



TOPIC: Announcement of Open Volunteer Positions for the Valley Regional Transit (VRT) Regional Coordination Council (RCC)

DATE: July 19, 2017

Valley Regional Transit (VRT) announces the following open volunteer positions on the Regional Coordination Council (RCC):

- Older Adults
- Transportation Integration

The Regional Coordination Council (RCC) is a standing committee of the Valley Regional Transit Board (VRT). The RCC was developed to provide a forum for transportation and human service providers to share information and to collaborate on mobility issues. Members of the Council provide advice to VRT on its transportation programs and disseminate mobility information to their stakeholders. The RCC is charged with oversight of updates to the Transportation Service Coordination Plan.

The RCC currently meets once a month in April, May (joint meeting with VRT Executive Board), September (orientation meeting), October, November (joint meeting with VRT Executive Board), and December.

Applicants for the various positions are asked to complete the attached application, as well as review and sign the attached Practices and Procedures document and return both documents to Linda Ihli, Executive Assistant at lihli@valleyregionaltransit.org, fax to 208-846-8564, or mail to the VRT offices at 700 NE 2nd Street, Suite 100, Meridian, ID 83642. For questions, contact Linda Ihli at 208-258-2706.

Applications will be accepted until August 18, 2018. Selected applicants will be notified in early September.



Regional Coordination Council Application

Name:

Title:

Organization:

RCC Position Applying for:

Date:

Please describe your professional experience working in human service and/or transportation agencies?

What populations would you be representing on the Regional Coordination Council?

How will your professional background complement the work of the Regional Coordination Council?

What do you see as the most pressing issues for the populations you would be representing on the Regional Coordination Council?

Regional Coordination Council Practices and Procedures

Statement of Purpose

The Regional Coordination Council RCC is a standing committee of Valley Regional Transit. It provides a forum for transportation and human service stakeholders and advocates to share information and collaborate on mobility issues. Members of the RCC advise the Valley Regional Transit Board of Directors (VRT Board) on its transportation programs, and disseminate mobility information to their constituents.

Member Recruitment

Membership categories are approved by the VRT Board and members are appointed by the Executive Board. Certain membership categories are associated with specific human service or governmental agencies. Other membership categories are a more general nature and could be recruited from a varied number of sources.

Members for open general positions on the RCC shall be recruited from nonprofit, human service and transportation agencies within the representative category. The objective of member recruitment is to have an open and transparent process that supports the broadest participation in the selection process. The following steps are followed to recruit members in the broader membership categories:

1. Notice of open RCC position is posted online and distributed by email to nonprofit human service and advocacy organizations serving the targeted representative population.
2. Each notice is composed of an announcement and an application. The announcement will include: name and purpose of the RCC and a description of expectations and roles and responsibilities of members.
3. The application period will be a period of at least 30 days.
4. Applications should be received by email or postal mail.
5. Each application will include a date and time stamp indicating the receipt of the application.
6. A role and responsibilities sheet will be provided in the application. All applicants must sign the form and return it at the time of application.
7. The selection of candidates will be completed by VRT staff and the RCC officers.
8. The complete application for each selected candidate will be provided to the RCC members for a two-week open comment period. RCC members can provide feedback to the staff and officers prior to finalizing the appointment.
9. The applicant is presented to the Executive Board for confirmation at their next regularly scheduled meeting.

Mid-term Member Recruitment Process

When an RCC member leaves the Regional Coordination Council mid-term, the suggested process would be:

- Take recommended name from the person leaving the RCC position or from other RCC members.
- Executive Assistant emails RCC application and RCC Practices & Procedures document to the interested person.
- Interested person completes the RCC application and signs the Practices & Procedures document, returning the documents to the Executive Assistant.
- Application is reviewed and accepted by the RCC Chair and Vice-chair and the VRT Executive Director. Application is emailed to RCC members for a two week comment period.
- If no objections are received after the two week comment period ends, the applicant's name is placed on the Executive Board Consent Agenda for approval.

Member Term and Reappointments

Terms are the mechanism to establish continuity and staggered so that no more than one-third of the membership terms are set to expire in any given year. There are no limits on the number of terms an RCC member may serve; however at the end of the term, members must notify the chair that they wish to renew their term.

