

NYCT Advisory Committee for Transit Accessibility Guidelines

I: Purpose

The Advisory Committee for Transit Accessibility (ACTA) will serve as a liaison between New York City Transit (NYCT) and the disability community to collect meaningful feedback on accessibility issues and features for all New York City Transit modes of service (subways, buses, and Access-A-Ride paratransit). The members of the ACTA shall discuss matters with the constituents they represent and share the community's concerns with NYCT's Offices of Systemwide Accessibility and ADA Compliance. The ACTA shall promote NYCT accessibility initiatives in the community and to the public.

NYCT will consider the ACTA's comments in making decisions, however all final decisions are solely the responsibility of NYCT professional staff.

II: Membership

Number:

The ACTA will consist of no more than eighteen members, including no more than three government employees.

Appointments:

The Selection Committee shall choose the initial eighteen members to serve on the ACTA. The Selection Committee shall be comprised of the NYCT Senior Advisor for Systemwide Accessibility, the NYCT Director of Systemwide Accessibility, the NYCT Deputy Chief of ADA Compliance, the Commissioner of the Mayor's Office for People with Disabilities (MOPD), and a representative chosen from the disability community.

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 NYCT or any other entity.

Once the ACTA has been established, members of the ACTA may propose new members to fill vacancies, who will be appointed with the approval of the Selection Committee based on the selection criteria outlined below. Vacancies on the ACTA will also be posted to the MTA website so that interested members of the public may apply.

Any ACTA member who receives, directly or indirectly, money or other valuable consideration in connection with work related to public transportation policies or operations in the MTA region, or who bids for or otherwise formally seeks work as a consultant or contractor with the MTA or any of its subsidiaries or affiliates, shall disclose such involvement in writing to the ACTA. Such disclosure shall be recorded in the ACTA minutes. Any such activity deemed by NYCT to be a conflict of interest may be grounds for dismissal.

Members of the ACTA shall serve two-year renewable terms, and can serve up to three (3) terms. After sitting out a full term, the term cycle will be reset and a former member may once again request to be considered for membership.

The members of the ACTA, in consultation with NYCT professional staff, shall determine continued presence of members. At the end of each two-year term, a member of the ACTA may volunteer to renew their term. For any member that wishes to renew their term, the ACTA may choose to hold a vote regarding renewal. A member may be denied a term renewal, based upon attendance or any other issue identified by the other members, by the vote of a majority of active ACTA members.

Once formed, members of the ACTA will select a Chair and Vice Chair to serve as primary liaisons to the Office of Systemwide Accessibility and Office of ADA Compliance and to lead meetings as described below.

III: Selection

The application process for membership on the ACTA will be posted to the MTA website, and anyone may apply. Prospective ACTA members will be asked to submit letters of interest and resumes to the Selection Committee. A letter

of interest should express the applicant's specific interest in joining the committee and the strengths they would bring to the ACTA.

Membership Criteria:

The Selection Committee will consider 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 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.

Members of the ACTA may represent or be affiliated with organizations within the disability community. Members should have working familiarity with accessibility issues and the ability to review or formulate recommendations for policies and procedures.

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.

Once the Selection Committee has received all applications, there shall be interviews with the Selection Committee and qualified applicants.

IV: Meetings

The ACTA will be expected to meet at least twice a year, or more often, as decided by the membership. Meetings of the ACTA should provide a forum for an open exchange of ideas and opinions.

Meeting agendas shall be created by the Chair and Vice Chair of the ACTA, in consultation with the Office of Systemwide Accessibility and Office of ADA

Compliance, and shall be distributed to members of the ACTA at least two (2) days prior to the meetings.

Meetings may take place either at NYCT offices or as site visits or field presentations. 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.

Special meetings of the ACTA may be called by the Chair upon seven (7) days notice to the members of the ACTA. The notice of a special meeting shall state the purpose of the meeting and the business to be transacted at such meeting.

At times it may be beneficial to have a representative of a governmental department, office or committee participant in ACTA meetings, and such individuals may be invited to attend meetings as is deemed reasonable by the ACTA members.

Members must attend at least two (2) meetings per year or fifty percent (50%) of annual meetings, whichever is less, to remain active. If members do not attend meetings without due cause, 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 or Vice Chair.

V: Guideline Revisions

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

VI: Duration

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