

PATH Riders' Council (PRC) Rules of Governance

I. MISSION STATEMENT

The mission of the PATH Riders' Council (Riders' Council) is to solicit input concerning the PATH rail system from a diverse range of customers who use the system, and to confer with PATH management on topics related to system design, service and operations. The Council will actively seek input from the public and from organizations with an expressed interest in public transit, so that PATH can more effectively address the diverse concerns of the riding public.

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II. GOALS OF THE RIDERS' COUNCIL

The goals of the Riders' Council are to:

- provide PATH riders with a voice regarding system design, service, and operations;
- review timely issues and provide PATH management with suggestions regarding system design, operations, and service;
- channel information about PATH to organizations, communities and customers, in order to maintain a high level of public confidence in PATH;
- help PATH garner input from its riders and identify riders' needs and concerns; and
- assist PATH in implementing public outreach strategies and supporting service improvements

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III. RESPONSIBILITIES

The Riders' Council will serve in a voluntary advisory capacity to the PATH Director/General Manager, and may work with PATH and Port Authority staff to:

- Educate themselves and the public about the PATH system;
- Review, analyze, and prepare recommendations to PATH Director/General Manager on issues that relate to the provision of PATH service/elements; consider the financial impacts of different solutions on customers and PATH; and
- Participate in meetings of community groups, to better learn and represent riders' perspectives.

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IV. COMPOSITION OF RIDERS' COUNCIL

The membership of the Council will reflect, as much as practicable, the diversity of the ridership of the PATH system (for example, diversity in age, gender, race, ethnicity, residence and people with disabilities), as well as diverse ranges of their use of the PATH system (example: overnight, weekend), so as to capture concerns and input from a broad range of riders. Members of the Riders' Council must be 18 years of age or older in order to be eligible to apply, and must ride the PATH system regularly. PATH and Port Authority employees and contractors will not be eligible for membership on the Riders' Council.

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V. TERM OF OFFICE

- a. The term for members of the Riders' Council shall be two years. Terms of one year may apply during the initial year of the Riders' Council for up to one-half of the membership, in order to stagger membership terms. If a member leaves before his or her term has expired, a new member will be appointed by the PRC Selection Committee, to the remainder of that vacant term. Member terms will commence in November and expire in September of each respective year.
- b. Members may be considered for reappointment at the end of their term. No person shall serve on the Riders' Council for more than two complete terms.

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VI. BASIS FOR MEMBER TERMINATION

A member's appointment to the Riders' Council may be terminated by the PATH General Manager based on recommendations from the PRC Selection Committee—which is also responsible for reviewing and selecting PRC applicants, or his/her designee. Grounds for terminating a member shall include:

- a. a poor record of attendance at meetings of the Council, which is defined by having unexcused absences at two consecutive regular meetings or at one-half of the regular meetings within a twelve-month period; an absence from a meeting is considered unexcused if a member fails to notify the Chair and Staff Liaison at least 24 hours in advance of a meeting that the member does not attend.
- b. misrepresentation by the member of information relevant to his or her selection as a member;
- c. displaying a consistent pattern of disruptive behavior in Council or other PATH-related meetings, which includes the use of slurs, derogatory comments, or any other conduct, whether physical, verbal, or written, directed at another person or based upon another person's race, color, national origin, sex, religion, sexual orientation, disability, or age; and
- d. failure to productively participate during meetings or any other engagement.
- e. failure to adhere to the Standards of Conduct established by PATH for members of the Council.

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VII. OFFICERS

The Riders' Council will elect a Chair and three Vice-Chairs from its membership. The Chair, with oversight from the Staff Liaison, will develop meeting agendas, lead meetings, keep order, and create working groups, as needed. With the concurrence of the Council, the Chair will prepare and sign all letters, reports and other communications of the Riders' Council. Each working group Vice Chair will be responsible to: coordinate the group's activity and lead group meetings; work directly with the PRC Chair and PATH Liaison to share feedback, provide input, vet ideas, and conduct other advisory activities as determined by the working group, Vice Chair and PATH Liaison; provide updates at regular PRC meetings and request formal votes as necessary. In the absence of the Chair, a Vice-Chair will be designated by the Chair to perform the duties and

exercise the powers of the Chair. The Chair and Vice-Chairs of the Riders' Council shall serve for terms of two years. No person shall serve as Chair for more than two (two-year) terms.

