

# **Free Ride Transit and Parking Advisory Committee Structure**

Establishment of Free Ride Transit and Parking Advisory Committee: This committee shall be comprised of Breckenridge citizens members to advise the Free Ride Transit Management and Public Works Administration on matters concerning the Free Ride Transit System for the Town of Breckenridge. This is a non-governing committee that has no ability to influence or approve fiscal appropriations. The Town Council for the Town of Breckenridge is the governing body of the Free Ride Transit System. This committee shall be limited in scope and powers as defined within the job description for committee members. The overarching goal is to establish a committee that can analyze the overall transportation and parking system, the community as a whole, and provide useful input for meeting the Transit Mission. This informal committee shall not have any business that would require the use of Executive Session privileges.

Purpose of Committee:

⮚ Provide input in reference to community transit and parking needs

⮚ Provide advice/ideas on how services are delivered that best meet community needs

⮚ Provide an outside influence and opinion on Free Ride operations & marketing

⮚ Provide a resource for planning purposes

Solicitation of Initial Members:

Applicants will be solicited via the newspaper, posted on the Free Ride web site, the Town of Breckenridge web site and through posters on-board the buses to send a letter of interest to the Transit Manager. Interviews will be conducted by Free Ride Transit Management and Public Works Administration. Initial appointments will be made to the committee.

Key areas of consideration for committee membership:

1. Interested in transit in general and committed to meet the needs of the entire community
2. Represents a demographic/neighborhood/interest group in the community
3. Care will be taken to ensure that committee membership is balanced along several dimensions: age, gender, race, disability status, and employment background. However, primary emphasis will be placed upon the unique contributions that each potential member can bring to the committee.
4. Able to make commitment to serve
5. Good communication skills, consensus builder, and team oriented attitude

Time Commitment: Each committee member will be provided with operations training, to familiarize them with the inner workings of the Free Ride Transit System. Following the initial training, committee meetings will be scheduled on a regular scheduled basis at a date/time determined by the seated committee.

Term of Membership: All membership terms of the Free Ride Transit and Parking Advisory Committee shall be of two years duration. Members may continue for additional terms if their reappointment is approved by Public Works Administration.

Compensation of Members: The Free Ride Transit and Parking Advisory Committee members shall serve without pay.

Committee Composition: The Free Ride Transit and Parking Advisory Committee shall consist of the Free Ride Transit Management, the Assistant Public Works Director, and eight citizen community members to represent various interests (business/minority/disability) and neighborhoods within the Town of Breckenridge. The committee shall consist with the following representation:

* Lodging Association (1)
* BSR (1)
* Breckenridge Tourism Office (1)
* Restaurant Association (1)
* (3) at large members from the community that reside in the service area
* (1) at large from the retail community

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Replacement of Members: If any member resigns, is removed by the appointing organization, or is unable to complete the term, the applicable appointing organization will appoint a replacement member for the remainder of the replaced member’s term. The following procedure will be utilized for the on-going nominations and appointments.

On-going Method of Community Representative Member Nomination and Appointment: Appointed community representative members of the Free Ride Transit and Parking Advisory Committee shall be nominated and appointed according to the following procedures:

1. When a community representative vacancy occurs or when terms are expiring, Free Ride Transit Management shall notify the Public Works Administration and advertise the vacancy and selection process at least one time in a newspaper of general circulation in Summit County.
2. If a community representative does not want to be re-appointed, resigns, or if a member is removed as provided for herein, the Free Ride Transit and Parking Advisory Committee shall thoroughly review all applicants for such vacancy at a regular or special meeting. The Free Ride Transit and Parking Advisory Committee shall forward a recommendation on the appointment of community representative members to Public Works Administration. Public Works Administration may interview any or all applicants prior to making an appointment.
3. Public Works Administration shall make an appointment as soon as practicable after the close of the application period. In making appointments for a regular term, Public Works Administration shall strive to make the appointment no later than the first Monday in November.

Attendance and Removal of Members: Free Ride Transit Management shall record attendance at meetings of the Free Ride Transit and Parking Advisory Committee meetings. In the event that an appointed member is not present for two (2) consecutive meetings of the Free Ride Transit and Parking Advisory Committee, Free Ride Transit Management shall provide notice to the Free Ride Transit and Parking Advisory Committee. Within fifteen (15) days of receiving notice, the chair of the Free Ride Transit and Parking Advisory Committee shall provide a first written notice of chronic absence to the absent member(s) and Public Works Administration. In the event an appointed member is not present for any three (3) consecutive meetings of the Transit Advisory Committee, the chair of the Free Ride Transit and Parking Advisory Committee shall notify the absent community representative and Public Works Administration, which may immediately remove a community representative who is absent for any three (3) consecutive meetings of the Free Ride Transit and Parking Advisory Committee.

1. Schedule of Meetings. The Free Ride Transit and Parking Advisory Committee shall hold regular monthly meetings at a place and time determined by the Free Ride Transit and Parking Advisory Committee. Any meeting date falling on a holiday, or any meeting cancelled because a quorum could not be assembled, shall be rescheduled by Free Ride Transit Management on behalf of the Committee. A special meeting of the Free Ride Transit and Parking Advisory Committee meeting can be scheduled by Free Ride Transit Management at the request of the Committee or Public Works Administration. In scheduling special meetings, the Free Ride Transit Management shall make every effort to provide at least seven (7) days notice to committee members.
2. Notice of Meetings. Free Ride Transit Management shall post notice of Free Ride Transit and Parking Advisory Committee regular meetings in a designated public place in Summit County, Colorado and on the Town of Breckenridge website no less than twenty-four hours prior to the holding of the meeting, with such notice listed no less than the Friday prior to the meeting. The public place or places for posting such notices shall be designated annually by the Free Ride Transit and Parking Advisory Committee at its first regular meeting of each calendar year. The posting or publication shall include specific agenda information where possible.
3. Quorum and Vote. Five (5) or more members’ representatives to the Free Ride Transit and Parking Advisory Committee shall constitute a quorum. A quorum is not necessary for the committee to conduct work sessions, continue agenda items, or to talk about discussion items. Action on any agenda items shall require the affirmative vote of the majority of the committee members present at the Free Ride Transit and Parking Advisory Committee meeting.
4. Meeting Minutes. The Free Ride Transit and Parking Advisory Committee shall keep written minutes of each of its regular and special meetings. The minutes shall be prepared by Free Ride staff and presented to the Free Ride Transit and Parking Advisory Committee for approval. The approved meeting minutes shall be maintained as public records at the Free Ride Transit office. Information presented to the Free Ride Transit and Parking Advisory Committee in carrying out its responsibilities, minutes of its meetings, and any other material resulting from the conduct of its activities shall be kept on file at the Public Works Administration office and shall be available for inspection by the public upon reasonable request, except as provided by law.

Additional Procedural, Standards of Conduct and/or Ethics Rules: The Free Ride Transit and Parking Advisory Committee may adopt such procedural, standards of conduct and/or ethics rules as it deems appropriate and in conformance with the language and intent of this structural outline to govern the conduct of its business. Should the Free Ride Transit and Parking Advisory Committee adopt separate rules of procedure, ethics or standards of conduct for the Free Ride Transit and Parking Advisory Committee, each member shall abide by such rules or standards. As appropriate, members shall complete an annual Ethics Policy Statement and Disclosure.