

SUBJECT: APPROVAL OF AMENDMENT TO ACCESSIBILITY ADVISORY COMMITTEE REPORTING RELATIONSHIP AND COMMITTEE COMPOSITION

2011-09

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

WHEREAS, The United States Department of Transportation regulations found at 49 CFR Part 27, Appendix Section 27.83 and 49 CFR Part 37 require that recipients benefitting from federal assistance establish a planning process which ensures public involvement; and

WHEREAS, The Washington Metropolitan Area Transit Authority (WMATA) is committed to providing persons with disabilities and seniors access to all WMATA-provided public transportation and services per these regulations; and

WHEREAS, WMATA established the Metro Accessibility Advisory Committee (AAC) in 1979, as a way to provide for active consumer participation in the transportation planning process for WMATA-provided public transportation and services by seniors and persons who have disabilities as required under 49 CFR Part 27; and

WHEREAS, The AAC advises WMATA on transportation issues which may affect the accessibility of public transportation of seniors and persons with disabilities within WMATA's service area; and

WHEREAS, WMATA wants to ensure that this advice, intended to ensure safe, reliable, efficient, and accessible transportation services to seniors and persons who have disabilities is provided directly to WMATA's Board of Directors; and

WHEREAS, WMATA wants to ensure that this advice is provided in a manner consistent with the process already approved for WMATA's other main citizen advisory body, the Riders' Advisory Council (RAC); now, therefore be it

RESOLVED, That WMATA is amending the reporting relationship of the AAC to WMATA's General Manager/Chief Executive Officer (GM/CEO) so that the AAC will now advise the Board of Directors as described herein; and be it further

RESOLVED, The AAC will consist of 18 members, appointed by the Board of Directors, six each from residents of Virginia, Maryland and the District of Columbia who use

Motioned by Mr. Downs, seconded by Mr. Acosta

Ayes: 8 - Mrs. Hudgins, Mr. Downs, Mr. Downey, Ms. Hewlett, Mrs. Hynes, Mr. Wells, Mr. Acosta and Mr. Benjamin

WMATA's fixed route and paratransit service and who represent the diversity of disabilities of customers and seniors served by WMATA; and be it further

RESOLVED, That the Board of Directors hereby appoints two additional members from the Access for All Committee (AFA) of the Metropolitan Washington Council of Governments, from a list of four candidates recommended by the AFA Chairperson to the Board for consideration and possible approval by the Board; and be it further

RESOLVED, That the Board of Directors hereby appoints the serving AAC members to terms which will expire at the expiration of their current terms, and henceforth will appoint new members for a term of three years; and be it further

RESOLVED, That the Board of Directors hereby adopts the By-Laws as shown on Attachment A to this Resolution; and be it further

RESOLVED, That the members of the AAC shall comply with the Standards of Conduct as shown in Attachment B; and be it finally

RESOLVED, That this Resolution shall be effective immediately.

Reviewed as to form and legal sufficiency,



Carol B. O'Keeffe
General Counsel

ATTACHMENT A

Washington Metropolitan Area Transit Authority Accessibility Advisory Committee

BY-LAWS

ARTICLE I

NAME OF THE COMMITTEE

The name of the advisory group shall be the Washington Metropolitan Area Transit Authority (WMATA) Accessibility Advisory Committee, and may be referred to as "AAC."

ARTICLE II

MISSION

A. MISSION STATEMENT

The AAC is an advisory committee that provides recommendations on accessibility related items to the WMATA Board of Directors. The mission of the AAC is to actively seek input from a broad range of seniors and persons with disabilities and organizations with an expressed interest in public transportation for seniors and persons with disabilities on operational issues that affect the accessibility of Metrorail, Metrobus and MetroAccess services; advise the Board on ways to resolve such issues in order to improve Metrorail, Metrobus, and MetroAccess; promote WMATA responsiveness to riders who are seniors or persons with disabilities; and recommend possible solutions to the Board of Directors and staff, based on public input, so that WMATA can effectively address the diverse concerns of seniors and persons with disabilities who use WMATA services.