A vacancy in the office of Chair and/or Vice-Chair shall be filled by a special election held by the Council at the next meeting following the announcement of the vacancy, and shall be for the remainder of the unexpired term.

Election of the Chair and three Vice-Chairs shall occur during the second regular meeting of the Council in January. The positions of Chair and Vice-Chairs shall be elected without regard to residence.

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Recording Secretary – It is the duty of the Recording Secretary to record all meeting minutes and submit minutes to the Staff Liaison for oversight, preparation, and posting to the Riders' Council page on the PATH web-site.

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VIII. ALTERNATE MEMBER

In the event that a member voluntarily vacates his/her seat on the Council or is terminated, an Alternate Member will be appointed to complete the remainder of the unexpired term.

IX. STAFF SUPPORT

The PATH Director/General Manager will designate a PATH staff person to serve as Staff Liaison to the Riders' Council. The Staff Liaison will support the Riders' Council operations, including: preparing/posting meeting notices, agendas, and minutes on-line and ensuring that the Riders' Council page on the web-site is maintained with up-to-date information and capacity. The Staff Liaison will also post Council-related information on the PANYNJ website and forward emails from the public addressed to the PRC. In addition to the PATH Liaison working directly with the PRC Chair, the PATH Director/General Manager or his/her designee will designate PATH staff to work directly with the Vice Chair of each corresponding Council working group toward specific goals aimed at enhancing PATH service to its riders.

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X. REGULAR MEETINGS

Regular meetings of the Riders' Council normally will be held every other 3rd Wednesday of every other month, unless otherwise noted, in the evening. Meetings will be held in a location accessible to people with disabilities, and within PATH's service area.

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XI. SPECIAL MEETINGS

Special meetings may be called, as necessary, by the Riders' Council Chair. A minimum of seven days' notice shall be provided to Council members and the staff liaison for special meetings. Notice of these special meetings will conform to the requirements of notice for regular meetings. Special meetings require attendance. A quorum must be available in order to hold a special meeting.

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XII. QUORUM

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A majority of the appointed members of the Riders' Council shall constitute a quorum necessary for the transaction of the business of the Council. No decision of the Council shall be valid unless a majority of members present concur by their vote.

XIII. AGENDAS

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- a. The Chair, with the support of the PATH Staff Liaison, will prepare an agenda for regular and special meetings. Council members may contact the Chair in advance of any meeting to request that an item or items be put on the agenda for an upcoming meeting. The public may also submit topics to the PRC via the PRC email. The Chair will be responsible for all final decisions as to what is to be included in the agenda of meetings.
- b. The PATH Staff Liaison will be responsible for distributing the final agenda and preparing or compiling the associated agenda materials for each meeting. Agenda materials should be transmitted to members at least one week prior to each meeting.

XIV. MINUTES

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Minutes of each Riders' Council meeting shall be prepared by the PATH Staff Liaison, with oversight and support from the Chair and PATH Staff. The PATH Staff Liaison will arrange to have the minutes posted on the Riders' Council page of the PATH website.

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XV. RULES FOR CONDUCTING MEETINGS

All regular and special meetings of the Riders' Council will be conducted in accordance with these rules.

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XVI. AMENDMENTS TO THESE RULES

Amendments to these Rules of Governance may be proposed at any meeting of the PATH Riders' Council. The Riders' Council shall receive notice of the proposed changes at least thirty days prior to the regular or special meeting addressing the changes. Such proposed amendments may be overruled by the PATH Director/General Manager.

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XVII. REVIEW OF RIDERS' COUNCIL

The PATH Director/General Manager will periodically review the operation of the Riders' Council and may modify its composition, structure or rules.