

Metro Transit Accessibility Advisory Committee BYLAWS

ARTICLE I: NAME

The name of the advisory committee shall be Metro Transit Accessibility Advisory Committee.

ARTICLE II: MISSION

The mission of Metro Transit Accessibility Advisory Committee is to cultivate accessibility, usability, and inclusion through effective relationships between people with all abilities and Metro.

A. GOALS & OBJECTIVES:

1. Act as a mechanism to provide input on projects
2. Give feedback on policies and propose solutions for consideration
3. Regularly report to Bi-State Board of Commissioners meeting
4. Serve as liaison to the transit ridership community

B. MEMBER EXPECTATIONS/RESPONSIBILITIES:

1. Attend meetings regularly either in-person or by Zoom
2. Come prepared to participate
3. Serve in a leadership position or on a subcommittee which may require more meeting times
4. Educate other disability community members on initiatives and activities involving Metro Transit
5. Share lived disability experience with Metro via committee role
6. Avoid conflicts of interest (recuse self from decisions if conflict occurs)
7. Maintain positive representation of Metro Transit and Accessibility Advisory Committee in public forums
8. Commit to a 2–3-year term of service

Metro Transit will consider the committee's comments in making decisions however all final decisions are solely the responsibility of Metro Transit.

ARTICLE III: MEMBERSHIP

A. COMPOSITION

The Metro Transit Accessibility Advisory Committee shall be comprised of 15 community members selected by the Selection Committee after a review of submitted Statements of Interest. The Selection Committee for the Inaugural committee will be comprised of two community members and two Metro/BSD employees not affiliated with the ADA Services department. Forthwith, the Selection Committee will be comprised of two current Accessibility Advisory committee members and two Metro/BSD employees not affiliated with the ADA Services department. Metro Transit Accessibility Advisory Committee members will reflect Metro's ridership to the greatest extent possible as outlined below (please see Member Qualifications). Consideration will also be made to the racial identities, gender identities, and geographical location within the Metro Transit service area of committee members.

B. MEMBER QUALIFICATIONS:

1. A person with a disability or an older adult who uses Metro Transit (direct user of Metro Services)
2. A family member or caregiver of a direct user of Metro Services
3. A professional/volunteer in the field of disability or aging services who works with direct users of Metro Services
4. An employer of people with disabilities or older adults who are direct users of Metro Services

Any member who receives, directly or indirectly, money or other valuable consideration in connection with work related to Metro Transit policies or operations, or who bids for or otherwise formally seeks work as a consultant or contractor for Metro Transit, shall disclose such involvement in writing to the Metro Transit Accessibility Advisory Committee. Such disclosures will be recorded in the meeting minutes. Any such activity deemed by Metro Transit as a conflict of interest may be grounds for dismissal.

C. TERM OF OFFICE

1. The term for each member of the Metro Transit Accessibility Advisory Committee shall be three years following the installation of the Inaugural Committee on November 7, 2024.
2. The Inaugural committee will have 8 members who serve 3 years and 7 members who serve 2 years to prevent complete turnover of the Metro Transit Accessibility Advisory Committee following the first term served.
3. The terms for the Inaugural committee members shall be determined by random selection.
4. Terms shall begin on January 1 and end on December 31 of the third year, with the exception of the 7 Inaugural members whose terms will end December 31 of the second year.
5. Members may be considered for reappointment at the end of their term by following the established selection process of submitting a Statement of Interest.
6. Members are limited to 2 terms. They may reapply for subsequent appointment 3 years after their second term ends.

D. RESIGNATION

1. Members may resign in writing and submit to the Director of ADA Services.
2. Members may be removed at Metro's discretion for poor attendance or poor conduct. The Director of ADA Services, in consultation with Committee Chair, will make attempts to remediate areas of concern before removing a committee member.

E. LEAVE OF ABSENCE

1. Members may request a compassionate leave of absence for medical or caretaking reasons.
2. Members may request leave in writing and submit to the Director of ADA Services.
3. Leave of absence can be requested for up to 6 months and will be granted at the discretion of the Director of ADA Services, in consultation with the Committee Chair.
4. A one-time extension of 3-6 months may be requested by the member no later than 2 weeks prior to the extension of their active leave of

- absence. The extension will be granted at the discretion of the Director of ADA Services in consultation with the Committee Chair.
5. If the member is no longer able to fulfil their duties following the leave of absence, then they may resign their position (see Article III, Section D).

ARTICLE IV: OFFICERS

A. CHAIR

The Metro Transit Accessibility Advisory Committee will elect a Chair from the 15 members. The Chair will develop an agenda in conjunction with ADA Services representatives, lead the meetings, keep order, conduct votes as appropriate, and sign all correspondence from the Metro Transit Accessibility Advisory Committee.

B. VICE CHAIR

The committee will vote for a Vice Chair from the committee members. The Vice Chair will support the Chair, and act as the Chair if the Chair is absent or unable to fulfill their duties.

C. STAFF SUPPORT

Metro Transit's ADA Services department will provide support to the Metro Transit Accessibility Advisory Committee in the form of preparation of meeting agendas, notes, communications with committee members, liaisons to Metro departments, the Bi-State Development Board of Commissioners, and staff. Metro ADA Services staff will work closely with the Metro Transit Accessibility Advisory Committee to develop a working plan and create sub-committees to work on mutually agreed upon projects and goals for increasing accessibility and usability of the Metro Transit system.

ARTICLE V: MEETINGS

The Metro Transit Accessibility Advisory Committee will meet 6 times a year. Subcommittee meetings will be set as needed. Members are expected to attend 4 out of 6 regular meetings a year. Meetings will be held in a hybrid format.

ARTICLE VI: REVISIONS

Metro Transit may amend these by-laws upon notice to the Metro Transit Accessibility Advisory Committee and with an opportunity to comment. The committee may propose amendments to these by-laws upon a two-thirds vote of active members. Metro Transit may accept or reject such proposed amendments at its discretion.