

**GUIDELINES of the TRANSPORTATION DISTRICT COMMISSION OF  
HAMPTON ROADS ADVISORY SUBCOMMITTEE  
for PERSONS with DISABILITIES**

August 1, 2008  
(Revised December 9, 2015)

**ARTICLE I  
NAME**

**SECTION 1: Name**

The name of this organization is the Transportation District Commission of Hampton Roads / TA Hampton Roads Transit (HRT) Advisory Subcommittee for Persons with Disabilities (hereafter referred to as the “Advisory Committee”).

**SECTION 2: Purpose**

The purpose of the Advisory Committee is to provide a communications link between the Transportation District Commission of Hampton Roads (hereafter referred to as the “Commission”), persons with disabilities who use or may use its services, and service providers to the disability community on matters related to the provision of Paratransit Services within Commission’s service area. The role of the Advisory Committee is to provide advice and input to the Commission and to HRT staff.

**ARTICLE II  
MEMBERSHIP**

**SECTION 1: Membership**

The Commission will appoint all voting members of the Advisory Committee in accordance with the guidelines set forth in Article II of these Guidelines..

**SECTION 2: Application for Membership**

Any person interested in membership on the Advisory Committee shall contact the Advisory Committee Chairperson, Committee HRT liaison, or any member of the Commission to request consideration for membership. The Advisory Committee may also recommend to the Chairperson of the Commission or to the ex-officio representative from the Commission, a person or persons to be considered for membership. Interested persons will send their request in typed or written format regarding their background and qualifications for membership. No formal application shall be required, and the Commission will make its appointments based upon the information provided by the prospective member and any other sources it deems appropriate.

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A list of open seats on the Advisory Committee and the expiration of the terms of the current members shall be maintained by HRT staff, with the assistance of the Membership Committee, and shall be made available to the public or to the Advisory Committee (or any member thereof) upon written request.

### **SECTION 3: Term of Membership**

**a. Length of Term**

Voting members shall be appointed for a term of not more than (3) three years. A membership term commences on the date the member is appointed to the Advisory Committee by TDCHR.

**b. Reappointment**

A member may be re-appointed to serve an additional (3) three-year term at the expiration of a current term. Membership shall be limited to (2) two consecutive (3) three-year terms. A member serving (2) two consecutive (3) three-year terms shall not be eligible for reappointment for 12 months. A member shall apply for reappointment in the same way as new members apply for appointment as described in Section 2 above.

**c. Adjustment of Term**

If a majority of the Commission concurs, a member's term may be shortened to less than (3) three years if such action would be in the best interest of the Advisory Committee.

### **SECTION 4: Voting Members**

Voting members shall be classified as either consumers or service providers.

- a. A "consumer" is an individual, or a parent, guardian or caregiver of an individual, with a disability who is certified eligible for ADA Paratransit Services and has been using the Paratransit Services of the Commission during the past six months.
- b. A "service provider" is an agency, organization, member jurisdiction, or company that has been providing services to persons with disabilities during the past six months.

### **SECTION 5: Non-Voting Members**

The Commission and the Hampton Roads Planning District Commission shall each be represented by one non-voting, ex-officio member who shall be named by their appointing entity.

HRT staff shall participate in Advisory Committee meetings on a non-voting basis.

A representative of the service contractor(s) for Paratransit Service shall participate in Advisory Committee meetings as a non-voting resource to members and HRT staff.

### **Section 6: Composition**

Membership shall consist of no more than twenty-one voting members and the non-voting members. Furthermore, membership shall generally consist of:

- a. Two consumers from each member jurisdiction
- b. One service provider representative from each member jurisdiction.

Every effort will be made to have equal representation from each jurisdiction and balanced representation of the various disabilities present in the member jurisdictions. If the above-referenced number of consumers and/or service providers is not available from a jurisdiction, the Commission may, and shall be encouraged to, appoint a representative from another jurisdiction.

### **Section 7: Removal from Membership**

- a. A Consumer member of the Advisory Committee must use Paratransit services of the Commission at least once every six months during the fiscal year, or will be subject to removal.
- b. A Consumer member shall be subject for removal from the Advisory Committee upon a 30 day Sanction or suspension resulting in the violation of any Hampton Roads Transit Paratransit policy. Upon reinstatement of certified eligibility, the member must then undergo the Application for Membership process following a 12 month waiting period from the new date of certified eligibility reinstatement.

**ARTICLE III**  
**DUTIES and RESPONSIBILITIES of the ADVISORY COMMITTEE**

The role of the Advisory Committee is to provide advice and input to the Commission and to HRT staff and to represent the interest of the Hampton Roads disability community with HRT.