This mission is consistent with WMATA's goal to encourage public input in order to provide the best service to all of its customers.

B. GOALS OF THE AAC

1. To work with the General Manager/Chief Executive Officer (GM/CEO) each year to develop an AAC Annual Work Plan that captures accessibility items on which WMATA is seeking advice from the AAC. The work plan will address itself to accessibility related operating items. The GM/CEO will transmit that work plan to the Board of Directors;

2. To work with the GM/CEO to assist in developing a list of candidates to become AAC members for the Board of Directors approval;
3. Encourage awareness of seniors and persons with disabilities of the AAC and the opportunities that it provides to make their voices heard;
4. Seek input from a broad range of WMATA riders who are seniors or persons with disabilities on accessibility related items;
5. Promote meaningful public participation in WMATA decision-making processes on accessibility related items;
6. Encourage open decision-making process by WMATA that clearly reflects the needs and concerns of WMATA riders who are seniors and persons with disabilities;
7. Support improvements in the accessibility of WMATA's services;
8. Aim for a high level of rider satisfaction with WMATA; and
9. Strive for a high level of public confidence in WMATA.

C. RESPONSIBILITIES

The AAC shall serve in an advisory capacity providing recommendations to the Board of Directors and may work with staff to:

1. Educate themselves about Metrorail, Metrobus, and MetroAccess and the administrative process, as they relate to providing accessible transportation by bus, rail, and paratransit;
2. Review, analyze, and prepare recommendations on issues that relate to the provision of accessible Metrorail, Metrobus, and MetroAccess service;
3. Attend, listen, and speak at community meetings to better learn and represent riders' perspectives;
4. Develop recommendations which take into consideration the accessibility needs of people who use Metrorail, Metrobus, and MetroAccess and that consider the financial impacts of different solutions on both customers and WMATA;
5. Assist WMATA in soliciting consumer comments on pending Federal mass transit legislation and paratransit legislation;
6. Support, when appropriate, WMATA's applications for federal grants;

7. Assist WMATA to publicize WMATA programs and information affecting the transportation of customers who are seniors or who have disabilities;
8. Execute and adhere to an AAC Standards of Conduct Policy;
9. Establish annual goals for the AAC;
10. Interact with the Riders' Advisory Council (RAC), which advises the Board of Directors on WMATA's mainstream transportation facilities;
11. Interact with other advisory groups established by WMATA; and
12. Work with WMATA to support hearings for customers appealing MetroAccess eligibility determinations and/or suspensions of MetroAccess service.

D. COMMUNICATION WITH BOARD AND STAFF

To ensure communication of activities with the Board of Directors and staff, the AAC will provide minutes of its monthly meetings to the Department of Access Services which shall share those minutes with the GM/CEO and the Board of Directors. The AAC will report to the Board at designated times during the year at meetings of the AAC. A brief report may be made at the beginning of either a regular Board or AAC meeting that is open to the public on items that are within the mission and goals of the AAC.

**ARTICLE III
MEMBERSHIP**

A. COMPOSITION

The AAC shall consist of 18 regular members and two additional members recommended by the Chair of the Metropolitan Washington Council of Governments Access for All Committee (AFA). All members of the AAC will be appointed by WMATA's Board of Directors; six from each of WMATA's signatory jurisdictions. Additional Honorary, Emeritus, and/or ex-officio members may also be appointed by the Board Secretary. Honorary and ex-officio members are entitled to the rights and privileges of membership whenever such a member is available to participate in the scheduled meetings of the AAC, as a non-voting member. To ensure the representative nature of the AAC, to the extent possible, the AAC will work to ensure that membership is equitably apportioned among the jurisdictions, types of disability, and seniors. An AAC member may be both a senior citizen and a person with a disability, and may also be selected by the Board of Directors from an organization serving persons with disabilities and/or seniors.

