

Washington Metropolitan Area Transit Authority
Board Action/Information Summary

Action Information

MEAD Number: 201172 Resolution:

Yes No

TITLE:

Revisions to Riders' Advisory Council Bylaws

PRESENTATION SUMMARY:

This presentation outlines proposed revisions to the Riders' Advisory Council's (RAC) Bylaws.

PURPOSE:

To request Board approval of proposed revisions to the RAC's Bylaws.

DESCRIPTION:

As the RAC is a group established by and reporting to the Metro Board of Directors ("the Board"), the Board has approval authority over the RAC's Bylaws and policies.

Key Highlights:

- The Metro Riders' Advisory Council was created in 2005 and its Bylaws were approved at that time. These bylaws call for their periodic review.
- The purpose of the RAC bylaws is to provide structure to the Council's governance and guidance to the Council and Board on the RAC's mission, goals and procedures.
- The RAC undertook a bylaws review during the summer of 2014, approving and forwarding proposed revisions to Metro staff in August 2014 for additional review. Staff has concluded its review of the RAC bylaws and is making recommendations for Board approval.

Recommended changes for the Board's consideration include:

- Changes in the RAC's structure and bylaw terminology to align with the language and structure used by the Board;
- Elimination of the Hiring Committee and acknowledgement of the Board Secretary's authority to hire the RAC Staff Coordinator with input from the RAC Leadership Committee;
- Revision to the timeline for recruitment and appointment of members to allow for a more thorough onboarding process and to allow new members to more fully participate in the RAC's annual officer elections; and
- The establishment of a due process provision for any RAC member under consideration for removal from the RAC.

Background and History:

On September 22, 2005, the Board of Directors approved the creation of a Riders' Advisory Council in Resolution 2005-44 and approved a set of bylaws under this resolution. Article X of these bylaws requires that the Board of Directors periodically review the operation of the Council and modify the bylaws as appropriate. The bylaws further state that "The proposed bylaws will be made final upon approval by the WMATA Board of Directors or its designee." Previous revisions to the RAC's bylaws were adopted on January 28, 2010 in Resolution 2010-01.

Discussion:

Article X of the current Riders' Advisory Council (RAC) bylaws states, "The WMATA Board will periodically review the operation of the Riders' Advisory Council and may modify its composition, structure or bylaws. Such review shall occur no less frequently than every five years, but may occur more frequently on an as-needed basis." Outlined below are proposed major changes, along with the rationale for such changes, as identified by both the RAC and WMATA Staff for Board consideration. Other minor changes reflect new section headings that more appropriately describe the content of the material, the combining of related sections under one article for better organization of the bylaws, and the addition of a table of contents for easy reference.

Article II – The Mission Statement and Rider Goals

Both sections are modified to align with the language in the WMATA Board of Directors bylaws regarding the purpose of the RAC. The Rider Goals section is renamed as Roles and Responsibilities.

Article III – Membership

A new section entitled "Appointment" is added to clarify that it is the WMATA Board of Directors that appoints RAC members. The revision also includes the possibility of the Board seeking input from current or former RAC members in recruiting new appointees.

The "Term of Office" section now includes a schedule of appointment that changes the selection time for new appointees from January of each year to October of the preceding year. This change allows new appointees to be identified earlier and invited to join meetings (albeit without the authority to vote) so they are familiar with the workings of the RAC prior to officially joining the committee in January. In addition, the RAC elects new officers in January of each year. The earlier appointment removes the disadvantage of new members having to vote for officers at the very first meeting of the RAC without the benefit of knowing or having engaged with any of the candidates.

"Termination of Membership," previously identified as Article IV, is now incorporated as a section of Article III for better organization. Additionally, the section includes a provision that allows due process for any member that is being considered for termination to address a quorum of the RAC and offer mitigating circumstances as to why they should not be terminated. Finally, the member will have the opportunity to resign in lieu of recommendation for removal to the Board.

