

CHARTER FOR THE  
COMMITTEE ON ACCESSIBLE TRANSPORTATION (CAT)  
UTAH TRANSIT AUTHORITY

Updated by the CAT: October 21, 2019  
Adopted by UTA Board of Trustees: October 30, 2019

**I. Purpose**

The Utah Transit Authority (“UTA”) formed the Committee on Accessible Transportation (“CAT”) to offer recommendations and assistance to UTA on accessibility issues related to UTA’s facilities, equipment, routes, plans, and programs. UTA intends the CAT to provide the mechanism to ensure participation of individuals with disabilities in the continued development and assessment of transit services to persons with disabilities. The objective of the CAT is to offer advice to UTA on ways to provide access to fixed route and rail services and to complementary Paratransit service for people functionally not able to use the fixed route system. The CAT will provide broad representation of the disability and senior communities, as well as representation of UTA.

**II. Membership**

A. Voting members.

1. Voting members on the CAT may include:
  - i. Individuals with disabilities and parents or guardians of individuals with disabilities.
  - ii. Representatives from organizations that provide service to, or work with, individuals with disabilities.
  - iii. Advocates of and for individuals with disabilities and other appropriate individuals.
  - iv. Representatives from the senior community.
2. The CAT shall consist of no more than thirteen (13) voting members with at least one (1) voting member representing each of the following membership categories:
  - i. Blind/Visually Impaired
  - ii. Deaf/Hearing Impaired
  - iii. Physical Disabilities, including Mobility Impairments
  - iv. Intellectual, Developmental, and Learning Disabilities
  - v. Mental Health Disabilities
  - vi. Multiple Disabilities
  - vii. Seniors
  - viii. Military Veterans
3. Every effort will be made to ensure that the membership of the CAT committee also includes representatives from the various counties in which UTA provides service.
4. If there are not enough applications submitted for individuals to represent membership openings in each category, the CAT may by majority vote determine to fill the remaining open positions with individuals qualifying under one or more of categories (1) through (7), if there are such applications submitted.

- B. Non-voting members. There will be one non-voting member representing each of the following UTA positions, business units, or offices:
1. UTA Board of Trustees representative
  2. UTA Fixed Route Business Units
  3. UTA Paratransit Operations
  4. UTA Light Rail Services (TRAX)
  5. UTA Commuter Rail Services (FrontRunner)
  6. UTA Paratransit Customer Support
  7. UTA Mobility Management, which may include Travel Training personnel
  8. UTA ADA Compliance Officer as Staff Liaison to the CAT
  9. UTA Staff as Secretary to the CAT
- C. Membership Terms.
1. The term of office of voting members shall be two years, starting on August 1 and ending on the last day of July of the second year of the two-year term.
  2. A voting member may be appointed for two consecutive two-year terms.
  3. Former CAT members interested in serving additional terms on the CAT may reapply for membership after taking at least a one year leave from CAT membership.
- D. Applications for Membership. Before or during April of each year in which positions as voting members of the CAT will be available during the upcoming membership year, the UTA Staff Liaison to the CAT shall prepare and disseminate a recruitment announcement. Current CAT members are encouraged to assist in recruiting new members. CAT membership is open to individuals living in any part of UTA's service area. Applications will be posted on the UTA website and provided by the UTA staff liaison on request to interested individuals. The application form will ask for the applicant's name, address, phone number, membership category representation, and reasons for wanting to serve on the CAT. A member whose first two year term is ending must submit an application to be considered for a second term. Former CAT members who have not been voting members for at least one year and are interested in being considered again for CAT membership must also submit an application to be considered for an additional term. Applications for membership must be received and reviewed in May of each year and new members selected by the Planning & Community Outreach subcommittee in June of each year.
- E. Membership Selection. The Planning and Community Outreach Subcommittee will review the applications received, conduct interviews, and select new voting members annually to fill available positions.
- F. Attendance. Each CAT member is expected to attend all meetings and perform other assignments as directed by the CAT. If a member is absent from three meetings, either regular CAT meetings, subcommittee meetings or any combination thereof between August 1 and July 31, the individual will no longer be eligible for membership on the CAT.
- G. Election of Chairperson for Full CAT Committee. The Planning and Community Outreach subcommittee shall survey voting members in March for nominations for Chairperson. Nominations shall be accepted by the Planning and Community Outreach subcommittee until the close of business on the Friday preceding the April meeting of the full CAT committee. The Chairperson of the CAT shall be elected by secret ballot by a majority of the voting members at the April meeting of the full CAT committee. The Chairperson

may not serve in that position for more than two one-year terms or until his or her successor is elected to that position.

