

CHARTER FOR THE  
COMMITTEE ON ACCESSIBLE TRANSPORTATION (CAT)  
UTAH TRANSIT AUTHORITY

Updated by the CAT: January 28, 2024  
Adopted by UTA Board of Trustees: February 28, 2024

**I. Purpose**

The Utah Transit Authority (“UTA”) formed the Committee on Accessible Transportation (“CAT”) to offer recommendations and assistance to UTA on accessibility issues related to UTA facilities, equipment, routes, plans, and programs. The CAT provides an important mechanism to ensure participation of individuals with disabilities in the continued development and assessment of transit services to persons with disabilities. The objective of the CAT is to offer advice to UTA on ways to provide access to fixed route, rail services, and complementary paratransit service for people functionally not able to use the fixed route system. The CAT provides broad representation of the disability and senior communities, as well as representation of UTA.

**II. Membership**

A. Voting members.

1. Voting members on the CAT may include:
  - a. Individuals with disabilities and parents or guardians of individuals with disabilities.
  - b. Representatives from organizations that provide service to, or work with, individuals with disabilities.
  - c. Advocates of and for individuals with disabilities and other appropriate individuals.
  - d. Representatives from the senior community.
2. The CAT consists of no more than thirteen (13) voting members with at least one (1) voting member representing each of the following membership categories:
  - a. Blind/Visually Impaired
  - b. Deaf/Hearing Impaired
  - c. Physical Disabilities, including Mobility Impairments
  - d. Intellectual, Developmental, and Learning Disabilities
  - e. Mental Health Disabilities
  - f. Multiple Disabilities
  - g. Seniors
  - h. Military Veterans
3. Every effort will be made to ensure that the membership of the CAT committee also includes representatives from the various counties in which UTA provides service.
4. If there are not enough applications submitted for individuals to represent membership openings in each category, the CAT may by majority vote determine to fill the remaining open positions with individuals qualifying under one (1) or more of categories in II.A.2.a.- through h., if there are such applications submitted.

- B. Non-voting members. There will be one (1) non-voting member representing each of the following UTA positions, business units, or offices:

1. UTA Board of Trustees
  2. UTA Fixed Route Business Units
  3. UTA Paratransit Operations
  4. UTA Light Rail Services (TRAX)
  5. UTA Commuter Rail Services (FrontRunner)
  6. UTA Paratransit Customer Support
  7. UTA Mobility Management, which may include Travel Training personnel
  8. UTA Americans with Disabilities (ADA) Compliance Officer as Staff Liaison to the CAT
  9. UTA Staff as Secretary to the CAT
- C. Membership Terms.
1. The term of office of voting members shall be two (2) years, starting on August 1 and ending on the last day of July of the second year of the two-year term.
  2. A voting member may be appointed for two (2) consecutive two-year terms.
  3. Former CAT members interested in serving additional terms on the CAT may reapply for membership after taking at least a one (1) year leave from CAT membership.
- D. Applications for Membership.
1. Before or during April of each year in which positions as voting members of the CAT will be available during the upcoming membership year, the UTA Staff Liaison to the CAT shall prepare and disseminate a recruitment announcement.
  2. Current CAT members are encouraged to assist in recruiting new members.
  3. CAT membership is open to individuals living in any part of UTA's service area.
  4. Applications are posted on the UTA website and provided by the UTA staff liaison on request to interested individuals.
  5. The application form includes the applicant's name, address, phone number, membership category representation, and reasons for wanting to serve on the CAT.
  6. A member whose first two-year term is ending must submit an application to be considered for a second term.
  7. Former CAT members who have not been voting members for at least one (1) year and are interested in being considered again for CAT membership must submit an application to be considered for an additional term.
  8. Applications for membership must be received by and reviewed in May of each year and new members selected by the Planning & Community Outreach subcommittee in June of each year.
- E. Membership Selection.
1. The Planning and Community Outreach Subcommittee reviews the applications received, conducts interviews, and selects new voting members annually to fill available positions.
- F. Attendance.
1. Each CAT member is expected to attend all meetings and perform other assignments as directed by the CAT.
  2. If a member is absent from three (3) meetings, either regular CAT meetings, subcommittee meetings, or any combination thereof between August 1 and July 31, the individual is no longer eligible for membership on the CAT.
- G. Election of Chair for Full CAT Committee.