Article IV – Officers (formerly Article V)

This section is amended to provide cross-jurisdictional support in electing the RAC Chair by requiring a nomination be received by a member of one jurisdiction and seconded by a member of a second jurisdiction. This change prohibits members of one jurisdiction from complete control of the nomination process. Further, since Vice Chairs are elected representing each jurisdiction, such nominee would now need to receive both the nomination and second from members of their respective jurisdiction. This requirement ensures that Vice-Chairs are put forth for consideration based on the desires of the jurisdictional members they represent.

Article V – Standing Committees and Special Committees (previously Article VIII)

Modeled after the Board of Directors organization structure, this Article establishes five standing committees: Budget and Finance Committee, Customer Service Committee, Governance Committee, Program, Planning & Projects Committee, and the RAC Leadership Committee (RAC Chair and Vice-Chairs). Standing committees allow RAC members an opportunity to deepen their expertise in a functional area and better contribute to the development of the RAC's annual work plan. The proposed language also allows the RAC to dissolve any Standing Committee by a two-thirds vote of the RAC membership.

The proposal further grants the RAC Chair the ability to appoint other committees as needed with concurrence of the full RAC membership.

Article VI – Staff Support

This article, previously incorporated as a section under former Article V - Officers, now stands alone. Proposed changes clarify and expand the role of staff support and delete the existence of a Hiring Committee in the selection of the RAC Liaison. The language vests the hiring decision of the RAC Liaison with the Board Secretary, but allows for prescribed input from the RAC Leadership Committee. Because the RAC Liaison is a WMATA employee, it is imperative that the hiring decision be made in accordance with WMATA policies governing the recruitment and selection of employees. With the exception of Board direct reports at the executive level, community appointees may not serve as hiring officials for WMATA employees.

Article VII – Meetings

This article is restructured and prescribes the regularity of meetings, establishes a meeting quorum and governs how meetings will be conducted.

Article VIII – Agendas, Minutes and Rules of Conduct

This article clarifies the expectation that RAC members and citizens to ensure meetings conduct themselves in a respectful and courteous manner during meetings. The RAC Chair may request individuals who fail to comport with the expectation to leave the meeting or, should the offending person refuse to leave, the Chair has the authority to recess the meeting until the environment is conducive to a productive meeting.

The article also now incorporates guidelines for responding to the media as outlined by the *Protocol for Riders' Advisory Council Media Relations* adopted by the Board of Directors in November 2013.

Article IX – Other Procedures (new)

This provision allows the RAC to develop and approve other procedures or standards

as necessary to govern its operations.

Article X – Bylaw Amendments (consolidates provisions from former Articles IX and X)

This revision now includes “may” language on the frequency of the RAC bylaw review (minimally every five years) and eliminates the provision requiring the Board of Directors to review the RAC operations every five years. It is not within the purview of the RAC to mandate how frequently the Board of Directors should act.

FUNDING IMPACT:

Change to advisory council governance; no impact on funding.	
Project Manager:	Jennifer Green-Ellison
Project Department/Office:	Office of the Board Secretary

TIMELINE:

Previous Actions	September 2005 - Creation of Riders' Advisory Council and approval of initial RAC Bylaws. January 2010 - Approval of revisions to RAC Bylaws. May - August 2014 - RAC input into proposed bylaws revisions.
Anticipated actions after presentation	December 2014 – Coordination with RAC members outlining the proposed and approved revisions to the bylaws.

RECOMMENDATION:

Approval of the proposed revisions to the Riders' Advisory Council's Bylaws as reflected in Attachment A.

SUBJECT: APPROVAL OF REVISIONS TO RIDERS' ADVISORY COUNCIL BYLAWS

RESOLUTION
OF THE
BOARD OF DIRECTORS
OF THE
WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY

WHEREAS, In Resolution 2005-44, the Washington Metropolitan Area Transit Authority (WMATA) Board of Directors created a Riders' Advisory Council and established Bylaws for its governance; and

WHEREAS, Article X of the Riders' Advisory Council (RAC) Bylaws require the Board to periodically review the operation of the RAC and modify Bylaws as appropriate; and

WHEREAS, The Bylaws further state that "the proposed Bylaws will be made final upon approval by the WMATA Board of Directors or their designee"; and

WHEREAS, In Resolution 2010-01, the Board adopted previous revisions to the RAC Bylaws; and

