

GREATER ROANOKE TRANSIT COMPANY (GRTC)
CHARTER FOR THE
TRANSIT PASSENGER ADVISORY COMMITTEE (TPAC)

Authority

The Transit Passenger Advisory Committee (TPAC) is to be established and its members appointed by the GRTC Board of Directors, effective July 15, 2019.

Purpose

The Transit Passenger Advisory Committee will provide advice and recommendations to the GRTC Board of Directors on transit service, facilities, plans and policies that are specific to GRTC.

Scope

The Committee will:

- Advise the GRTC Board of Directors on issues related to Valley Metro local fixed route services, Starline Trolley, Smart Way commuter services, and any future transit service projects as requested by the GRTC Board President
- Provide input on transit service planning documents current and future to the GRTC Board of Directors; and
- Provide a forum for citizens to comment on local and regional transit issues and services.

Membership

The Committee will be made up of nine (9) members appointed by the GRTC Board of Directors. The GRTC Board of Directors will receive and review TPAC Membership Applications beginning on July 15, 2019 for initial terms of appointment, then upon member term expiration or to fill a vacant TPAC member position. The GRTC Board of Directors will make initial appointments at its board meeting on September 16, 2019. Membership will be comprised of one representative from the City of Salem, one representative from the Town of Vinton, four representatives from the City of Roanoke, one representative from the local business community, one representative from the STAR passenger/disabled community, and one Roanoke Valley Alleghany Regional Commission (RVARC) staff member. The Committee Members will be expected to have a general knowledge of or professional interest in transit issues related to transit service improvements, public input strategies, transit service marketing strategies, and potential transit service expansion. All members will serve at the pleasure of the GRTC Board.

The Committee will designate a member to serve as Chair, Vice-Chair, and Secretary.

Terms

With the exception of the initial appointments of members by the Board, each member's term of office will be for two-year terms, commencing as of July 1. The Board shall appoint four (4) members to serve initial terms each ending on June 30, 2020, and appoint the remaining five (5) members to serve for terms ending June 30, 2021. Thereafter, all members' terms shall be for two (2) years, commencing as of July 1 following expiration of the term. Members can be reappointed for two additional consecutive terms. Vacancies on the Committee shall be filled by the Board and persons appointed to fill any such vacancy shall serve for the balance of the term of the member who created the vacancy.

Accessibility Subcommittee

The Committee may establish a subcommittee to meet separately and address issues of transit accessibility. The Accessibility Subcommittee will report to the Transit Passenger Advisory Committee on matters that require discussion or action by the full Committee. All meetings of an Accessibility Subcommittee shall be open to the public.

GRTC Staff Liaison

An employee of GRTC will be named as the Staff Coordinator and will serve as staff liaison to the Committee. Other GRTC staff may be called on to make presentations and lead discussions with the Committee as appropriate to the issues being considered.

Meetings

The Committee will be expected to meet every other month or more often as the need arises as determined by the GRTC Board President. Regular TPAC Meetings will be scheduled on the second Thursday in the months of February, April, June, August, October, and November. Meetings will be held at the Valley Metro Passenger Transfer Center, or at such other location the Committee may designate, beginning at 6:30 p.m. All meetings will be open to the public. A quorum for any TPAC Meeting shall constitute five (5) Members, provided that at least one (1) Member in attendance is a representative recommended by the City of Roanoke.

Reporting

The Committee will report its findings and recommendations on transit issues to the GRTC Board President or designee in writing. The Committee findings, recommendations, and meeting minutes will be presented at the subsequent GRTC Board of Directors Meeting.