

## **MTA Advisory Committee for Transit Accessibility Guidelines (revised August 2023)**

### **I: Purpose**

The Advisory Committee for Transit Accessibility (ACTA) will serve as a liaison between the Metropolitan Transit Authority (MTA) and the disability community. ACTA members will collect, synthesize and share community feedback on accessibility issues and features for all MTA modes of service (subways, buses, Access-A-Ride paratransit, Metro-North Railroad, Long Island Rail Road, Construction & Development, and MTA Bridges & Tunnels). ACTA shall discuss matters with the constituents they represent and share the community's concerns with the MTA Accessibility Office and other relevant departments within the agency, as coordinated by MTA Accessibility. ACTA members will also work with MTA Accessibility to educate the community about accessibility features and initiatives across the MTA's service modes.

In addition to these primary functions, ACTA members may share ideas for new accessibility projects and initiatives, or improvements to existing projects and initiatives, for consideration. MTA will review and respond to ACTA's input in making decisions about projects and priorities, however all final decisions are solely the responsibility of the MTA Accessibility team, in consultation with other MTA departments as appropriate.

### **II: Membership**

#### *Number:*

ACTA will consist of eighteen (18) selected members (excluding vacancies), including no more than three (3) government employees. These eighteen members form the Committee, as outlined below.

Membership in the ACTA is strictly voluntary. There will be no compensation paid to ACTA members. Membership in the ACTA does not constitute employment by MTA or any other entity.

People interested in serving on ACTA should be willing to commit to a 2-year term. At the end of each 2-year term, members will be given the option to renew (up to 3 consecutive terms). At the start of each two-year term (as defined below), members of ACTA will select a Chair and Vice Chair to serve as primary liaisons to the MTA Accessibility Office and to lead meetings as described below. The Chair and Vice Chair may serve multiple terms.

*Resignations and Removals:*

Any ACTA member may choose to step down from the Committee at any time for any reason, by providing notice in writing to the Chair and Vice Chair and the MTA Accessibility Office. Such resignation will be effective immediately and create a vacancy on the Committee to be filled as described in these guidelines. An ACTA member who resigns may choose to re-apply to the Committee at a future date, should a vacancy arise.

ACTA members or prospective members shall not use information obtained via their participation in the Committee to gain unfair advantage in any contracting process with the MTA. Therefore, any ACTA member or prospective member who is actively engaged in work under contract with the MTA, or is employed by a company or organization that holds such a contract and performs work directly relevant to the contract, must disclose such involvement in writing to the MTA Accessibility team and MTA Corporate Compliance. MTA Accessibility will review such activity in consultation with MTA Corporate Compliance to determine whether the activity presents an actual, potential or creates the appearance of a conflict of interest to the member's continued or prospective participation in ACTA. Activities determined to present a conflict or perception of a conflict of interest may result in the Member's dismissal from ACTA for the duration of work, unless MTA provides written approval of the activity.

Should the members of the ACTA decide by a recorded majority vote, outside of the renewal cycle described below, to ask a fellow member to resign from the Committee, they may make such a recommendation to the MTA Accessibility Office at any time. The MTA Accessibility Office will determine whether the member may remain on the committee or not, based on factors including meeting attendance and participation.

### *Terms:*

Two-year terms begin in January on even years and end in December on odd years (ex. 2024-2025).

### *Renewals:*

Members of the ACTA shall serve two-year terms and can serve up to three (3) consecutive terms. After sitting out a full term, the term cycle will reset and a former member may apply for membership if vacancies arise. Members who are selected within the last 6 months of a 2-year term will be allowed to serve 3 additional executive terms beyond their first partial term.

At least sixty (60) days prior to the end of each two-year term (or at the quarterly meeting prior to the conclusion of the term), each eligible member who wishes to renew their membership shall advise MTA Accessibility and ACTA members in writing. ACTA members who wish to renew will automatically be renewed for an additional term unless denied for renewal by MTA Accessibility. The MTA Accessibility Office may deem a member ineligible for renewal based upon attendance or any other issue identified in writing by the MTA Accessibility Office or the other ACTA members.