WHEREAS, In August 2014, the RAC initiated an internal review of its Bylaws and forwarded recommendations to WMATA staff for additional review; and

WHEREAS, The RAC Bylaws revisions include changes in the RAC structure and bylaw terminology to align with language and structure of the Board; elimination of the Hiring Committee and acknowledgment of the Board Secretary's authority to hire the RAC Staff Coordinator with input from the RAC Leadership Committee; revisions to the timeline for recruitment and appointment of members to allow for a thorough onboarding process, including the opportunity for more informed participation by new members in the RAC's annual officer election; and the establishment of a due process provision for any RAC member under consideration for removal from the RAC; now, be it therefore

RESOLVED, That the Board of Directors approves the recommended changes to the RAC Bylaws as reflected in Attachment A; and be it finally

RESOLVED, That this Resolution shall be effective 30 days from its adoption by the Board.

Reviewed as to form and legal sufficiency,



Kathryn H.S. Pett
General Counsel

WMATA File Structure No.:
2.3.3 RAC Policy and Procedures

**BYLAWS
OF THE
WASHINGTON METROPOLITAN TRANSIT AUTHORITY
RIDERS' ADVISORY COUNCIL BYLAWS**

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38

39 **ARTICLE I**
4041 **NAME**
4243 The name of the advisory group shall be the Washington Metropolitan Area Transit Authority
44 (WMATA) Riders' Advisory Council, and may be referred to as the "RAC."
4546 **ARTICLE II**
4748 **MISSION**
4950 A. **MISSION STATEMENT**
5152 The RAC exists to actively seek input from a broad range of riders and organizations
53 with an expressed interest in public transit on operational and budgetary issues that
54 affect Metrorail, Metrobus, and MetroAccess; advise the WMATA Board of Directors
55 (Board) on ways to resolve such issues in order to improve Metrorail, Metrobus and
56 MetroAccess services; advocate for riders to receive timely responses from WMATA
57 regarding their inquiries; and recommend possible solutions to the Board and staff,
58 based on public input, so that WMATA can effectively address the diverse needs of the
59 riding public.
6061 B. **ROLES AND RESPONSIBILITIES**
62

- 63 1. The RAC shall serve in an advisory capacity to the Board and will work with WMATA
-
- 64 staff to:
-
- 65
-
- 66 a. Provide advice and recommendations to the Board on operating and budgetary
-
- 67 issues that have a direct impact on Metrorail, Metrobus and MetroAccess riders;
-
- 68
-
- 69 b. Encourage transparent decision-making by WMATA that clearly reflects riders'
-
- 70 needs and concerns;
-
- 71
-
- 72 c. Seek input from a broad range of WMATA ridership;
-
- 73
-
- 74 d. Attend, listen and speak at community meetings to learn and represent riders'
-
- 75 perspectives;
-
- 76
-
- 77 e. Collaborate with advisory groups established by WMATA, including the WMATA
-
- 78 Accessibility Advisory Committee (AAC), which advises the Board on issues that
-
- 79 impact senior citizens and people with disabilities;
-
- 80
-
- 81

- 82 f. Foster rider awareness of the RAC and of the opportunities available for riders to
83 make their voices heard;
- 84
- 85 g. Hold public forums with special focus on an issue, geographical location or
86 targeted group as necessary to respond to riders' concerns; and
- 87
- 88 h. Develop recommendations that take into consideration the needs of riders
89 throughout the Transit Zone¹ and the financial impact of different solutions on
90 both customers and WMATA
- 91
- 92 2. RAC members will act responsibly and in the best interest of the communities/riders
93 they represent by:
- 94
- 95 a. Regularly attending and actively participating in scheduled meetings;
- 96
- 97 b. Gathering internal WMATA information as necessary for effective communication
98 and decision-making;
- 99
- 100 c. Establishing and submitting an annual work plan for Board approval; and
- 101
- 102 d. Executing and adhering to the RAC Standards of Conduct policy.
- 103
- 104

105 C. **COMMUNICATION WITH BOARD AND STAFF**

106

107 The RAC will provide a written monthly report to the Board concerning its activities and
108 recommendations and may send additional reports or recommendations, as appropriate.
109 At the discretion of the Board Chair, the RAC may respond to questions or present
110 verbal information in public session on items within the purview of the RAC.

