



Board Document

OVERVIEW			
PRESENTATION NAME	Proposed Changes to Accessibility Advisory Committee Bylaws	DOCUMENT NO.	300052
ACTION OR INFORMATION	Action		
STRATEGIC TRANSFORMATION PLAN GOAL	Service excellence; Regional opportunity and partnership;		
RESOLUTION	Yes		
EXECUTIVE OWNER			
EXECUTIVE TEAM OWNER	Johnson, Jayme;		
ORGANIZATION	Safety & Readiness		
DOCUMENT INITIATOR	Anu C. Sharma		
OTHER INFORMATION			
COMMITTEE	Board/Board Office Only	COMMITTEE DATE	7/10/2025
PURPOSE/KEY HIGHLIGHTS	Request Board approval of updates to the Accessibility Advisory Committee's (AAC's) Bylaws. The proposed updated changes include, among other changes: adding Standards of Conduct; processes for responding to media inquiries and non-WMATA meetings and activities; clarifications regarding member terms and term limits; and other administrative changes.		
DISCUSSION	WMATA established the 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 older adults and persons who have disabilities pursuant to 49 CFR Part 27. Article X of the AAC Bylaws states the Board of Directors will periodically review the operation of the AAC and modify its		



Board Document

	<p>composition, structure, or Bylaws, and that such review shall occur no less frequently than every five years. The AAC's Bylaws were last updated in 2015. Updating the AAC By-Laws was delayed due to the pandemic.</p> <p>The proposed changes would include, among other changes, new language for Standards of Conduct and Media Inquiries and Non WMATA Activities, to clarify expectations for member behavior and addressing participation in media or external engagements, respectively.</p> <p>Additional changes would include clarification regarding the term limits for Members At-Large, Emeritus Members, and Subcommittee members/officials, and term limit restrictions for renewals.</p> <p>The proposed changes would also include clarifying language for termination of membership to address patterns of disruptive behavior in AAC or WMATA-related meetings.</p> <p>Lastly, the proposed changes would add language to support virtual/hybrid/in-person meetings, specify platforms, and ensure accessibility features such as auto-captioning.</p> <p>The AAC discussed and approved these proposed changes to its Bylaws at its June 2025 meeting.</p>
INTERESTED PARTIES	No Interested Parties for the purposes of this action.
RECOMMENDATION/NEXT STEPS	Recommend Board approval of the proposed Bylaws changes.
FUNDING IMPACT	No impact to funding

PRESENTED AND ADOPTED: July 10, 2025

SUBJECT: APPROVAL OF REVISIONS TO ACCESSIBILITY ADVISORY COMMITTEE BYLAWS

2025-21

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

WHEREAS, Article X of the Accessibility Advisory Committee (AAC) Bylaws states the Board of Directors will periodically review the operation of the AAC and update its composition, structure, or Bylaws, and that such review shall occur no less frequently than every five years; and

WHEREAS, WMATA established the AAC in 1979, to provide for active customer participation in the transportation planning process for WMATA- provided public transportation and services by older adults and persons who have disabilities pursuant to 49 CFR Part 27; and

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

WHEREAS, In August 2024, the AAC initiated an internal review of its Bylaws and forwarded recommendations to Metro staff for additional review; and

WHEREAS, The proposed updated Bylaws (Attachment A hereto) include, among other changes: adding Standards of Conduct; processes for responding to media inquiries and non-WMATA meetings and activities; clarifications regarding member terms and term limits; and other administrative changes;

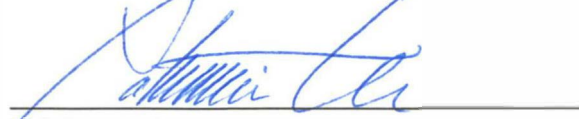
NOW, THEREFORE, be it

RESOLVED, That the Board of Directors approves the recommended changes to the Accessibility Advisory Committee Bylaws, attached hereto as Attachment A; and be it finally

**Motioned by Mr. Smedberg, seconded by Dr. Hadden Loh
Ayes: 8- Ms. Worth, Mr. Smedberg, Mr. McAndrew, Ms. Kline, Dr. Hadden Loh, Mr. Alcorn, Ms. Jarvis and Ms. Martin-Proctor**

RESOLVED, That this Resolution shall be effective 30 days after adoption in accordance with Compact Section 8(b).