- H. Election of Chairperson for Each Subcommittee. Members of each subcommittee will elect a Chair during the annual CAT training held in August.
- I. Secretary. UTA shall provide a UTA employee to act as Secretary to the CAT.

### III. **Members' Duties and Responsibilities**

The CAT is a non-governing advisory board that shall provide disability related consumer insight to UTA management, as well as the UTA Board of Trustees, on matters pertaining to accessible transportation services consistent with the Americans with Disabilities Act. Members shall:

- A. Promote community support for UTA's accessible transportation systems.
- B. Attend and participate in CAT meetings and accept subcommittee assignments as requested.
- C. Make recommendations for UTA policies and procedures regarding accessible transportation, as well as the CAT charter and CAT subcommittee procedures.
- D. Review UTA proposals for accessible transportation services and provide input on factors related to accessibility qualifications of proposals.
- E. Review accessibility of the fixed route bus and rails services, and provide suggestions for increased use of those services by persons with disabilities.
- F. Review appropriate use of UTA's paratransit service and provide suggestions for increased effectiveness.
- G. If needed, recommend individuals from outside of the CAT committee to study various service specifications and technical aspects of the system.
- H. Assist with the recruitment of new CAT members.
- I. Plan, attend, and participate in the annual ADA celebration.
- J. Participate in disability sensitivity training for UTA employees.

### IV. **Subcommittees**

There shall be three subcommittees: Executive, Planning and Community Outreach, and Services. UTA's ADA Compliance Officer will assign members to subcommittees with consideration given to each members preferences. Annually, each subcommittee shall elect its own leadership to include at least a chairperson.

- A. Executive Subcommittee. The Executive Subcommittee consists of the chair of the full CAT committee, as well as the chair of each of the Planning and Community Outreach and Services subcommittees. The executive subcommittee will meet as needed to review goals of the CAT, to resolve membership issues, and coordinate resources to support all subcommittees.
- B. Planning and Community Outreach Subcommittee. The Planning and Community Outreach Subcommittee is responsible for CAT membership, leadership elections, planning the annual ADA celebration, and reviewing the CAT charter. This subcommittee may give advice to UTA on providing information to the general public, advocacy organizations, and others about UTA's accessible services as well as UTA's efforts to meet and exceed accessibility goals. This subcommittee will help with selecting members of the CAT, as well as the larger disability community, to participate on UTA's paratransit eligibility appeals panel and will support efforts to organize training for new panel members. This subcommittee will work with all of UTA as needed to complete subcommittee goals.

- C. Services Subcommittee. The Services subcommittee is responsible for providing feedback on all of UTA services and programs, including fixed route bus, rail, and paratransit services, as well as the general direction for UTA on issues related to accessibility. To assure accessibility, non-discrimination and program efficiency, the Services subcommittee may review and provide recommendations on a broad range of topics including: services changes (e.g., routes, stops); UTA policies and procedures; project designs; equipment and vehicles (i.e., buses and train cars); alternate funding sources; fares, including new fare cards and fare policy; service expansion; paratransit eligibility and related appeals; and other changes to UTA services and programs. The Services subcommittee is responsible for reviewing the Paratransit Riders Guide at least every three years.

**V. Officers' Duties**

- A. Chair. The Chairperson for the full CAT committee shall:
  - 1. Provide input on agendas for meetings of the full CAT.
  - 2. Preside at and facilitate all meetings of the CAT and Executive Subcommittee.
  - 3. Ensure that all recommendations of the CAT are shared.
  - 4. Be the spokesperson for the CAT.
  - 5. Give general direction to the work of the CAT.
  - 6. With support from the ADA Compliance Officer, oversee the work of developing annual subcommittee goals and evaluating progress toward these goals.
  - 7. Report significant CAT accomplishments to the UTA Board of Trustees on an annual basis.
  - 8. Perform other duties as directed by the CAT with concurrence of UTA.
- B. Subcommittee Chairs. The chair of each subcommittee shall:
  - 1. Provide input on agendas for subcommittee meetings.
  - 2. Preside at and facilitate subcommittee meetings.
  - 3. Ensure that all subcommittee recommendations are shared in full CAT committee meetings.
  - 4. Preside at and facilitate meetings at which the Chair of the full CAT committee is not present.
  - 5. Serve as the interim Chair of the CAT in cases where the individual elected to be the Chair of the CAT can no longer serve as the Chair.

