

16 POLICIES AND PROCEDURES GOVERNING THE BUS SHELTER AND BENCH ADVISORY COMMITTEE (BSBAC)

16.1 CREATION AND PURPOSE

16.1.1 On July 1, 2005, Assembly Bill 239 transferred authority to provide for benches and shelters for passengers of public mass transportation from local governments to the RTCSNV. The Bill required the establishment of an advisory committee to provide information and advice to the RTCSNV concerning the construction and maintenance of those benches and shelters, thereby heightening Commission sensitivity to community needs and desires. On May 30, 2023, Assembly Bill 214 amended Nevada Revised Statute 277A.340, revising requirements relating to the establishment of an advisory committee as described above.

16.2 MEMBERSHIP

16.2.1 Assembly Bill 214 mandates at least two members who are employees of the person who contracts with the commission to operate the public transit system in the county, who are not in a supervisory position, and are recommended by the principal officers of the employee organization that represents such employees; at least one member of the general public; and any other additional members appointed at the discretion of the commission. One-third (1/3) of the membership constitutes a quorum. Vacancies shall be filled in the same manner as the original appointment. At its discretion, the RTCSNV shall periodically solicit membership applications for review in the event of subsequent Committee vacancies.

16.2.2 The term of appointment of each member shall be for one year. Members may be reappointed for successive terms.

16.2.3 All Committee members shall be residents of Clark County, Nevada.

16.2.4 BSBAC Member Absences:

- A. Excusal of an absence may be obtained by contacting the BSBAC Chair or the Chief Executive Officer or designee prior to the meeting at which the absence will occur.
- B. Staff will provide the Committee members and the RTCSNV with a BSBAC Attendance Status Report each meeting clearly showing each member's accumulated absences for the appointment period.
- C. A Committee member with excessive absences during their appointment term may risk non-reappointment.

16.2.5 Each BSBAC member shall have one vote.

16.3 OFFICERS AND DUTIES

16.3.1 The members of the BSBAC shall elect a chair and a vice-chair annually in June.

16.3.2 The succeeding chair will officiate at the first meeting and will serve for 12 months.

- 16.3.3 The chair shall preside at all meetings, call the meetings, and represent the BSBAC at all meetings. The chair will brief the RTCSNV every six months to report the Committee's progress.
- 16.3.4 In the event that the chair is unavailable to perform these duties, the vice-chair shall act in the place of the chair.

16.4 MEETINGS

- 16.4.1 Meetings of the BSBAC will be scheduled quarterly, meeting no less than four times per year, but a special meeting may be called as directed by the:
 - A. RTC of Southern Nevada (RTCSNV) or its Director
 - B. Chair of the RTC Board of Commissioners
- 16.4.2 The presence of 1/3 of the membership shall constitute the Committee's quorum.
- 16.4.3 The BSBAC shall follow a prepared agenda, subject to a publicly posted notice of public meeting as required by the Nevada State law. Items for discussion or action at a BSBAC meeting must be submitted to the Chief Executive Officer or designee at least 12 working days prior to the meeting date for approval. The Chief Executive Officer or designee may waive the 12-day requirement in accordance with his or her authority pursuant to the RTCSNV Administrative Procedures for Agenda Processing. The recommendations of the BSBAC on each item that comes before it will be forwarded to the RTCSNV.
- 16.4.4 No meeting of the BSBAC shall last more than one hour and thirty minutes except by vote of a majority of those Committee members attending the meeting.

16.5 ROBERT'S RULES OF ORDER

- 16.5.1 *Robert's Rules of Order* will be used except as follows:
 - A. Seconds will not be required for any motion.
 - B. The chair can make motions and can vote on any motion.