Reviewed as to form and legal sufficiency,



Patricia Y. Lee
Executive Vice President, Chief Legal Officer,
and General Counsel

WMATA File Structure Nos.:
1.1.1 Accessibility Advisory Committee

**Washington Metropolitan Area Transit Authority
Accessibility Advisory Committee**

BYLAWS

**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 issues to the WMATA Board of Directors. The mission of the AAC is to actively seek input on operational issues that affect the accessibility of Metrorail, Metrobus and MetroAccess services 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; to advise the Board on ways to resolve such issues in order to improve Metrorail, Metrobus, and MetroAccess; to promote WMATA responsiveness to riders who are seniors or persons with disabilities; and to 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 reliable service to all of its customers.

B. GOALS OF THE AAC

1. Work with the Board of Directors 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.
2. Assist staff 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 an open decision-making process by WMATA that clearly reflects the needs and concerns of WMATA riders who are seniors and persons with disabilities;
7. Recommend improvements in the accessibility of WMATA's services;
8. Aim for a high level of rider satisfaction and a higher level of service performance within fixed route and paratransit services with WMATA;
9. Strive for a high level of public confidence in WMATA;
10. Collaborate with the Board of Directors and WMATA staff to provide recommendations to improve safety for seniors and persons with disabilities who use Metrobus, Metrorail, and MetroAccess services; and
11. Collaborate with the Board of Directors and WMATA staff to provide recommendations to promote a high level of accessibility in WMATA's services.

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. Attend, listen, and speak at community meetings to better learn and represent riders' perspectives;
3. Review, analyze and develop recommendations on issues 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;
4. Assist WMATA in soliciting consumer comments on pending Federal mass transit legislation and paratransit legislation;
5. Support, when appropriate, WMATA's applications for federal grants;
6. Assist WMATA in publicizing WMATA programs and information affecting the transportation of customers who are seniors or who have disabilities;
7. Execute and adhere to the AAC Standards of Conduct Policy as outlined in Attachment B, including any subsequent revisions;
8. Establish annual goals for the AAC, which are derived from the subcommittee work plans;
9. Interact with the Riders' Advisory Council (RAC); which advises the Board of Directors on WMATA's mainstream transportation facilities;
10. Interact with other regional advisory groups to include Metropolitan Washington Council of Governments' Transportation Planning Board Access for All Committee; and other disability related transportation advisory groups;
11. Work with WMATA to support the conduct of hearings for customers appealing MetroAccess eligibility determinations and/or suspensions of MetroAccess service;
12. Attend public hearings, town hall meetings, and ad hoc AAC work group meetings, such as Metro Sponsored Site Visits, Special Projects, and Beta Testing Software where appropriate; and
13. Actively engage in communication with WMATA and attend relevant meetings as requested.

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 Office of Systemwide Accessibility which shall share those minutes with the GM/CEO and the Board of Directors. The AAC leadership will report its activities to the Board on a regular basis. 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.

E. STANDARDS OF CONDUCT

In all matters, AAC members must conduct themselves according to the highest ethical standards. To that end it is imperative that AAC members in their private financial relationships and in their conduct as a member of the AAC strictly avoid engaging in actions that create conflicts of interest or the appearance of a conflict of interest. It is likewise imperative that AAC members act and appear to act impartially in their conduct as members of the AAC by avoiding any actions that might result in favored treatment or appearances thereof toward any individual, private organization, consultant, contractor or potential consultant or contractor. The AAC Chair is responsible for maintaining order in the meeting and the following standards will be observed: 1. Any AAC member desiring to speak shall address the Chair, and, upon recognition of the Chair, shall speak only to the question under debate. 2. Members of the public will have an opportunity to provide comments during AAC meetings. The Chair may invite WMATA staff members, Board members, consultants, community organizations, or other parties to make presentations or comments before the AAC. AAC members and members of the public are expected to conduct themselves in a respectful and courteous manner.