To ensure that a broad diversity in viewpoints are represented, preference will be given to prospective members that have affiliations with organizations serving the disabled or seniors and who have expertise and experience in the activities and policies of those organizations sufficient to represent the customers those organizations serve.

To ensure effective participation in evaluating service, all persons seeking AAC membership must either be users of WMATA's fixed-route or paratransit service or be a part of an organization that represents users of WMATA's fixed-route or paratransit service. Prospective Committee members must have a willingness to work with WMATA toward the improvement of that service delivery system for all customers. WMATA employees or elected officials are not eligible for membership on the AAC.

Four candidates from the AFA will be presented to the Board of Directors for consideration and approval by the Board if the AFA position on the AAC becomes vacant or will become vacant. Resumes and an endorsement by the Chair of the AFA to the WMATA Board Chair shall be presented by the AFA to the Board of Directors along with the nominations. The Board of Directors will make final selections.

B. TERM OF OFFICE

1. Members

- a. The term for each member of the AAC shall be for three (3) years or until replaced by the appointment of a new member of the AAC.
- b. Terms shall follow the WMATA fiscal year and normally commence July 1 after action by the Board of Directors. Terms shall expire on the later of June 30 or when the Board makes new appointments to the AAC.
- c. Members may be considered for reappointment at the end of their term through the established selection process. The selection process shall consider the value of retaining some historical knowledge as well as the value of new ideas.
- d. Persons presently serving on the AAC will complete their current terms of office thereby continuing the staggered terms of office and thereby providing continuity of experience.
- e. Members are limited to four (4), three-year terms.

D. RESIGNATION

Members may resign by filing a written resignation with the WMATA Board of Directors.

E. MID-TERM VACANCY

If membership vacancies arise during the year, the Board of Directors will fill the vacancy for the unexpired term.

**ARTICLE IV
TERMINATION OF MEMBERSHIP**

A. A member's appointment to the AAC may be terminated upon an affirmative vote of the majority of the WMATA Board of Directors, including at least one affirmative vote by a Board member representing the same signatory jurisdiction as the member being terminated. A member's appointment to the AAC shall be terminated upon an affirmative determination that a member:

1. Has attended no regular meetings for three consecutive months or has missed two-thirds of regular meetings within a six-month period.
2. At the time of appointment, materially misrepresented use of the rail, bus or paratransit systems, or affiliation with a community organization upon which his/her appointment was based. The omission of information substantially relevant to the basis for the appointment shall be considered to be a material misrepresentation, thereby subjecting the AAC member to removal as provided in this Article.
3. Engaged in a consistent pattern of disruptive behavior in AAC or other WMATA-related meetings which includes use of slurs, derogatory comments, or any other conduct, whether physical, verbal or written directed at another person or based upon another person's race, color, origin, sex, religion, sexual orientation, disability, or age.
4. Refuses to execute or adhere to the AAC Standards of Conduct Policy.

B. The AAC may recommend that the Board of Directors terminate an AAC member's term for the reasons listed above following a vote by the AAC at a regular meeting with two-thirds of the members present and voting and which constitutes a majority of all members holding appointments to the AAC.

- C. Following the vote as described in Section B, the Chair of the AAC will notify the subject member and the WMATA Board of Directors to recommend termination of his or her membership. The Board of Directors may then take action to terminate this membership and may then appoint a new member to serve the unexpired term of the terminated member.

**ARTICLE V
OFFICERS**

A. CHAIR

The membership of the AAC will biennially elect a Chair from its membership. The AAC Chair will develop an agenda, lead meetings and keep order, present reports to the WMATA Board of Directors, and prepare and sign all letters, reports and other communications of the AAC.

B. VICE-CHAIRS

The membership of the AAC shall biennially elect a First Vice-Chair and a Second Vice Chair from its membership.

In the absence or inability of the Chair to serve, for purposes of succession the individual next in line shall be the First Vice-Chair. This individual shall have all of the powers and shall perform all of the duties of the Chair in an acting capacity.