1. The Planning and Community Outreach subcommittee surveys voting members in March for nominations for Chair.
  2. Nominations are accepted by the Planning and Community Outreach subcommittee until the close of business on the Friday preceding the April meeting of the full CAT committee.
  3. The Chair of the CAT is elected by secret ballot by a majority of the voting members at the April meeting of the full CAT committee.
  4. The Chair may not serve in that position for more than two (2) one-year terms or until their successor is elected to that position.
- H. Election of Chair for Each Subcommittee.
1. Members of each subcommittee elect a Chair during the annual CAT training held in August.
- I. Secretary.
1. UTA provides an employee to act as Secretary to the CAT.

### **III. Members' Duties and Responsibilities**

- A. The CAT is a non-governing advisory committee that provides disability related consumer insight to UTA management and the UTA Board of Trustees on matters pertaining to accessible transportation services consistent with the Americans with Disabilities Act.
- B. Members of the CAT:
  1. Promote community support for UTA accessible transportation systems.
  2. Attend and participate in CAT meetings and accept subcommittee assignments as requested.
  3. Make recommendations for UTA policies and procedures regarding accessible transportation, the CAT charter, and CAT subcommittee procedures.
  4. Review UTA proposals for accessible transportation services and provide input on factors related to accessibility qualifications of proposals.
  5. Review accessibility of the fixed route bus and rail services, and provide suggestions for increased use of those services by persons with disabilities.
  6. Review appropriate use of UTA paratransit service and provide suggestions for increased effectiveness.
  7. If needed, provide recommendations of external stakeholders to include in discussion of various service specifications and technical aspects of the system.
  8. Assist with the recruitment of new CAT members.
  9. Plan, attend, and participate in the annual ADA celebration.
  10. Participate in disability sensitivity training for UTA employees.

### **IV. Subcommittees**

- A. There are three (3) subcommittees of the CAT:
  1. Executive
  2. Planning and Community Outreach and
  3. Services.
- B. UTA's ADA Compliance Officer assigns CAT members to subcommittees with consideration given to each members preferences.
- C. Annually, each subcommittee elects leadership to include at least a chair.
- D. Executive Subcommittee.

1. The Executive Subcommittee consists of the chair of the full CAT committee, as well as the chair of each of the Planning and Community Outreach and Services subcommittees.
  2. The executive subcommittee meets, as needed, to:
    - a. Review goals of the CAT
    - b. Resolve membership issues, and
    - c. Coordinate resources to support all subcommittees.
- E. Planning and Community Outreach Subcommittee.
1. The Planning and Community Outreach Subcommittee is responsible for CAT membership, leadership elections, planning the annual ADA celebration, and reviewing the CAT charter.
  2. This subcommittee may give advice to UTA on providing information to the general public, advocacy organizations, and others about UTA's accessible services as well as UTA's efforts to meet and exceed accessibility goals.
  3. This subcommittee helps with selecting members of the CAT, as well as the larger disability community, to participate on UTA's paratransit eligibility appeals panel and supports efforts to organize training for new panel members.
  4. This subcommittee works with all of UTA, as needed, to complete subcommittee goals.
- F. Services Subcommittee.
1. The Services subcommittee is responsible for providing feedback on all of UTA services and programs, including fixed route bus, rail, and paratransit services, as well as the general direction for UTA on issues related to accessibility.
  2. To assure accessibility, non-discrimination, and program efficiency, the Services subcommittee may review and provide recommendations on a broad range of topics including:
    - a. Services changes (e.g., routes, stops);
    - b. UTA policies and procedures;
    - c. Project designs;
    - d. Equipment and vehicles (e.g., buses and train cars);
    - e. Alternate funding sources;
    - f. Fares, including new fare cards and fare policy;
    - g. Service expansion;
    - h. Paratransit eligibility and related appeals; and
    - i. Other changes to UTA services and programs.
  3. The Services subcommittee is responsible for reviewing the Paratransit Riders Guide at least every three (3) years.

**V. Officers' Duties**

- A. The Chair for the full CAT committee:
1. Provides input on agendas for meetings of the full CAT.
  2. Presides at and facilitate all meetings of the CAT and Executive Subcommittee.
  3. Ensures that all recommendations of the CAT are shared.
  4. Is the spokesperson for the CAT.
  5. Gives general direction to the work of the CAT.
  6. With support from the ADA Compliance Officer, oversees the work of developing annual subcommittee goals and evaluating progress toward these goals.

