

Project Connect Community Advisory Committee Bylaws Edit Log

As proposed – September 2023

The list below is a comprehensive list of proposed changes to the Project Connect Community Advisory Committee (CAC) Bylaws by section. The intent of this document is to capture minor and significant changes made, including reorganization of existing content. This list is in lieu of a red line document of the existing bylaws.

- General
 - Changed all instances of “Capital Metro” to CapMetro, except for the first instance.
 - Changed “Articles” to “Sections” and created relevant subsections. For example, “Article 3. Membership.” is now “Section 3. Membership”, with relevant subsections enumerated as “3.# Subsection Name”.
 - Minor typo and stylistic changes. For example, changing certain instances of “member” to “Member” and “CAC Member”.
- Section 1: Name
 - changed “board” to “advisory committee”
- Section 2: Purpose and Duties
 - Removed reference to “social” equity, as CAC advises on Project Connect equity broadly.
 - Removed reference to the Project Connect equity tool to restore purpose language to original CAC documents.
- Section 3: Membership
 - Reorganized material into subsections: Membership Composition, Eligibility, Term of Membership, Official Actions, Resignation
 - Created new sections: Reappointment, Filling of Vacancies, and Removal of Members, Staggered Terms
 - Section 3.1 – Membership Composition
 - Defines CAC as being comprised of 11 members appointed by the CapMetro Board, ATP Board and Austin City Council
 - Removes appointment of any members from CapMetro Committees or City Council Commissions
 - Clarifies that the CAC *may* have up to two ex-officio members, and, should the CAC decide ex-officio(s) are needed, allows the CAC to determine who it will be.
 - Section 3.2 – Eligibility
 - Clarified that eligibility criteria applies to members, not applicants.
 - Clarified that CAC Members must continue to meet eligibility criteria for the duration of their term and that each member owns the responsibility of reporting changes in their eligibility.

- Moved other elements of eligibility (abiding by the ATP Ethics, Conflicts, and Nondisclosure Policy) to this section.
- Section 3.3 – Term of Membership
 - Removed reference to “July 1st on year of appointment”. Terms begin upon appointment.
 - Increased the term of Members from two years to four years.
 - Established a two term limit for Members unless they are completing a vacated term or draw an initial two-year term.
- Section 3.4 – Staggered Terms
 - Created a new section to create staggered terms for Members.
- Section 3.5 – Appointment Process
 - Identifies process for appointing Members that utilizes a nominating committee to make a recommendation for consideration by all three governing bodies.
 - Noted that staff shall inform applicants their application may be subject to Public Information Requests.
 - Clarified that ex-officios are appointed at the discretion of the CAC.
- Section 3.6 – Reappointments
 - Establishes the ability of existing members to be reappointed and specifies that an application will be completed, submitted to the nominating committee, and approved upon nominating committee recommendation by all three governing bodies.
- Section 3.7 – Filling of Vacancies
 - Creates a process to fill mid-term vacancies that includes a CAC working group to review and recommend appointment to be considered by the full CAC.
 - Specifies the term length for individuals completing a term.
- Section 3.8 – Removal of Members
 - Clarifies that failure to attend three consecutive meetings without explanation acceptable to the CAC Chair constitutes grounds for removal.
 - Clarified it is the responsibility of the Chair to determine if there is a violation of the attendance policy in the bylaws and the staff liaison would inform the member.
 - Clarifies that a change in eligibility constitutes grounds for removal.

- Clarifies that failure to abide by the ATP Ethics, Conflicts and Nondisclosure Policy constitutes grounds for removal and provides instruction on who can and how to report potential violations.
- Section 3.9 – Resignation
 - Clarified that the resigning member shall notify the CAC chair and staff liaison, not the City clerk.
- Moved topics on absences and reimbursement to Subsection 3.8 - Removal of Members and 5.2 - Maintaining of Records, and 6.1 - General
- Section 4: Officers
 - Consolidated Articles 4. Officer and 5. Duties of Officers into one section
 - Section 4.1 – Duties of Officers
 - Clarified that it is the responsibility of the Secretary to track absences and report them to the chair.
 - Section 4.2 - Election of Officers
 - Removed the specific term start and stop dates.
 - Increased the number of consecutive terms in an officer role, to coincide with the increased term lengths for members.
- Section 5: Staff Liaison
 - Created a new section to outline and clarify the roles and responsibilities of the staff liaison
 - 5.1 General
 - Specified that the staff liaison is ATP, with support from the City and CapMetro.
 - Specified that the City shall provide support from both the Project Connect Office and the Housing Department.
 - Specified that the staff liaison will support membership maintenance activities (i.e., reappointment, filling of vacancies, etc.)
 - Specified that the staff liaison shall coordinate all meeting logistics
 - 5.2 Maintaining of Records
 - Consolidated various points about minutes, agendas, etc., into one subsection.
- Section 6: Meetings
 - Organized content into subsections, and combined previous Meetings and Agendas sections.
 - 6.1 General
 - Clarified that CAC shall take public comment as part of each meeting, and removed a prohibition on taking comment on an item posted as a briefing.

- Clarified that posting of agendas must also comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
 - Removed reference to closed meetings. This removal does not prohibit closed meetings.
- 6.2 Meeting Quorum
 - No change.
- 6.3 Meeting Schedule
 - Added a provision to allow a special called meeting in order to comply with a critical project or program milestone.
 - Added a description of where the meeting schedule shall be posted.
- 6.4 Agendas
 - Clarified that the agenda development will include consultation with “appropriate agencies” as is current process.
 - Moved mention of posting requirements for agendas to “staff liaison” section under consolidated responsibilities.
 - Added a description of where the agendas shall be posted.
- 6.5 Actions of the CAC
 - Clarified that an action must be adopted by a majority of the CAC members.
- 6.6 CAC Participation at Non-Meeting Events
 - Clarifies that CAC members may congregate together at non-meeting events where CAC business will not be discussed without constituting a quorum.
- Section 7: Working Groups
 - Removed option to form subcommittees.
- Section 8: Parliamentary Authority
 - No change
- Section 9: Amendment of Bylaws
 - Clarified that the staff liaison shall support the approval of bylaws changes at the three governing bodies.
 - Added language that the bylaws changes could be initiated by approval of the CapMetro Board, City Council and ATP Board.