders.

#### **VI. Soliciting Applications for the CAC:**

The RTA will post to its website, the websites of participating transportation providers (DDOT, SMART, AATA and the People Mover), and the websites of interested organizations/businesses, a formal application to serve on the Citizens Advisory Committee. In addition to the application, a brief description of the RTA and the legislatively mandated requirements/responsibilities of the CAC will also be listed. An opening and closing date will be established for the acceptance of applications.

#### **VII. CAC Applicant Screening Process:**

- Individuals interested in serving on the CAC must submit a completed application by the posted deadline.
- A Screening Committee, consisting of one or more RTA Staff Members and two or more RTA Board Members shall review all completed applications.
- The Screening Committee will evaluate each applicant on a fair and objective basis, utilizing the following criteria in addition to the requirements outlined in state law for CAC membership:
  - Exhibited desire to perform public service.
  - Ability to express ideas, concepts, or philosophies.
  - Availability to participate in the scheduled meetings.
  - Experience in advocacy or work on public transportation issues.

- Experience in working as part of a team towards a united goal – improved public transit.
- The Screening Committee shall forward a list of recommended applicants to the full RTA Board. RTA Board will approve the list of CAC members by majority vote.

**VIII. Length of Term:**

Individuals appointed to the CAC will serve for a two year term. CAC members seeking to serve a second term must apply for renewal through the normal application process described in this document.