C. CHAIR AND VICE-CHAIRS

1. Term of Office: The officers of the AAC shall serve for a two-year term. No person shall serve as Chair or Vice-Chair for more than three (3) two-year terms, except under the circumstances described in Article V. Section C.5 "Failure to Elect."
2. Vacancy: A vacancy in any office shall be filled by a special election held by the AAC at the next regularly-scheduled meeting following the announcement of the vacancy and shall be for the unexpired term.

3. Temporary or Permanent Vacancies: If the Chair and all Vice-Chairs are absent from any meeting and/or are unable to act, the meeting shall be called to order by staff. The staff shall immediately call for the election of a Temporary Presiding Officer.
4. Elections: Election of officers shall occur at the first regular meeting of the fiscal year. An affirmative vote of two-thirds of members present is required to postpone an election.
5. Failure to Elect: If the AAC fails to elect a Chair or Vice-Chair(s), the existing Chair or Vice-Chair(s) shall continue to serve until successors are elected.
6. Eligibility: The officers shall be elected from separate jurisdictions of residence.

D. STAFF SUPPORT

The Department of Access Services and the Office of the Board Secretary will designate staff persons to act as AAC liaison to prepare meeting notices, agendas, and minutes as required, and to serve as liaison between the AAC, the WMATA Board of Directors, the GM/CEO, and staff.

WMATA shall provide a specific amount of space on its external website for the general public for use by the AAC and shall take all necessary steps within a reasonable time to post AAC-provided information on that website. The sole review of the AAC content shall be to ensure that the posted information is in a form conducive to use on the website and not defamatory, false, misleading or deceptive.

Staff support to the AAC is limited by the resources available from WMATA.

ARTICLE VI MEETINGS

A. REGULAR MEETINGS

All regular meetings of the AAC shall be held at least once a month, generally in the evening, and conducted in accordance with Robert's Rules of Order, as revised from time to time, and these by-laws. Meeting agendas shall be posted on WMATA's website in the same manner as agendas posted for meetings of the Board of Directors. Meetings will be open to the public, held in a location accessible to people with

disabilities, and within the Transit Zone. Materials will be made available in accessible formats upon request.

The AAC may cancel a regularly-scheduled meeting at any prior meeting by a two-thirds affirmative vote of members present at a prior meeting where a quorum is present. The AAC Chair, in consultation with the Vice-Chairs, may reschedule or cancel a meeting due to an emergency situation, as determined by the Chair and Vice-Chairs. Notice shall be provided to the public of the cancellation or, if rescheduled, notice shall be provided to the public of the new meeting date.

At least 72 hours prior to a regular meeting, an agenda must be posted which contains a brief general description of each item to be transacted or discussed at the meeting. Members of the public have the right, and should be solicited by the AAC, to attend and directly address the AAC on any item on the agenda that is within its subject matter, before or during the consideration of the item.

B. SPECIAL MEETINGS

Special meetings may be called by the AAC Chair when in the opinion of the Chair, the business of the AAC requires it, or by the request of a majority of the AAC membership. Notice for special meetings will conform to the requirements of notice for regular meetings. No other business shall be considered at such meetings.

C. QUORUM

A majority of the appointed members of the AAC (50 percent of the membership, plus one) must be present in order to constitute a quorum necessary for the transaction of the business of the AAC. No decision of the AAC shall be valid unless a majority of members present and voting concur by their vote.

D. DECISIONS AND ADVICE OF THE AAC

The AAC will coordinate with WMATA staff to obtain information and reports necessary for the AAC to advise the Board of Directors.

WMATA staff will provide either Information or Action items to the AAC. Information items are reports intended to inform the AAC of accessibility related matters at WMATA and no action by the AAC is required or needed. Action items are reports made to the AAC, where AAC advice is required on specific recommendations presented by WMATA staff. When presented an Action Item, the AAC is required to take a formal vote and

either: a) accept the recommendation; b) continue the item and require further information or discussion; or c) escalate the item to the attention of the Board of Directors, through the GM/CEO.

All decisions of the AAC require a formal vote provided a quorum is present.

