

Civil Rights Committee Charter

Committee Purpose:

- Receive status/update reports from all components of the Civil Rights Department for review to ensure that RTD's continuing civil rights responsibilities/obligations are being fulfilled.
- Keep the RTD Board of Directors informed on progress and changes that may impact on RTD's ability to identify, execute and monitor opportunities for significant participation by the small business community, disadvantaged business enterprises, and other entities as covered under the Civil Rights provisions.
- Assist with the development and implementation of strategies to improve the understanding of, and support for, the District's Civil Rights Programs, objectives, goals and to foster positive and effective ongoing relationships with the RTD's internal personnel, and the external business community and stakeholders including the community at large.

Operating Procedures:

- By noon on the Thursday of the week preceding the committee meeting, the Civil Rights Department Sr. Manager will submit his agenda along with appropriate approvals and the supporting documentation, to the IQM2 paperless packet system.
- The agenda will normally follow the order: Recommended Action, Updates, Other Matters and Next Meeting Date. The Co-Chairs of the Committee has the discretion to change the order, as appropriate.
- During the Committee meeting, staff will present the agenda items as appropriate.
- The Co-Chairs of the Committee should call for a motion on any action item requiring Board action, following a discussion of the item.
- Items that are moved forward by a motion and properly discussed will be voted on using the voting module of the paperless packet system. A quorum of five is required to move an action forward to the full Board for approval.
- Minutes of each committee meeting are included in the Board packet for Board review and approval.

Authorization:

- Section 32-9-109.5 and Section 32-9-114 of the RTD Act describes the administrative powers and authority given to the RTD Board of Directors. The Board Bylaws provides further description of Standing Committees.

Membership and Leadership Composition:

- The Chair of the Board will appoint the Co-Chairs of the Civil Rights Committee.
- The Civil Rights Committee is a standing committee of the whole.

- As elected officials, the standing Committee of the whole allows maximum participation and representation of the respective Districts in the decision making process.
- All Board members are participating and voting members of this committee.
- A quorum is reached with five members participating.

Roles and Responsibilities:

Co-Chairs of the Committee:

- Work with the Civil Rights Senior Manager to develop and approve agenda for the monthly meetings.
- Co-Chairs facilitate Committee meetings following established Board protocols and procedures.
- Discuss items on Committee agenda and calls for a vote on recommended action items to move before full Board at a formal Board meeting.
- Follows established order for agenda as approved in Board Bylaws but maintains flexibility to change when appropriate.
- Maintains proper communications flow and order for involvement and balanced participation of Board members.
- Can make the decision to invite public comment or speaker if appropriate.
- Appoint working groups or sub-committees as needed on specific issues.
- Can request Executive Session on items that are allowed per Open Meetings Act. CRS statute must be properly quoted and posted.
- Approve meeting minutes.
- Perform all Co-Chair responsibilities in the absence of the other Co-Chair.

Committee Members:

- Preview presentation/materials provided by staff before the meeting and come prepared to discuss or take appropriate action on items brought before the Committee.
- Attend meetings regularly.
- Review Committee minutes.

Reporting Requirements:

- All Committee meetings are noticed and recorded per Open meetings/ Open Records requirements.
- Meetings with three or more Board members are considered open meetings and must be noticed and posted at least 24 hours before the meeting.
- All meetings must have approved agenda.
- Minutes are taken of each meeting (along with attendance) and included in the monthly Board agenda for formal Board meetings.
- Minutes are reviewed by the Committee Co-Chairs of the Civil Rights Committee and the Civil Rights Senior Manager.
- Minutes from the Committee meetings are permanent records and retained in the Board office. Minutes from the meetings are available to the public upon request.

Staffing Requirements:

- Board members rely on Civil Rights Senior Manager and designated staff for preparation of presentations, Board reports and other materials used in the Committee meetings.
- Civil Rights Senior Manager participates in meetings and addresses any questions or concerns raised by Board members on a particular item.
- Civil Rights Senior Manager and/or designated Staff perform analysis and provides follow-up to Board members on requested items.
- Civil Rights Senior Manager (or his designee) meets with Board members in one-on-one sessions or as requested to brief Board members on a particular issue.

Meeting Schedule and Process:

- Civil Rights Committee meets every other month and become a part of the committee rotational schedule for the second Tuesday meeting of the month.
- Prior to the meeting, the Co-Chairs of the Committee meet with the Civil Rights Senior Manager or his designee to discuss or review the agenda and any items of concern.
- The Co-Chairs will follow the established order on the agenda which is normally prioritized by Recommended Actions, Updates, Other Matters and Next Meeting Date. The Co-Chairs have the flexibility to change the order of the agenda when deemed appropriate but should keep in mind that the purpose for doing recommended items first is to ensure a quorum is still present for voting the motion forward.

Approval Process:

- Civil Rights Committee members vote to move a recommended action forward to the full Board for approval at the official Board meeting.
- A quorum vote of five members can advance an item forward.
- Action items are placed on the Board agenda either under unanimous consent or recommended action according to whether the Committee passed the item forward unanimously or had any opposing votes.
- Action items passed by Committee do not become official part of record until approved in the formal Board meeting by the full Board.
- A new item may be discussed for recommended action if brought forth by three or more Committee members and has been provided to the Executive Director of the Board by Thursday of the week preceding the Committee meeting.