**VI. UTA Staff Liaison**

- A. The UTA ADA Compliance Officer will be the UTA staff representative ("Staff Liaison") to work directly with the CAT.
- B. The Staff Liaison may engage other UTA staff or delegate assignments as necessary to other UTA staff, but the Staff Liaison is the primary point of contact for UTA and will maintain all responsibility for management, direction, and oversight of the CAT.
- C. The Staff Liaison will be responsible for all correspondence with CAT members including but not limited to preparing meeting agendas, taking meeting minutes, arranging for meeting space and meals as necessary.
- D. The Staff Liaison will be responsible to provide timely reports and feedback to the CAT on all subjects, tasks, and projects which the CAT has been asked to engage.

- VII. Executive Director Participation.** The UTA Executive Director or his or her designee will meet with the CAT at least one (1) time annually to give an update on the state of UTA.

## VIII. Board of Trustees Participation

The ADA Compliance Officer will invite members of the UTA Board of Trustees to attend all full CAT Committee meetings, as well as the annual ADA Celebration. The specific Board member who will attend meetings and the ADA Celebration will be determined based on Board member schedules and will be coordinated by the Director of Strategic Board Operations, or his or her designee. Board members who attend full CAT meetings are encouraged to share information regarding Board activities or decision which may be of interest to members of the CAT.

## IX. Meetings

- A. Open Meetings. All meetings of the full CAT committee, as well as subcommittee meetings, will be held in accordance and consistent with the Utah Open and Public Meetings Act, Utah Code Annotated §54-4-2016. The CAT training held in August of each year is not considered an open meeting, nor are interviews conducted with potential new CAT members.
- B. Schedule.
  1. The full CAT will meet quarterly in January, April, and October on the second Monday of the month at the UTA Administration Offices at Frontline Headquarters (FLHQ), 669 West 200 South, Salt Lake City, Utah, unless another date or location is otherwise agreed to by the CAT and UTA. Meetings will start at 12:30 pm and will last for two hours. In-person attendance is required for voting CAT members. The annual ADA celebration held each year in July will take the place of a full CAT committee meeting for the month of July.
  2. Subcommittee meetings will generally take place monthly from September to June of each membership year. The date and time of subcommittee meetings will be established each year during the annual CAT training in August based on subcommittee member availability. Participation in subcommittee meetings can take place either in-person or via conference call.
  3. New and returning CAT members will participate in a day-long training session on the second Monday in August of each year.
- C. Agenda.
  1. The UTA Staff Liaison to the CAT will prepare and email a proposed agenda to the Chair of the full CAT committee or subcommittee at least seven calendar days prior to the next scheduled meeting of the full CAT committee or subcommittee.
  2. Upon approval by the Chair, a draft agenda will be emailed to the members of the full CAT committee or subcommittee at least four days prior to the next scheduled meeting.
  3. The final agenda for the next scheduled meeting of the full CAT committee or subcommittee will be publicly noticed at least three days prior to the next scheduled meeting.
- D. Rules of Order. Business of the CAT shall be transacted in accordance with *Roberts Rules of Order, Newly Revised*.
- E. Quorum. A majority of all voting members of the CAT must be present to constitute a quorum for the transaction of business. No business of the CAT shall be transacted except at a meeting at which a quorum is present. If less than a quorum of the CAT is present, a majority of those present may vote for adjournment.

- F. Minutes. The Secretary to the CAT will prepare minutes of each meeting. A draft of the minutes will be sent to the CAT members following the meeting. Corrections to the minutes will be accepted at the next meeting.
- G. Alternate Format. Every effort will be made to have all documents, including agendas, minutes, and handouts provided in the appropriate and requested alternate format as requested by a CAT member. The alternate format will be provided at least three days prior to a meeting.