



<b>CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY BOARD OF DIRECTORS</b>	
<b>COMMUNITY INVOLVEMENT POLICY</b>	
<b>Last Approved: 8/26/2019</b>	<b>Board Resolution Nos.: 2012-68; AI-2019-1078</b>

**PURPOSE:**

The Board of Directors believes that effective community involvement improves the quality of decision-making processes and builds trust in Capital Metro. This policy ensures that Capital Metro integrates, in a meaningful way, the knowledge and opinions of its many stakeholders into its decision-making processes.

**POLICY:**

1. Capital Metro will maintain a comprehensive community involvement program that includes plans for receiving public comments for major decision-making processes including, but not limited to, policy development, strategic planning, budgeting, capital projects planning, fare adjustments and transit service changes. Capital Metro's Community Involvement Program will include:
  - a. Methods to provide the public with access to accurate, understandable, and timely information to facilitate effective involvement in-the decision-making process;
  - b. Methods to ensure a diverse range of stakeholders are engaged in the process;
  - c. Methods of providing the community with a sound understanding of the pertinent issues and options Capital Metro is considering;
  - d. Methods to ensure information and activities are accessible to stakeholders with disabilities and/or limited English proficiency; and
  - e. Methods to ensure that the public has an opportunity to comment on board matters before a vote on the matters occur.
  
2. The Board of Directors shall not utilize a consent agenda nor expedite consideration of board matters at board meetings unless it is for routine, noncontroversial matters. "Routine, non-controversial matters" for placement on the Board Consent Agenda include, but are not limited to, the following items:
  - a. Contracts and agreement for the normal operation of a business, such as business services or furniture purchases, regardless of the dollar value.
  - b. All other contracts with a value less than \$5 million.

Items that should not be considered for placement on the Board Consent Agenda include, but are not limited to, the following items:

- c. Substantive changes to Board adopted policies.
  - d. Actions requiring a public hearing such as fare and service changes.
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3. Capital Metro staff will annually provide the Board of Directors with a workplan memorandum outlining major opportunities for the public to provide comments on significant board matters and a quarterly memorandum updating the Board on current outreach activities. Significant board

matters for which Capital Metro will always seek community input include, but are not limited to, the approval of the annual budget, service changes, and fare changes.

4. Capital Metro will seek community input that reflects all points of view and will carefully consider this input when making decisions.
5. Capital Metro will work to ensure that decision-making processes are open and accessible to all interested parties, including but not limited to:
  - a. Those with limited financial and technical resources
  - b. Persons with limited English proficiency
  - c. Persons with disabilities
  - d. Those with limited past experience participating in transportation decision-making.

**THE BOARD OF DIRECTORS RESERVES THE RIGHT TO WAIVE THIS POLICY AND THESE PROCEDURES WHEN NECESSARY TO CONDUCT BOARD MEETINGS EFFICIENTLY AND EFFECTIVELY.**