F. MEDIA INQUIRIES AND NON-WMATA MEETINGS AND ACTIVITIES

1. Where media inquiries are received, the AAC should attempt to coordinate a response with the Office of Media Relations. Generally, the AAC Chair or his/her designee will speak on behalf of the AAC.
2. Where an individual member of the AAC is contacted by the media or chooses to comment at a WMATA public hearing or at non-WMATA meetings or activities, the member must, before responding, make clear that his/her response is made on their own behalf as an individual and not as a representative of WMATA or, where the AAC has not taken a formal position, as a representative 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 be nominated by the AAC. Honorary, emeritus and ex-officio members are entitled to the rights and privileges of membership except the right to vote on a matter. 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, seniors, as well as among those who have experience using and/or knowledge of Metro Bus, Metrorail, and MetroAccess. 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 is represented, preference will be given to prospective members that have affiliations with organizations serving people with disabilities or older adults and who have expertise and experience in the activities and policies of those organizations sufficient to represent the customers those organizations serve.

Four candidates from the AFA will be presented to the Office of Systemwide Accessibility for each seat for consideration and approval by the Board when the AFA position(s) on the AAC becomes vacant. Resumes and an endorsement by the Chair of the AFA shall be presented by the AFA to the Office of Systemwide Accessibility along with the nominations for transmission to the WMATA Board of Directors. The Board of Directors will make the final selection(s).

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. Current WMATA employees or elected officials are not eligible for membership on the AAC.

B. TERM OF OFFICE

1. Members

- a. The term for each member of the AAC shall be for four (4) 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 necessity of recruiting new members to promote the exchange 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 three (3) consecutive, four (4) -year terms, measured from the 2015 AAC Bylaws revisions.

2. Access for All (AFA) Members (Define Each member)

a. AFA members may be considered for reappointment at the end of their term through the established selection process.

b. AFA members are limited to three (3) consecutive, four (4)-year terms, measured from the 2015 AAC Bylaws revisions.

3. Emeritus Members

a. Emeritus members may be considered for reappointment at the end of their term at the recommendation of the AAC.

b. Emeritus members are limited to three (3) consecutive, four (4)-year terms, measured from the 2015 AAC Bylaws revisions.

4. AAC Subcommittee Chairs: Bus and Rail Subcommittee (BRS), MetroAccess Subcommittee (MAS)

a. AAC subcommittee chairs may be considered for reappointment at the end of their term through the established selection process.

b. AAC subcommittee chairs are limited to three (3) consecutive, four (4)-year terms, measured from the 2015 AAC Bylaws revisions.

C. TERM LIMIT RESTRICTIONS

Any AAC member who is term limited by these Bylaws, shall not be a member of the AAC for at least one (1) year before reapplying for consideration for AAC membership.

D. RESIGNATION

Members may resign by filing a written resignation with the Office of ADAP/Systemwide Accessibility.

E. MID-TERM VACANCY

If membership vacancies arise during the year, the Board of Directors will fill the vacancy for the unexpired term. Recruitment will follow the standard AAC Application Process.

