

**REGIONAL TRANSPORTATION COMMISSION
CITIZENS MULTIMODAL ADVISORY COMMITTEE (CMAC)**

POLICIES AND PROCEDURES

Effective May 2026

ARTICLE I. PURPOSE

The purpose of the Citizens Multimodal Advisory Committee (CMAC) is to provide information and advice to RTC staff on policies, issues, and projects related to public transportation, pedestrian and bicycle facilities, and multimodal transportation planning within Washoe County. CMAC members are residents of the region who share their insights and experience with regional public transit and bicycle and pedestrian facilities. Their valuable feedback helps to inform decision-making and helps to improve the planning and implementation of multimodal facilities and services. CMAC serves as a forum for continuing, cooperative, and comprehensive multimodal transportation planning.

ARTICLE II. RESPONSIBILITIES

CMAC shall provide information and advice to RTC concerning the construction, installation and maintenance of benches, shelters and transit stops for passengers of public mass transportation in Washoe County as required by Nevada Assembly Bill 214 (2023).

CMAC will review plans and studies as required or as determined necessary and appropriate by RTC staff and will provide information and advice to RTC staff. This input will be considered and incorporated into staff recommendations to the RTC Board of Commissioners regarding the development of transportation planning documents, as well as related planning and implementation efforts, including but not limited to:

1. Regional Transportation Plan (RTP)
2. Regional Transportation Improvement Program (RTIP)
3. Unified Planning Work Program (UPWP)
4. Public Participation Plan (PPP)
5. Transit plans and studies and major schedule changes, and fare changes
6. Area and corridor studies

ARTICLE III. MEMBERSHIP AND GOVERNANCE STRUCTURE

A. Members

CMAC membership shall consist of a minimum of eight (8) required members and up to seven (7) additional members for a maximum of fifteen (15) members.

Required membership shall be comprised of the following individuals:

- A. Two (2) transit members who are employees of a company that contracts with the RTC to operate the public transit system in Washoe County, are not in a supervisory role, and are recommended by the principal officers of the employee organization that represents such employees. See Nevada Assembly Bill 214 (2023).
- B. Four (4) members who represent biking, walking, or transit in the region. Ideally, each member should reside in a different community within the region (City of Sparks, City of Reno, Washoe County, Reno Sparks Indian Colony).
- C. Two (2) members representing older adults and/or people with disabilities.

Additional membership shall be comprised of the following individuals:

- D. Up to seven (7) at-large members who may be anyone from the public with an interest in public transit and/or bicycle and pedestrian planning.

B. Terms of Service

Members shall serve on the CMAC for a term of one year but may be reappointed for additional terms. Each term will be from July 1 of one year to June 30 of the following year. Members will be polled annually, in June, to determine if they wish to be considered for reappointment.

C. Chair and Vice Chair

The Chair and Vice Chair shall be elected on an annual basis at the first CMAC meeting after July 1. The term of office for Chair and Vice Chair shall be from the date of election until June 30 of the following year. In the event of a vacancy in the Chair or Vice Chair positions, the CMAC shall elect a replacement Chair or Vice Chair to serve out the remainder of the term.

The Chair shall preside over meetings, follow the agenda, and facilitate orderly discussion. The Chair shall restate motions, call for votes, and announce the results. In the absence of the Chair, the Vice Chair shall assume the duties of the Chair. In the absence of both the Chair and Vice Chair, a CMAC member may volunteer to preside over the meeting.

D. RTC Staff Responsibilities

The RTC Director of Planning and/or their designee shall attend all CMAC meetings. RTC staff shall be provided with relevant CMAC meeting agendas and shall attend meetings as necessary. RTC shall provide administrative and staff support for CMAC. RTC staff shall prepare the agenda and meeting minutes to be included in the agenda packet for the next meeting. RTC staff shall prepare a meeting summary for inclusion in the Advisory Committee Report submitted to the RTC Board of Commissioners

through the monthly Board meeting packet. RTC staff shall post CMAC meeting agendas and minutes on the RTC website.

RTC staff will poll CMAC members annually, in June, to determine if they wish to serve on the committee for another year. RTC staff will make recommendations to the RTC Board for member appointment/reappointment annually, in July.

