

**Central Contra Costa Transit Authority
Advisory Committee
Role and Function
Proposed May, 13, 2011**

Purpose

The primary purpose of the Central Contra Costa Transit Authority Advisory Committee will be to review, analyze and advise the County Connection Board of Directors on issues and policies relating to fixed-route and paratransit service. The Advisory Committee will be asked to consider and make recommendations on finance and planning documents that include but are not limited to the following:

- CCCTA Ten Year Short Range Transit Plan
- Annual operating and capital budget
- Annual marketing plan
- Other issues such as operations, scheduling, administration, finance, and legislation

Composition

The Advisory Committee shall be comprised of eleven (11) members from Central Contra Costa County. Each member jurisdiction will be requested to recommend one member from that jurisdiction for appointment by the CCCTA Board of Directors. The following criteria should be considered:

- Representative should be active in community participation and involvement
- Representative should reside in the appointed community
- Representative should be a current or former user of fixed-route and/or paratransit service

Term

- Members will be appointed for a two-year term, with no limit on the number of terms served
- If during his/her term, a representative resigns, is removed, or unable to continue to serve, the recommending jurisdiction will be requested to appoint a successor, to be approved by the CCCTA Board of Directors to serve the balance of the term.
- If a member misses three or more consecutive meetings without cause, the Advisory Committee may request that member resign or be removed by the CCCTA Board after consultation with the affected jurisdiction

Officers

- The Advisory Committee will elect officers who will serve one-year terms. Officers will include a chair and a vice chair.

Meetings

- The Advisory Committee will meet every other month. However, if the Committee wishes to have a special meeting, any member may request that the Chair ask the staff liaison to schedule such a meeting
A majority of those present shall be required to adopt an action

Charge

The Advisory Committee is charged with the responsibility of acting as ADVISORS to the CCCTA Board of Directors, and to report service issues and concerns received from the jurisdictions. Members may volunteer, or be appointed by the Chair to attend scheduled CCCTA Committee meetings, participate in Advisory Committee subcommittees, or undertake other duties for the Advisory Committee

Furthermore, the Committee is charged with the responsibility of acting as DISSEMINATORS of information in their community, and to assist in the education of their jurisdictions of the fixed-route and accessible services that are available.

In fulfilling this charge members may be expected to:

- Make formal recommendation in the form of written communications and reports to the CCCTA Board of Directors, and where appropriate, supplement with oral comments.
- Maintain a working relationship with Board representative from his/her jurisdiction
- Advisory Committee shall appoint a member to serve as the Committee liaison to the Contra Costa County Paratransit Coordinating Council
- Network with other interested citizens and groups in the community
- Assist CCCTA staff at community or business events
- Act as a forum for fixed-route, accessible services, and LINK paratransit users to express concerns or ideas about the service to the Authority