**ARTICLE IV
TERMINATION OF MEMBERSHIP**

A. Except as otherwise stated in Article IV.A.1., 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 may be terminated upon an affirmative determination that a member:

1. According to meeting minutes and/or meeting attendance log, a member has attended no regular AAC and subcommittee meetings for three consecutive months or has missed two-thirds of regular meetings within a six (6)-month period. If a member has attended no main and subcommittee meetings for three consecutive months or has missed two-thirds of regularly scheduled meetings within a six (6)-month period, their membership will be placed under review and possible termination by the AAC and WMATA staff; said members may be terminated by the AAC without additional action required by the WMATA Board of Directors. Additionally, AAC members must stay for at least 2/3 of the meeting to be counted as having attended the required AAC or subcommittee meeting.
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, but is not limited to, the use of slurs, derogatory comments, or any other conduct, whether physical, verbal or written (including email), directed at another person (including AAC members and WMATA Staff) 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 and any subsequent revision.

B. The AAC may terminate an AAC member for the reason listed in Article IV.A.1, or may recommend the Board of Directors terminate an AAC member's term for the reasons listed above in Article IV.A.2-4, 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. Before a vote to terminate (as provided in Article IV.A.1) or to recommend termination of an AAC member to the Board, the AAC Chair or Vice-Chair shall notify the AAC member in writing of the basis for the termination and/or recommendation and provide the member an opportunity to offer mitigating factors for consideration by a quorum of the AAC. The member in question will have the option to resign in lieu of recommendation for removal.

1. The meeting in section C should be held in executive session, as provided in Article VI.E., of the AAC and not publicly part of the meeting.
2. Following the vote as described in Section B, the Chair of the AAC will notify the subject member and the WMATA Board of Directors of the termination and/or recommendation, as appropriate, to terminate his or her membership. The Board of Directors may then take appropriate action, including but not limited to, terminating this membership and appointing a new member to serve

the unexpired term of the terminated member.

ARTICLE V OFFICERS

A. CHAIR

The membership of the AAC will elect a Chair from its membership every two (2) years. The AAC Chair will develop agendas, 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. The Chair of the AAC will serve on the Riders Advisory Council (RAC) or designate someone from the AAC to fulfill that role. The designee of the AAC to the RAC will advise the RAC on AAC proceedings and relevant disability issues that can affect the RAC. The RAC representative from the AAC may not serve as a RAC officer.

B. VICE-CHAIRS

The membership of the AAC shall elect a First Vice-Chair and a Second Vice Chair from its membership every two (2) years. 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 the powers and shall perform all of the duties of the Chair in an acting capacity for the duration of the Chair's absence or inability to serve.

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) consecutive 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 remainder of the unexpired term.
3. Temporary Vacancies: If the Chair and all Vice-Chairs of the AAC and subcommittees are absent from any meeting and/or are unable to act, the meeting shall be called to order by WMATA staff. The WMATA staff shall immediately call for the election of a Temporary Presiding Officer.
4. Elections: Election of officers shall occur in the first quarter of the fiscal year. A Vice-Chair can be elevated to Chair of the AAC or its subcommittees until an election can be held for the position, generally by the next main AAC meeting. 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: All officers shall be chosen based on qualifications, independent of disability or jurisdiction.

D. STAFF SUPPORT

The Department of Systemwide Accessibility and the Office of the Board Corporate Secretary will designate staff persons to act as AAC liaison(s) 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 content of the website should meet all Rehabilitation Act section 508 accessibility guidelines (WCAG.1 AA). 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 is 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

Regular meetings of the AAC shall be held at least once a month, generally in the evening. Regular meetings may be in person, hybrid (*i.e.*, virtual and in-person), or virtual. Meetings shall be conducted in accordance with Robert's Rules of Order, as revised from time to time, and these bylaws. The platform for virtual meetings must be accessible to people with disabilities, supporting interpreting services (ASL), captioning, (and auto-captioning). Meeting agendas shall be posted on WMATA's website in the same manner as agendas are posted for meetings of the WMATA Board of Directors. Meetings will be open to the public, held in a location accessible to people with disabilities, held in person, hybrid, or virtual and within the Transit Zone. The format (in person, hybrid, or virtual) of the meeting shall be recommended by the AAC to the Office of Systemwide Accessibility. Materials will be made available in accessible formats upon request.