### **III: Selection**

The application process for membership on ACTA will be posted to the MTA website, and anyone may apply when vacancies arise. Vacancies on ACTA will be posted to the MTA website for a minimum of one month and promoted through additional MTA channels so that interested members of the public may apply. Prospective ACTA members will be asked to submit letters of interest and resumes to the MTA Accessibility team and other ACTA members. A letter of interest should express the applicant's specific interest in joining the Committee and the strengths they would bring to the ACTA. The MTA Accessibility Office and sitting ACTA members may at their discretion interview potential ACTA members who have applied to fill vacancies, but such interviews shall not be required to join ACTA.

Members of ACTA may propose new members to fill vacancies, who will be appointed with the approval of both the majority of ACTA members and the MTA Accessibility office, based on the selection criteria outlined below.

### *Membership Criteria:*

Sitting ACTA members and the MTA Accessibility Office will consider at a minimum the following criteria in reviewing applications for appointment to the ACTA.

- Members should be diverse in age and geography, representing all five boroughs of New York City and the surrounding MTA service region and all types of transit usage, with significant representation of Access-A-Ride (AAR), bus, and subway users in the community.
- Members should be representative of many types of disability including mobility, visual, hearing, and cognitive, as well as those with other access needs such as seniors and families with young children.
- Members of the ACTA may represent or be affiliated with organizations within the disability community and must disclose these organizational affiliations in their application. Members should have working familiarity with accessibility issues and the ability to review or formulate recommendations for accessibility projects.
- Members should have diverse educational and occupational backgrounds, should be able to work in a constructive manner in a group situation, and should have good analytical skills.

### **IV: Meetings**

ACTA will meet on a quarterly basis with the MTA Accessibility Office and other MTA staff as deemed appropriate. These meetings will be open to community members who request to attend. ACTA meetings are not governed by legislation or New York State Open Meetings Law.

Meeting agendas shall be created by the Chair and Vice Chair of ACTA, in consultation with the MTA Accessibility Office, and shall be distributed to members of ACTA at least two (2) days prior to the meetings.

Meetings may take place either at MTA offices or as site visits or field presentations, or as virtual meetings. Meetings that take place at MTA offices should provide an option to join virtually, site visits may not provide a virtual option. At least one week's notice will be provided for meetings taking place in the field.

The Chair shall preside at all meetings, with the Vice Chair presiding in the absence of the Chair. The Chair shall record and distribute meeting minutes, or assign such task to a designee, with the Vice Chair assuming this responsibility in the absence of the Chair.

In addition to these quarterly meetings, ACTA members may choose to organize meetings or portions of meetings (i.e. Executive Sessions) that are open only to the members of the Committee.

Such meetings of ACTA may be called by the Chair upon seven (7) days' notice to the members of ACTA. The notice of such a meeting shall state the purpose of the meeting and the business to be transacted at such meeting. Such meetings shall take place virtually unless ACTA members deem an in-person meeting necessary. MTA staff will make best efforts to attend any such off-cycle meetings if requested by the Chair.

Members are expected to attend at least two (2) quarterly meetings per year, and at least half of any special meetings called by the Chair. Joining a meeting either virtually or in-person will count equally toward attendance. If members do not attend at least half of meetings, other members of the committee may hold a vote to determine this member's dismissal at the time of renewal, or at any time deemed appropriate by the Chair and Vice Chair. Any dismissals shall follow only from a recorded vote of the majority of present ACTA members.

#### **V: Guideline Revisions**

MTA may revise these guidelines upon notice to ACTA and with an opportunity to comment. ACTA may propose amendments to these guidelines upon a two-thirds vote of members. MTA may accept or reject such proposed amendments at its discretion.

#### **VI: Duration**

ACTA will begin its work when the members have been selected by the Selection Committee. MTA may disband ACTA at any time.