111

112

113 **ARTICLE III**

114

115 **MEMBERSHIP**

116

117 A. **COMPOSITION**

118

119 The RAC shall be composed of up to twenty-one members appointed by the Board: six
120 members from each of the signatory jurisdictions in the Transit Zone, two at-large
121 members, and the Chair of the AAC. Members of the RAC will reflect the diversity of the
122 riding public based on age, gender, race, disability, commute patterns and geographic
123 locations in the Transit Zone. Members should also reflect a cross-section of bus, rail,
124 paratransit and multimodal trip patterns. Members shall not reflect the views of any

¹ The WMATA Transit Zone consists of the District of Columbia, the suburban Maryland counties of Montgomery and Prince George's and the Northern Virginia counties of Arlington, Fairfax and Loudon and the cities of Alexandria, Fairfax and Falls Church.

125 particular advocacy group. WMATA employees and elected officials are not eligible for
126 membership on the RAC.

127

128 **B. APPOINTMENT**

129

130 Candidates for appointment to the RAC will be presented to the Board for consideration
131 and approval. The RAC Staff Coordinator will assist the Office of Board Secretary in the
132 recruitment process as requested. Board members may request input from current or
133 former RAC members in recruiting new appointees; however, the Board is the final
134 decision-maker on appointments.

135

136 **C. TERM OF OFFICE**

137

138 1. Length of Term

139

140 The term for each member of the RAC is three years, unless said appointment is
141 interrupted by expiration of the term, or the resignation/termination of the RAC
142 member. In order to stagger membership, one-third of the initial RAC members shall
143 serve for a one-year term, one-third of the initial RAC members shall serve for a two-
144 year term, and one-third of the initial RAC members shall serve for a three-year term,
145 all of which were initially selected by lots. The staggering of terms shall continue with
146 successive appointments.

147

148 2. Schedule of Appointments

- 149
- 150 a. The Board appoints new RAC members on or about October of each year whose
151 terms begin in January of the following year.
- 152
- 153 b. Members may be considered for reappointment by the Board before the end of
154 their term. The term for any reappointed RAC member will begin in January of
155 the following year.

156

157 3. Limitation on Terms

158

159 No person shall serve on the RAC for more than four complete terms, with the
160 exception of the Chair of the AAC, whose term shall not be limited.

161

162 **D. MID-TERM VACANCY**

163

164 The Board will fill any mid-term vacancy as needed through the remainder of the term.
165 Appointments to mid-term vacancies shall not count against the four complete term
166 limitation of RAC membership.

168 E. RESIGNATION

169
170 A member desiring to resign from the RAC may do so by submitting a written resignation
171 notice to the Board through the RAC Staff Coordinator.

172
173 F. TERMINATION OF MEMBERSHIP

- 175 1. A member's appointment to the RAC may be terminated at a regular meeting of the
176 Board, where a quorum is present. RAC membership may be terminated for any of
177 the following behaviors/actions:
- 178 a. Omitting or materially misrepresenting information relevant to the basis of the
179 appointment;
- 180 b. Refusing to execute or adhere to the RAC Standards of Conduct policy; and/or
- 181 c. Failing to attend regular meetings for three consecutive months or missing two-
182 thirds of regular meetings in any calendar year.
- 183
184 2. The RAC may recommend in writing that the Board terminate a RAC member's term
185 for the actions listed above following a two-thirds vote by the RAC at a regular
186 meeting, where a quorum is present.
- 187
188 3. Before a vote to recommend termination of a RAC member to the Board, the RAC
189 Chair or Vice-Chair shall notify the RAC member in writing of the basis for the
190 termination recommendation and must provide the member an opportunity to offer
191 mitigating factors for consideration by a quorum of the RAC. The member in
192 question will have the option to resign in lieu of recommendation for removal.
- 193
194 4. Following the RAC vote to recommend termination, the RAC Staff Coordinator will
195 notify the RAC member in question of the voting result and will forward the decision
196 of the RAC to the Board for consideration. The termination will be effective upon
197 approval by the Board.