ARTICLE VII AGENDA, MINUTES AND RULES OF CONDUCT

A. AGENDAS

1. The AAC Chair, with the support of WMATA staff, will prepare an agenda for regular meetings. Members approve the agenda by vote as part of the meeting proceedings. Members may contact the Chair to have items put on the agenda. Also, each meeting agenda calls for members to put items on future agendas.
2. The AAC staff liaison shall be responsible for distributing the final agenda and preparing or compiling the associated agenda materials for each meeting. Agenda materials shall normally be mailed to members one week prior to each meeting.

B. MINUTES

Minutes of each AAC meeting shall be prepared by the AAC staff liaison and distributed to members, the GM/CEO, and the Board of Directors, together with the agenda for the next meeting.

C. RULES OF CONDUCT

All regular and special meetings of the AAC shall be conducted in accordance with these by-laws and with the most current edition of Robert's Rules of Order. In case of conflict, these by-laws shall take precedence over Robert's Rules of Order.

The following rules will be followed:

1. Chair Responsibility: The AAC Chair is responsible for the orderly conduct of the meeting. Every member desiring to speak shall address the Chair, and upon recognition by the Chair, shall speak only to the question under debate.

2. Representation: Representation of positions on issues shall conform to the following principles:
- a. No member of the AAC shall misrepresent the position of the AAC on any issue, including the absence of any formal position on an issue, in any communication with the general public, including the media.
 - b. No member of the AAC shall be seen as representing any position of WMATA to the general public, including the media, without first having been so authorized by the Board of Directors.
 - c. Every member is free to express individual opinions, after making a good faith effort to label his/her comments as such, to the general public including the media on any topic that the member chooses to address.

ARTICLE VIII SUBCOMMITTEES

The AAC will maintain two Subcommittees to assist with completion of its work. Those Subcommittees are the MetroAccess Subcommittee and the Metro is Accessible Subcommittee. These Subcommittees will operate according to the requirements of these by-laws and Robert's Rules of Order as revised from time to time.

Membership in these Subcommittees shall be open to all members of the AAC. The AAC Chair shall designate an individual to convene and conduct the meetings of the Subcommittee until such time as the Subcommittee membership selects a person to chair the Subcommittee from among its membership.

Notice for AAC and special AAC meetings shall be provided to all AAC members and the public in accordance with the procedures for notice of regular meetings of the AAC.

ARTICLE IX BY-LAWS AMENDMENTS

The by-laws may be proposed for amendment or repeal by a motion that is made, seconded, and passed by a two-thirds (2/3) vote of regular members at any regular meeting. The 2/3 vote shall be based on the number of persons currently holding appointments to the AAC whether present at the meeting or not. Written and oral notice of the proposed amendment must be given at the prior regular monthly meeting to all members. The notice must contain both the original language and the proposed

amending language to the by-laws. The proposed by-laws change will be made final upon approval by the Board of Directors. Any by-law may be altered, amended or annulled at any time by a majority vote of the Board of Directors.

ARTICLE X
TERM OF AAC

The Board of Directors will periodically review the operation of the AAC and may modify its composition, structure or by-laws. Such review shall occur no less frequently than every five (5) years.

**STANDARDS OF CONDUCT
FOR
MEMBERS OF THE AAC**

**ARTICLE I
INTRODUCTION**

- A. Purpose: These Rules and Procedures are intended to implement a set of ethical standards for members of the AAC.
- B. Scope and Applicability: These Rules and Procedures shall govern the conduct of all members of the AAC in all their activities relating to their positions as members of the AAC of the Washington Metropolitan Area Transit Authority.
- C. Authority: These Rules and Procedures are adopted by the WMATA Board of Directors pursuant to WMATA granted under the WMATA Compact.
- D. Relations to Other Laws: These Rules and Procedures do not supersede or abrogate any laws, rules or regulations of the United States or of the applicable state and local governing body.