**SECTION 1: Attendance**

- a. Members of the Advisory Committee shall attend scheduled meetings of the Committee and of any Subcommittee to which they are assigned. A record of attendance shall be maintained by HRT staff.
- b. Notification of a pending absence must be given by the member to the designated HRT staff representative, or designee, at least 24 hours prior to the beginning of a scheduled meeting, or the absence is unexcused, unless the absence is due to a verifiable emergency situation.
- c. Any voting member who has two consecutive unexcused absences or three total absences within a (12) twelve-month period may be deemed inactive by a majority vote of the Advisory Committee. In the event a member is deemed inactive, the Advisory Committee may request that the Commission remove and replace the inactive member from the Advisory Committee.  
Any voting member removed by the Commission due to inactivity will not be eligible to apply for reappointment for twenty-four (24) months from the date of removal.

**SECTION 2: Participation**

Members of the Advisory Committee are expected to participate in Committee and Subcommittee discussions and other activities, if any. Matters of interest to the Committee or HRT should be raised in a timely manner to permit placement on a meeting agenda for consideration.

**ARTICLE IV**  
**HRT SUPPORT AND RESPONSIBILITIES**

As authorized by the Commission, and as assigned or delegated by the President/CEO, HRT staff is responsible for the day-to-day operations of the transit and paratransit systems.

**SECTION 1: Designation of Responsible Staff**

HRT shall designate staff responsible to support the Advisory Committee's functions, meetings

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and records. The Advisory Committee shall be informed of any changes in such assignment(s).

## **SECTION 2: Advisory Committee Records and Meeting Materials**

HRT shall prepare records and minutes of Advisory Committee meetings in draft form and shall maintain these as approved by the Advisory Committee.

HRT shall be responsible for preparing materials in advance of Advisory Committee meetings and ensuring their mailing or other delivery to Advisory Committee members in a timely manner. Upon request, materials will be provided in an accessible format.

If information relating to the Advisory Committee is requested by a member of the public, HRT shall be responsible for providing it in a manner consistent with applicable law.

## **SECTION 3: Staff Oversight of Committee**

HRT shall provide information to the Commission on an annual basis regarding Advisory Committee member attendance and performance.

# **ARTICLE V** **MEETINGS**

## **SECTION 1: Regular Meetings**

Regular meetings shall be held on the second Wednesday of a month, and shall generally be scheduled during February, April, June, August, October and December at either the Transportation District Commission of Hampton Roads Office, 3400 Victoria Boulevard, Hampton, Virginia or the Transportation District Commission of Hampton Roads Office, 509 East 18<sup>th</sup> Street, Norfolk, Virginia. Every effort will be made to alternate the meetings between the two locations. The annual meeting shall be held in June. If a regular meeting is cancelled, such notice shall, to the extent feasible, include the date and location of the next regular or special meeting.

## **SECTION 2: Special Meetings**

A special meeting of the Advisory Committee may be called by the Chairperson or any (5) five voting members. Members shall be given (10) ten business days written or verbal notice prior to said meeting. The notice must set forth items to be considered, and no other items will be considered unless by (3/4) three-fourths favorable vote, a quorum being present.

### **SECTION 3: Quorum**

A quorum for the transaction of business shall be constituted by at least a majority of the appointed voting members. In the absence of a quorum, at the expiration of (30) thirty minutes from the time appointed for the meeting, the name of the members present shall be entered upon the minutes and the meeting shall stand ipso facto adjourned until the next regular meeting, or until a new call is issued in the regular way if it be a special meeting.

### **SECTION 4: Voting**

Unless otherwise specified herein, a majority vote of those voting members in attendance, a quorum being present, shall be required to approve any motion or action of the Advisory Committee.

### **SECTION 5: Access to Meetings**

All meetings of the Advisory Committee and of its Subcommittees shall be open to the public. No person shall be denied access to any meeting of the Advisory Committee or a Subcommittee unless that person is disruptive or otherwise prevents or impedes the business of the Advisory Committee or the Subcommittee.

## **ARTICLE VI OFFICERS**

### **SECTION 1: Officers**

The officers of the Advisory Committee shall consist of a Chairperson and a Vice-Chairperson. The officers shall be voting members in accordance with provisions of Article II. The Chairperson and the Vice-Chairperson shall be elected annually by the Advisory Committee and approved by Commission. Officers can serve no longer than (2) two consecutive (1) one-year terms in each position.

In the event an officer is unable to complete a term, the vacant office shall be filled in the same manner as it was originally filled.

### **SECTION 2: Duties of Chairperson**

- a. To preside at all Advisory Committee meetings and to vote to break a tie.
- b. To develop agendas for Advisory Committee meeting in coordination with HRT staff.
- c. To appoint chairpersons and members of all standing and Ad Hoc Subcommittees. d.