201 **ARTICLE IV**

202
203 **OFFICERS**

204 A. CHAIR

- 205
206 1. The RAC shall elect a Chair from its membership annually. The RAC Chair shall be
207 elected without regard to jurisdiction. Nominations for Chair shall be made by a
208 member of one jurisdiction and seconded by a member of another jurisdiction.

212 2. The RAC Chair shall lead meetings and keep order; create committees and working
213 groups with the concurrence of the RAC; present reports to the Board and prepare
214 and sign all correspondence, reports and other communications of the RAC.
215 Additionally, the Chair may discuss matters of interest directly with the Chair of the
216 Board.

217

218 B. VICE-CHAIRS

- 219
- 220 1. The RAC shall annually elect Vice-Chairs from its membership to represent each of
221 the three signatory jurisdictions within the Transit Zone. Nominations for Vice-Chair
222 shall be made and seconded by members from that jurisdiction. For the purpose of
223 election and voting, at-large members shall be considered as members of their home
224 jurisdiction.
- 225
- 226 2. Either Vice-Chair may act in the absence of the Chair. If the Chair and all Vice-
227 Chairs are absent from any meeting and/or unable to serve, the meeting shall be
228 called to order by the RAC Staff Coordinator. The RAC Staff Coordinator shall
229 immediately call for the election of a Temporary Presiding Officer.
- 230
- 231 3. Each Vice-Chair shall actively communicate with the RAC members from his or her
232 signatory jurisdiction of appointment and serve as the primary liaison for those
233 members to suggest agenda items or other topics of discussion. Each Vice-Chair
234 shall also communicate with members of the Board representing his or her
235 jurisdiction of appointment, and work to maintain and strengthen the relationship
236 between those Board members and the RAC.

237

238 C. OFFICERS' TERM OF OFFICE

- 239
- 240 1. Election of officers shall occur at the first regular meeting of the calendar year. An
241 affirmative vote of the majority of members present is required to postpone an
242 election.
- 243
- 244 2. Members appointed to the RAC at-large shall be considered members from the
245 signatory jurisdiction of their primary residence for the purpose of establishing
246 eligibility to serve as an officer of the RAC. At-large members are eligible for officer
247 positions, except for the at-large position held by the Chair of the ACC, who is
248 ineligible for the position of Chair of the RAC
- 249
- 250 3. The officers of the RAC shall serve for one year. No person shall serve as Chair for
251 more than three one-year terms, except that in the event the RAC fails to elect a
252 Chair and Vice-Chair(s) at the first regular meeting of the calendar year, the existing
253 Chair or Vice-Chair shall continue to serve until successors are elected.

4. A vacancy in any office shall be filled by a special election held by the RAC at the next meeting following the announcement of the vacancy and shall be for the unexpired term.

ARTICLE V

STANDING COMMITTIES AND SPECIAL COMMITTEES

- A. The RAC will have five standing committees. Standing committees will remain in place unless eliminated by a two-thirds vote at a regular meeting announced at least one month in advance of such vote. The five standing committees of the RAC are the Budget and Finance Committee; Customer Service Committee; Governance Committee; Program, Projects and Planning Committee; and RAC Leadership Committee. Chairs of these committees will be elected no later than the second meeting of the calendar year. Standing committee Chairs may be reelected for up to three one-year terms.
 - B. All RAC members are encouraged to participate on at least one standing committee per calendar year, except the RAC Leadership Committee shall be limited to the RAC Chair and Vice Chairs only as its members.
 - C. The RAC Chair has the authority, after obtaining concurrence at the RAC quarterly meeting, to create other standing committees and/or special committees to address issues not within the purview of the standing committees currently in place. Standing committees and special committees will operate according to the requirements of these bylaws and Robert's Rules of Order. In case of conflict, these bylaws shall take precedence over Robert's Rules of Order. Special committees shall expire at the end of the calendar year.
 - D. Membership in standing committees and special committees shall be open to all members of the RAC. Upon creation of a standing committee or a special committee, the Chair shall designate an individual to convene its first meeting and conduct the meeting until the standing committee or special committee elects a Chair from among its membership.
 - E. Notice for standing committee and special committee meetings shall be provided to all RAC members and the public in accordance with the procedures for notice of all regular meetings of the RAC.