**ARTICLE II
DEFINITIONS**

- A. "Actual or Prospective Business Relationships with WMATA" shall mean any actual or prospective arrangement whereby an individual, corporation or other entity has entered into or has offered or proposed to enter into or has decided to offer or propose to enter into a financial transaction with WMATA wherein W is obligated to purchase, sell, lease, transfer, receive or convey any interest in real or personal property or to construct or obtain construction, reconstruction or improvement of any facility or to furnish or obtain services including personal and/or consulting services.
- B. "Member" shall mean a person holding a valid appointment to the AAC of the Washington Metropolitan Area Transit Authority.
- C. "Employ or is to employ" shall mean actual present employment and any contact regarding future employment whether initiated by a Member or a potential employer and includes without limitation exchange of letters or resumes and telephone or

personal conversations conveying or intended to imply conveyance of an offer of or request for employment together with any negotiations related thereto.

D. "Employment" shall mean full-time, part-time, regular or temporary work for compensation and Includes work as an independent contractor, but does not include government employment. Employment shall be deemed to exist if there is a regular relationship with a business, even if there is no relationship at the time a matter is before the AAC.

E. "Financial interest" shall mean an actual or potential expectancy of receiving a benefit in the form of money or any other thing of value.

F. "Financial Transaction" shall mean any arrangement whereby there is an expectancy that a party will receive or transfer a benefit in the form of money or any other thing of value including, but not limited to, arrangements for purchase, sale, lease or other transfer or conveyance of any interest in real or personal property: construction, reconstruction, or improvement of any facility or property; and procurement of services, both personal and consulting.

G. "Gratuities" shall mean any gift, favor, entertainment, hospitality, transportation, loan or other tangible item or any intangible benefits (i.e., discounts, passes or similar consideration) for which the recipient did not pay fair market value and which is not offered to the public generally.

H "Member's Business Associates" shall mean a person(s) who is engaged with a Member in a venture expected to result in a benefit to the Member or a resident of the Member's household in the form of money or other thing of value.

I. "Party" shall mean an individual, corporation, partnership or other legal entity.

J. "Residents of a Member's Household" shall mean a spouse or minor child and any other dependent who reside in the Member's household on other than a temporary basis.

ARTICLE III POLICY

A. General: In all matters, Members must conduct themselves according to the highest ethical standards. To that end it is imperative that Members of the AAC in their private financial relationships and in their conduct as a member of the AAC strictly avoid engaging in actions which create conflicts of interest or the appearance of a conflict of interest. It is likewise imperative that Members act and appear to act impartially in

their conduct as Members of the AAC by avoiding any actions which might result in favored treatment or appearances thereof toward any individual, private organization, consultant, contractor or potential consultant or contractor.

B. Affiliations and Financial Interest: Neither a Member nor the residents of a Member's household singly or in combination, shall be a party, nor shall any or all of them own, control or have the legal or equitable right to control more than a three percent (3%) ownership interest of a party, with an actual or prospective business relationship with WMATA, nor participate on behalf of the party in an actual or prospective business relationship.

C. Financial Transactions: A Member shall neither vote on nor participate in any transaction with the AAC or WMATA if: (1) the Member; (2) the residents of the Member's household; (3) the Member's business associates; (4) a party in which a Member, the residents of the Member's household or the Member's business associates have an ownership interest; or (5) an individual or organization that employs, or is to employ, any of the above, has a financial or other interest in the transaction in excess of one thousand dollars (\$1,000.00).

D. Gratuities and other valuable benefits: No Member or resident of a Member's household shall solicit anything of value from a WMATA contractor or prospective WMATA contractor, or from WMATA itself. Members must avoid accepting an unsolicited gratuity under circumstances in which it could reasonably be inferred that the gratuity was intended to influence, or could reasonably be expected to influence, the performance of the Member's duties on the AAC or was intended as a reward for any action on the Member's part. Otherwise, Members may accept unsolicited gratuities having a nominal intrinsic value of seventy-five dollars (\$75) or less with the following conditions:

1. The restriction shall not apply to solicitation or acceptance of bono fide religious or charitable donations, or political contributions by a Member or a resident of the Member's household, provided, with respect to political contributions to or for the benefit of a Member or a resident of the Member's household, the contribution has been reported in accordance with the law of the Member's jurisdiction.
2. Members shall submit a report, on the form set forth as Attachment C, to the Board Secretary of WMATA and to the AAC for receipt of articles, food, beverages and entertainment from any single source having an aggregate value in excess of two hundred dollars (\$200.00) in any fiscal year. Such reports shall be read into the minutes of the AAC.