All meetings shall be conducted in compliance with Americans with Disabilities Act (ADA) Title II requirements and the U.S. Department of Justice Guidelines on Accessible Meeting Sites. When meetings, or portions thereof, are proposed to be held at pre-existing or historic stations or sites, program accessibility shall be provided, upon request, in compliance with the ADA and Section 504 of the Rehabilitation Act of 1973, as amended including moving the meeting to an accessible site and/or provision of other reasonable accommodation, which may include Phone or Virtual Platforms.

The AAC may cancel a regularly scheduled meeting at any prior meeting by a two-thirds affirmative vote of members present at the 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, 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. They may directly address the AAC on any item on the agenda that is within its subject matter, during a prescribed public comment period.

B. SPECIAL MEETINGS

Special meetings may be called by the AAC Chair or by his/her designee 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 business of the AAC. A quorum is not required for meetings of the subcommittees. No decision of the AAC shall be valid unless a majority of members present and voting concur by their vote, unless a greater number is required as expressly stated elsewhere in these bylaws.

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 WMATA staff.

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

E. EXECUTIVE SESSION

The Committee may meet in executive session to discuss critical, sensitive, confidential or proprietary matters for which untimely disclosure may be detrimental to the public interest. The AAC or any Committee may meet in executive session provided a majority of the members present and voting vote in favor of closing the session. The agenda for each executive session shall be made available to the public prior to the meeting and shall include the topic or topics to be discussed, reasonably identified without violating confidentiality.

Before meeting in executive session, the presiding Committee Char, or in his/her absence, a voting AAC member shall:

1. conduct recorded vote on the closing of the session; and
2. make a written statement of the reason for closing the meeting, including a citation of the authority under this section, and a listing of the topics to be discussed.

A revised agenda including the executive session shall be made available to the public after the meeting to reflect any additional matters or topics discussed. The Committee may not discuss or act on any matter not expressly authorized in this section. The presiding Chair, or in his/her absence, a voting AAC member may also convene an unscheduled executive session at a monthly, special, or emergency meeting provided that the agenda for the executive session is made public contemporaneous with the meeting, subject to the above requirement.

ARTICLE VII AGENDA, MINUTES AND RULES OF ORDER

A. AGENDAS

1. The AAC Chair and subcommittee chairs, 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 transmitted to members at least 3 days prior to each AAC (meeting in a format that is accessible to all members).

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. Minutes, at a minimum, must include the date/time of the meeting, members present, items discussed and disposition of any item subject to committee vote.

C. RULES OF ORDER

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

The AAC Chair and subcommittee chairs are 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. Every member desiring to speak shall make that request known, such as by raising their hand, or by other means (e.g., virtual hand raise), signing up on the list, providing a chat message clarifying the intent to speak

during Public Comments, and/or contacting the Office of ADAP/Systemwide Accessibility ahead of the meeting, and upon recognition by the chair or his/her designee, shall speak only to the question under debate or at hand.

ARTICLE VIII SUBCOMMITTEES

The AAC will maintain two Subcommittees to assist with completion of its work. Those Subcommittees are the MetroAccess Subcommittee and the Bus/Rail Subcommittee. These Subcommittees will operate in the same fashion as the main AAC meeting, according to the requirements of these bylaws 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 shall appoint the chairs of the MetroAccess and Bus/Rail subcommittees. Chairs of the subcommittees shall appoint their own vice chairs.

Notice for all AAC meetings including subcommittees 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 BYLAWS AMENDMENTS

The bylaws 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 AAC 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 bylaws in accessible formats as requested. The proposed bylaws change will be made final upon approval by the Board of Directors. Any bylaw may be altered, amended or annulled at any time by a majority vote of the Board of Directors in consultation with WMATA staff.

ARTICLE X TERM OF AAC

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

The AAC may also initiate review of its composition, structure, or bylaws, and recommend changes for the Board's review.