ARTICLE VI

STAFF SUPPORT

- A. The Board Secretary shall designate a person to serve as the RAC Staff Coordinator. When designating the RAC Staff Coordinator, the Board Secretary will consider input from the RAC Leadership Committee. Input from the RAC Leadership Committee may include reviewing applications, meeting the final candidate(s) and providing feedback to the Board Secretary. The RAC Leadership Committee may also have input into developing the job description and the annual performance plan for the RAC Staff Coordinator. However, the final documents shall be prepared in compliance with all WMATA policies and procedures.
 - B. The RAC Staff Coordinator will serve as the liaison between the RAC, the Board and WMATA staff. Additionally, the RAC Staff Coordinator will work with the RAC Leadership Committee and/or the standing committees to:
 - 1. Prepare meeting notices, agendas, meeting minutes, special reports or communication and postings as required;
 - 2. Plan and organize meetings and forums;
 - 3. Track and timely respond to written requests for information and WMATA data initiated by the RAC Leadership Team or Committee Chairs; and
 - 4. Develop an orientation package to be provided annually to new and continuing members.
 - C. WMATA shall provide a specific place on its external public website for use by the RAC. The RAC Staff Coordinator shall take all necessary steps within a reasonable time to post RAC-provided information on that website. RAC postings are limited to governing documents, agendas, meeting minutes and notices of public hearings.

ARTICLE VII

MEETINGS

A. REGULAR MEETINGS

1. The RAC shall hold at least one regular meeting per month, generally in the evening, and conduct it in accordance with these bylaws and Robert's Rules of Order. In case of conflict, these bylaws shall take precedence over Robert's Rules of Order.

- 338 2. Meeting agendas shall be posted on WMATA's website in the same manner as
339 agendas posted for meetings of the Board. At least three days prior to a RAC regular
340 meeting, an agenda shall be posted on the WMATA website, and contain a brief
341 general description of each item to be discussed at the meeting.
342
- 343 3. Meetings will be open to the public, held in a location accessible to people with
344 disabilities, and within the Transit Zone. The RAC will solicit the public to attend and
345 directly address the RAC on any item on the agenda, before or during consideration
346 of the item.
347 4. The RAC may cancel a regular meeting at any prior meeting by a majority affirmative
348 vote of members, provided a quorum is present. Notice shall be provided to the
349 public of the cancellation and the new meeting date if it is rescheduled.

350

351 B. SPECIAL MEETINGS

352

353 Special meetings may be called by the Chair, at his or her discretion, when the business
354 of the RAC requires it or at the request of a majority of the membership. Notice for
355 special meetings will conform to the requirements of notice for regular meetings and
356 describe the purpose of the special meeting. No other business outside of the published
357 purpose of the special meeting shall be considered at the meeting.

358

359 C. QUORUM

360

361 A majority of the appointed members of the RAC (50 percent of the membership, plus
362 one) must be present in order to constitute a quorum necessary for the transaction of
363 business of the RAC. No decision of the RAC shall be valid unless a majority of
364 members present and voting concur, unless otherwise expressly stated in these bylaws.

366

367 ARTICLE VIII

368

369 **AGENDAS, MINUTES AND STANDARDS OF CONDUCT**

370

371 A. AGENDAS

372

- 373 1. The RAC Leadership Committee, with the support of the RAC Staff Coordinator, will
374 prepare an agenda for regular meetings. The RAC members shall approve the
375 agenda by vote as part of the regular monthly meeting proceedings. Members may
376 contact any person on the RAC Leadership Committee to have items placed on the
377 agenda. Also, during each regular meeting, RAC members will have an opportunity
378 to suggest discussion topics for future agendas.