3. The restriction shall not apply to solicitation or acceptance of expenses paid to the Member by WMATA or expenses paid by the jurisdiction represented by the Member in connection with service performed within the scope of the Member's duties for the AAC. Expenses so paid shall be reported to the AAC and read into the minutes of the AAC.

E. Use of Position on AAC: Members shall not use, nor give the appearance that they are using, their position with the AAC in a manner inconsistent with their responsibilities to the AAC. Members will not:

1. Use or permit others to use information obtained from WMATA by the Member by reason of the Member's position with the AAC to further the Member's own financial interest or the financial interest of any resident of the Member's household, the Member's business associates, or any party to any actual or prospective financial transaction with the AAC or WMATA.
2. Disclose or permit others to disclose to anyone outside WMATA or the AAC information obtained through their position with WMATA and not generally available to the public except to the extent necessary to fulfill the Member's public responsibility.

F. Members shall not offer money or anything of value for or in consideration of obtaining an appointment, promotion or privilege in the Member's official position with the AAC.

G. No party shall have, nor seek to have, actual or prospective business relationships with the AAC or WMATA if to do so would create a violation by a Member of the provisions of Paragraphs B or C of this article.

ARTICLE IV

DISCLOSURE OF FINANCIAL INTERESTS, AFFILIATIONS AND OUTSIDE EMPLOYMENT

Members shall file disclosure forms with WMATA and with the AAC which shall be publicly available, in accordance with the Public Access to Records Policy of WMATA.

Prospective Members shall disclose on their application for appointment to the AAC any positions they hold or have held, and whether they are or are to be employed, by any group that advocates positions on any transportation issue. Members of the AAC shall file a new disclosure form within fifteen (15) days of any event which differs from that previously disclosed on their application for appointment to the AAC.

**ARTICLE V
DISQUALIFICATION**

In any situation where a Member is precluded by these Rules and Procedures or by other applicable laws or regulations from performing the duties of the Member's position with the AAC, the Member shall so notify the Chairman of the AAC and request that AAC's official records reflect that the Member will abstain from any participation in the matter to which the prohibition applies.

**ARTICLE VI
SANCTIONS**

Any Member who shall willfully violate any provision of this Standards of Conduct Code shall be subject to removal from the AAC in accordance with Article IV.A. of the AAC By-Laws.

**ARTICLE VII
AMENDMENT**

These Rules and Procedures may be amended at any meeting of the WMATA Board of Directors. The AAC shall receive notice of the proposed changes thirty (30) days prior to the Board meeting addressing the changes.

**ARTICLE VIII
SEVERABILITY**

The provisions of these Rules and Procedures shall be severable and if any phrase, clause, sentence or provision is declared invalid, the validity of the remainder shall not be affected thereby.

**ARTICLE IX
EFFECTIVE DATE; DURATION: RESPONSIBILITY**

These Rules and Procedures shall become effective when adapted by the WMATA Board of Directors and shall continue and remain in effect unless and until revoked by the Board. The Board is responsible for interpreting and enforcing these rules, and, when necessary, shall seek appropriate legal counsel for assistance.

ATTACHMENT C

**FOOD, BEVERAGE OR PROMOTIONAL ITEM ACCEPTANCE REPORT
BY MEMBERS OF THE ACCESSIBILITY ADVISORY COMMITTEE**

Name

Item(s) Accepted

Approximate Value
Dates accepted

Received from Individual or Firm
Signature