1. Members are selected for three-year terms.
2. Staff will notify everyone with expiring terms one month before the members term expires.
3. Members must submit a request for reappointment before the next regularly scheduled RCC meeting.
4. Members can be reappointed after a completed term by a request to the chair.
5. New members appointed to complete the term of an RCC members who resign before their terms expire, will finish the remainder of that term and then would follow the reappointment process for the expiring term.

Selection, Responsibilities and Removal of Officers

RCC officers are elected by the RCC in even numbered years to serve two-year terms at the annual organizational meeting. The chair is responsible for reviewing and approving the agenda. The chair is also responsible to conduct the RCC meetings. The vice-chair fills the roles of the chair when the chair is not available. Both the chair and vice-chair are responsible to review applications and select candidates for the open positions. The candidates are forwarded and approved by the Executive Board.

Officers can be removed by a majority vote of the RCC. In the event of an officer position being vacated mid-term, the RCC will hold an election to fill the position at the next regularly scheduled RCC meeting.

Meetings

RCC meetings will be held the third Tuesday of each regularly scheduled month. An annual organizational meeting will be held in September. Regularly scheduled meetings will be held in October, December, April, and June. Joint meetings will be on the 1st Monday of the months of November and May. Agendas will be prepared in advance and approved by chair. Packets will be provided to the members at least one week in advance. The chair will conduct each meeting according to Roberts Rules of Order. The chair can use his/her discretion to adjust the agenda as needed. All meetings are subject to open meeting laws and are open to the public. For the purpose of voting, a quorum will consist of a majority of qualified members. Open positions on the RCC do not count toward a quorum.

The agenda consists of the following categories: Consent; Public Comment (for items that may not be on agenda); Action; and Information. The chair has the discretion to allow for public comment on any item on the agenda.

Decision-making Process

The RCC is an advisory council and offers recommendations to the VRT Executive Board and VRT Board on a variety of topics including: Transportation Service Coordination Plan; Project and funding prioritization; and program and service planning and policies pertaining to target populations represented on the council.

Items on the agenda requiring an advisory recommendation from the RCC to the VRT Executive Board or VRT Board will be placed in the Action section of the agenda. Discussions are subject to Robert's Rules of Order and all discussions and motions go through the chair. Motions must be clearly stated by the maker of the motion and seconded in order for the RCC to act on the motion. A majority decision is the final action.

The process for making recommendations is as follows:

Education/Information

1. Define the scope of issue to be addressed.
2. Educate the members on the issue and potential resolutions for exploration.
3. Possibly form subcommittee depending on complexity of the issue(s).

Constituency Outreach and Communication

The RCC members represent targeted constituencies interests in the decision-making process. The RCC members are responsible to inform and seek input on issues being discussed in program and policy development as well as in the decision-making process.

RCC members will be notified by email or in meeting updates regarding progress on project development, changes in services, and/or other topics relevant to the constituents represented on RCC.

Consultation

The consultation phase offers an opportunity for staff to incorporate RCC comments into the final recommendation. This phase occurs after input from legal or other technical experts into the process. The discussion in the consultation phase may necessitate the issue being sent back through the research phase or the subcommittee for further evaluation or analysis.

1. Staff presents on findings pertaining to issue.
2. Staff provides a draft recommended action for consideration of the VRT Board with any necessary internal review (legal, executive team).
3. RCC members provide comments, input, and suggestions on the proposed recommendation.

Advisory Recommendation

Staff provides a final recommended action for consideration of the VRT Board to the RCC members. The members discuss and vote on the final advisory recommendation to the VRT Board. The majority action of the RCC will be the official recommendation to the VRT Board. Individual RCC members do not direct staff. RCC members may contact the RCC Chair and/or the VRT Executive Director if they have questions or concerns.

In order to provide for complete consideration of the recommendation, alternative recommendations can be offered by staff and/or one or more members of the RCC. The alternative recommendation will be presented in the packet for the VRT Board with an explanation of who is offering the alternative recommendation and the reason for its consideration.

Member Resignation

Members may resign prior to the termination of their appointment to the RCC. Members who need to resign must provide the resignation in writing to the chair. Vacant positions are filled in the same manner as described in the member recruitment process above.

My signature below indicates I have read the above Practices and Procedures and agree to follow them in my capacity as a member of the Regional Coordination Council.

Printed Name

Signature

Date