380 2. The RAC Staff Coordinator shall be responsible for distributing the final agenda and
381 preparing or compiling the associated agenda materials for each meeting. Agenda
382 materials shall normally be provided to the members three business days prior to
383 each meeting.
384

385 B. MINUTES

387 Minutes of each RAC meeting shall be prepared by the RAC Staff Coordinator and
388 distributed to members together with the agenda for the next meeting, including:

- 390 1. The kind of meeting (e.g. regular or special);
391
392 2. The date, time and place of the meeting;
393
394 3. The names of the RAC members present;
395
396 4. A record of all the actions considered by the RAC, identifying the mover and
397 seconder;
398
399 5. The disposition of the action;
400
401 6. The time of adjournment.

403 C. STANDARDS OF CONDUCT

405 All regular, committee and special meetings of the RAC shall be conducted in
406 accordance with the RAC Standards of Conduct Policy and these bylaws. The RAC may
407 also establish additional standards and approve them by a two-thirds vote of the RAC,
408 as needed. The Chair is responsible for maintaining order in the meeting and the
409 following standards will be observed:

- 411 1. Any RAC member desiring to speak shall address the Chair, and upon recognition of
412 the Chair, shall speak only to the question under debate.
413
414 2. Members of the public will have an opportunity to provide comments during RAC
415 regular and committee meetings. The Chair may invite WMATA staff members,
416 consultants, community organizations, or other parties to make presentations or
417 comments before the RAC.
418
419 3. RAC members and citizens are expected to conduct themselves in a respectful,
420 courteous manner. At any time, should a RAC member or a citizen fail to adhere to
421 this expectation, the Chair will ask the offending person to leave the meeting until
422 that individual regains personal control. Should decorum fail to be restored, the Chair

423 will recess the meeting until such time as a genuine commitment to respect and
424 courtesy is observed.

425

426 4. The RAC will coordinate all media inquiries with the Board through the Office of the
427 Board Secretary with knowledge and direction from the WMATA Office of Media
428 Relations. To ensure that the process for RAC members conforms with the process
429 used by the Board, the protocol for responding to media inquiries is as follows:

- 430
- 431 a. If a RAC member receives an inquiry (e.g. email, telephone, etc.) from a
432 representative of the news media or a blog requesting that the member speak or
433 comment on matters under discussion by the RAC, or on behalf of the RAC, or if
434 the RAC member believes that his or her comments will be construed to have
435 been made on behalf of WMATA, the member shall notify the Office of Media
436 Relations prior to speaking with the reporter, except in those cases when that
437 RAC member has specific prior authorization from the Office of Media Relations.
- 438
- 439 b. If a RAC member is officially representing the RAC at a RAC function (e.g. public
440 hearing, public meeting, special event, etc.) and is approached by a news media
441 representative, the RAC member shall make every effort to respond to questions
442 concerning that particular event or activity only. The RAC member shall make it
443 clear that he or she is speaking for the RAC and not for WMATA. Any questions
444 pertaining to WMATA matters, operations or policies, or other unrelated activities
445 or events, should be referred to the Office of Media Relations.
- 446
- 447 c. After answering any media questions, the RAC member shall notify the Office of
448 the Board Secretary in writing of the media interaction as soon after the
449 conversation as possible.
- 450

451 **ARTICLE IX**

452 **OTHER PROCEDURES**

453

454 The RAC may develop and approve other procedures and/or standards to govern its operations.
455 These procedures and/or standards will be reviewed annually and approved by the RAC no
456 later than the second regular meeting of the calendar year.

ARTICLE X

BYLAWS AMENDMENTS

463 The RAC may propose amendment of these bylaws by a motion that is made, seconded and
464 passed at a regular meeting by a two-thirds vote of its membership. The two-thirds vote shall be
465 based on the number of persons currently holding appointments to the RAC whether present at
466 the meeting or not. Written notice of the proposed amendment must be given to all members at
467 the prior regular monthly meeting. The notice must contain both the original language and the
468 proposed amending language to the bylaws. The proposed change to the bylaws will be made
469 final upon approval by the Board. Such review shall occur no less frequently than every five
470 years, but may occur more frequently as appropriate. The RAC may also initiate a periodic
471 review of its bylaws.

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475 In accordance with the bylaws of WMATA's Board of Directors,

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477 Approved:

478 Revisions: V1- 2010

V2- 2014