7. Reports significant CAT accomplishments to the UTA Board of Trustees on an annual basis.
  8. Performs other duties as directed by the CAT with concurrence of UTA.
- B. The Chair of each subcommittee:
1. Provides input on agendas for subcommittee meetings.
  2. Presides at and facilitates subcommittee meetings.
  3. Ensures that all subcommittee recommendations are shared in full CAT committee meetings.
  4. Presides at and facilitates meetings at which the Chair of the full CAT committee is not present.
  5. Serves as the interim Chair of the CAT in cases where the individual elected to be the Chair of the CAT can no longer serve as the Chair.

**VI. UTA Staff Liaison**

- A. The UTA ADA Compliance Officer is the UTA staff representative (“Staff Liaison”) to work directly with the CAT.
- B. The Staff Liaison may engage other UTA staff or delegate assignments as necessary to other UTA staff, but the Staff Liaison is the primary point of contact for UTA and will maintain all responsibility for management, direction, and oversight of the CAT.
- C. The Staff Liaison is responsible for all correspondence with CAT members including, but not limited to, preparing meeting agendas, taking meeting minutes, arranging for meeting space and meals as necessary.
- D. The Staff Liaison is responsible to provide timely reports and feedback to the CAT on all subjects, tasks, and projects which the CAT has been asked to engage.

**VII. Executive Director Participation.**

- A. The UTA Executive Director or their designee meets with the CAT at least one (1) time annually to give an update on the state of UTA.

**VIII. Board of Trustees Participation**

- A. The Chair of the UTA Board of Trustees appoints a Trustee representative to attend full CAT Committee meetings, as well as the annual ADA Celebration.
- B. In the event that the appointed Trustee representative is unable to attend a CAT meeting, efforts are made to have an alternative representative present on their behalf.
- C. Trustees who attend full CAT meetings are encouraged to share information regarding Board activities or decisions which may be of interest to members of the CAT.

**IX. Meetings**

- A. Schedule.
  1. The full CAT meets quarterly in January, April, and October at the UTA Administration Offices at Frontline Headquarters (FLHQ), 669 West 200 South, Salt Lake City, Utah, as agreed to by the CAT and UTA.
  2. In-person attendance is required for voting CAT members unless prior arrangements are made to attend virtually.
  3. The annual ADA celebration held each year in July takes the place of a full CAT committee meeting for the month of July.

4. Subcommittee meetings generally take place during the months of October, November, December, February, March, April, May, and June of each membership year.
  5. The date and time of subcommittee meetings is established each year during the annual CAT training based on subcommittee member availability.
  6. Participation in subcommittee meetings may take place either in-person or via conference call.
  7. New and returning CAT members must participate in a day-long training session each year at the beginning of the membership year.
- B. Agenda.
1. The UTA Staff Liaison to the CAT prepares and emails a proposed agenda to the Chair of the full CAT committee or subcommittee at least seven (7) calendar days prior to the next scheduled meeting of the full CAT committee or subcommittee.
  2. Upon approval by the Chair, a draft agenda is emailed to the members of the full CAT committee or subcommittee at least four (4) calendar days prior to the next scheduled meeting.
  3. The final agenda for the next scheduled meeting of the full CAT committee or subcommittee is published on UTA's website and posted at UTA's Frontline Headquarters at least three (3) calendar days prior to the next scheduled meeting.
- C. Rules of Order.
1. Business of the CAT is transacted in accordance with *Roberts Rules of Order, Newly Revised*.
- D. Quorum.
1. A majority of all voting members of the CAT must be present to constitute a quorum for the transaction of business.
  2. No business of the CAT is transacted except at a meeting at which a quorum is present.
  3. If less than a quorum of the CAT is present, a majority of those present may vote for adjournment.
- E. Minutes.
1. The Secretary to the CAT prepares minutes of each meeting.
  2. A draft of the minutes is sent to the CAT members following the meeting.
  3. Corrections to the minutes are accepted at the next meeting.
- F. Alternate Format.
1. Every effort is made to have all documents, agendas, minutes, and handouts provided in the appropriate and requested alternate format as requested by a CAT member.
  2. The alternate format is provided at least three (3) calendar days prior to a meeting.
- G. Public Participation.
1. Members of the public are welcome to attend CAT meetings
  2. Meeting minutes and recordings of all CAT meetings are available upon request.