E. Vacancies

- a. Vacancies may be temporary or permanent. A permanent vacancy occurs when a member resigns, or if membership is revoked due to misconduct.
- b. Membership may be permanently revoked for misconduct including but not limited to the following: unethical or illegal behavior towards another member or RTC staff, unethical, illegal, or significantly inappropriate behavior when acting as a representative of CMAC, continued or significant disrespect toward another CMAC member or RTC staff.
- c. Members who have previously served and resigned may be considered for reappointment. Members who have had their membership revoked due to misconduct will not be considered for reappointment.
- d. A temporary vacancy occurs when a member fails to attend three (3) consecutive CMAC meetings and their membership becomes inactive. Membership can be reinstated by attendance at three (3) consecutive CMAC meetings. During the period of temporary vacancy, the inactive member shall not participate in CMAC meetings as a member (voting, discussions, etc.) or otherwise perform any duties of or represent CMAC. Inactive members should participate in the meeting as members of the public until their period of temporary vacancy concludes.
 - i. Temporary vacancy shall not apply to the two (2) transit members required by NRS 277A.355.
- e. In the event of a vacancy, the RTC Board will appoint a person to serve out the remainder of the departing member's term.
- f. In its discretion, the RTC Board may fill vacancies at any time as recommended by RTC staff.

F. Member Recruitment

- a. RTC staff will recruit members of the public to recommend for CMAC membership, as needed.
- b. RTC staff will make a conscientious effort to recommend appointments of members of the public who reside in all the various communities within the region and will strive for diversity of members in age, gender, race, etc.
- c. RTC's Director of Public Transportation will coordinate with the principal officers of the employee organization that represents employees of a company that contracts with the RTC to operate the public transit system, to solicit their recommendations for two Transit Members. *See Nevada Assembly Bill 214 (2023).*

ARTICLE IV. MEETINGS

A. Schedule

CMAC meetings shall be held monthly on the first Wednesday of each month at 5:30 p.m., unless otherwise canceled or rescheduled. Regular meetings will last up to 90 minutes. Agenda items that may cause the meeting to run longer than the time allotted for the meeting may be moved to the agenda for the following meeting at the discretion of RTC staff or the CMAC Chair. Special meetings may be called as needed to address time-sensitive issues. The meetings will be held by use of a remote technology system with no physical location. Agendas and supporting materials are generally distributed by the Friday prior to each meeting.

B. Quorum

A “quorum” means a majority (at least 51%) of active CMAC members. If a vacancy occurs on CMAC, the necessary quorum is reduced as though the membership does not include the vacancy. A quorum must be present for CMAC to make a decision on any action items. In the event that a quorum is not present, informational items will still be presented by staff. Any action items will be tabled until the next meeting at which a quorum is present.

C. Action Items

When an action item is agendaized, any draft materials pertaining to that item shall be distributed to CMAC members as part of the agenda packet. Following a motion and a second, and any discussion, CMAC members shall vote to recommend approval, not recommend approval, or to table the item to a future CMAC meeting.

D. Voting

For action items, each voting member shall have one vote. Motions shall be passed by a majority vote. In the event of a tie vote, the motion shall fail. The Chair shall facilitate orderly discussion and ensure that all actions comply with Robert’s Rules of Order.

E. Public Participation

Members of the public may provide comments in accordance with the instructions on the meeting agenda. Public comment is limited to three minutes per speaker unless otherwise adjusted by the Chair. CMAC members shall not engage in dialogue with speakers, but the Chair or an RTC staff member may indicate that RTC staff will follow up as needed.

F. Accessibility of Meetings and Materials

RTC staff will comply with all accessibility policies included in the RTC Public Participation Plan to ensure the accessibility of meetings and meeting materials.

ARTICLE V. AMENDMENTS

Amendments to the bylaws may be proposed by RTC staff or requested by CMAC members. Draft amendments shall be placed on the meeting agenda as an action item. Amendments recommended for approval by CMAC shall go before the RTC Board of Commissioners for final approval and shall take effect upon Board adoption.

ARTICLE VI. EXCEPTIONS

Exceptions to these policies and procedures may be made by the RTC Executive Director or their designee, when deemed necessary and appropriate.