To serve as an ex-officio, non-voting member of any and all standing and Ad Hoc Subcommittees, except that the Chairperson of the Advisory Committee shall also serve as the voting Chairperson of the Executive Subcommittee.

- e. To attend Commission meetings as a representative of the Advisory Committee. f. To perform other duties assigned by the Chairperson.

### **SECTION 3: Duties of Vice-Chairperson**

- a. To perform the duties of the Chairperson in case of absence of the Chairperson.
- b. To serve as an ex-officio, non-voting member of any and all standing and Ad Hoc Subcommittees, except that the Vice-Chairperson of the Advisory Committee shall also serve as a voting member of the Executive Subcommittee.
- c. To perform other duties assigned by the Chairperson.

## **ARTICLE VII SUBCOMMITTEE**

### **SECTION 1: Subcommittees**

Subcommittees shall consist of not less than three members, including the Subcommittee Chairperson. Except for the Executives Subcommittee that is restricted to 3 (three) members, there shall be no limit to the number of members of a Subcommittee, except that the number of voting members shall not, at any time, constitute a quorum of the Advisory Committee. Members of the Executive Subcommittee serving Ex-Officio, a non-voting capacity, shall not be counted for purposes of the Subcommittee's membership. The Subcommittee Chairperson and members shall be appointed by the Advisory Committee Chairperson. Each Subcommittee shall meet at least once per year, and additionally on an as-needed basis. The term for each Subcommittee member shall coincide with the term of the Advisory Committee Chairperson. Subcommittee vacancies shall be filled by the Advisory Committee Chairperson at the next Advisory Committee meeting.

Subcommittee meetings may be held at a time and place determined by the Subcommittee members, in coordination with HRT staff, but in general shall be held on the same day and at the same location as the Advisory committee meeting. All Subcommittee meetings shall be noticed to all members of the Advisory Committee in accordance with the provisions of Article V of these Guidelines and shall be open to the public.

Every effort shall be made to achieve a balanced representation on the Subcommittees and between Consumers and Service Provider members.

### **SECTION 2: Duties of Subcommittee Chairperson**

Each Subcommittee chairperson is responsible for reporting on Subcommittee activity at each regular meeting of the Advisory Committee and submitting a written report at the Annual meeting, which summarizes that Subcommittee's activity for the previous year.

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The Subcommittee chairperson shall maintain a record of attendance at Subcommittee meetings, with support from HRT staff, and shall provide such record to the Advisory Committee through HRT staff.

### **SECTION 3: Standing Subcommittees**

The Standing Subcommittees of the Advisory Committee shall consist of the Executive Subcommittee, the Service Quality Subcommittee, the Membership Subcommittee, and the Policy Review Subcommittee.

- a. The Executive Subcommittee shall consist of the Chairperson and Vice-Chairperson of the Advisory Committee, and one voting member shall be elected by a majority vote of the Advisory Committee, at a regular meeting, a quorum being present. The primary purpose of the Executive Subcommittees is to serve as a Communications/Liaison Subcommittee on behalf of the full Advisory Committee. In this role, the Subcommittee, working with HRT staff, shall be responsible for liaison and communication between the Advisory Committee and HRT Commissioners and/or staff. The Chairperson of the Advisory Committee may delegate representation of the Advisory Committee at Commission meetings to one or more members of this Subcommittee. The Executive Subcommittee shall also review minutes for accuracy prior to mailing, oversee all standing committees, and coordinate the preparation of meeting agendas with designated HRT staff. The Executive Committee shall be composed of not less than (1) one consumer member and (1) one service provider member. Members of the Executive Subcommittee shall server as ex-officio non-voting members of all other standing Subcommittees.
- b. The Service Quality Subcommittee shall be responsible, working with HRT staff, to monitor the performance of Paratransit Service and other public transit services in the service area, and to report any conclusions and recommendations to the Advisory Committee for consideration.
- c. The Policy Review Subcommittee shall be responsible, working with HRT staff, to review pending and/or adopted HRT policies relating to Paratransit Service and other public transit services in the service area, and to report any conclusions and recommendations to the Advisory Committee for consideration.



- d. The Membership Subcommittee shall be responsible, working with HRT staff, for recruiting and assisting persons interested in becoming an Advisory Committee member in accordance with the Application for Membership process explained in Article II of these Guidelines. The Committee, with assistance from HRT staff, shall also maintain a list of open seats on the Advisory Committee and the expiration of the terms of the current members.

#### **SECTION 4: Ad Hoc Subcommittee(s)**

The Advisory Committee Chairperson, or the Advisory Committee by majority vote at a regular meeting, a quorum being present, may create such other Subcommittee(s) as deemed appropriate.

### **ARTICLE VIII PARLIMENTARY PROCUDURE**

Roberts Rules of Order, revised, shall govern the business procedures of the Advisory Committee in all cases not provided for in these Guidelines.