



The mission of Island Transit is to provide safe, accessible, convenient, and friendly public transportation services that enhance our island quality of life.

Island Transit Community Advisory Committee Guidelines

I. Purpose and Mission

The Island Transit Community Advisory Committee (CAC) was established to provide additional input to the agency's senior management and Board of Directors (Board). Community insight is essential to effective transportation planning, and the CAC serves as a structured forum for community stakeholders to offer feedback, share perspectives, and engage directly with Island Transit staff. Through this process, CAC members may recommend improvements to Island Transit's plans, policies, and services. CAC meetings foster interactive discussions between community members, riders, and agency staff. Island Transit staff may seek formal CAC input prior to advancing projects, plans, or reports to the Board.

The Board expects CAC members to serve as representatives of their communities and to gather feedback, identify concerns, and prepare for thoughtful, productive participation in community discussions. The ultimate goal of the CAC is to ensure that its activities and positions reflect the interests and priorities of the broader community as they relate to Island Transit's strategic goals.

II. Authority and Scope

As an integral component of Island Transit's public involvement efforts, the CAC serves as a conduit for public input, helping communicate local priorities, elevate rider perspectives, and encourage public support for transit programs and initiatives.

The CAC, and individual CAC members', specific scope of work entails the following:

- Serve as a stakeholder group from which Island Transit proactively seeks advice.
- Offer suggestions and recommendations to Island Transit for achieving its strategic goals.
- Expand Island Transit's awareness of the public's perceptions of its activities and speak on behalf of specific communities when commenting on Island Transit's plans, policies, and services.
- Inform and educate the public about Island Transit's operations and initiatives.
- Engage more deeply with Island Transit staff on goals, projects, plans, policies, and general



agency activities than would otherwise be possible in traditional public processes.

- Assist Island Transit’s outreach team by supporting outreach booths and community events.
- Work collaboratively with Island Transit staff in an advisory capacity on specific initiatives, such as the Long-Range Transit Plan.

The CAC is an advisory body, and therefore, it should be strictly understood that all recommendations by the CAC are advisory only and do not constitute an action, directive, or obligation by the Island Transit Board of Directors or any agency employees. The CAC is not authorized to act as an agent of Island Transit or to contact or incur any obligations on behalf of Island Transit.

The CAC may, at the direction of the agency, be authorized and empowered to conduct research and fact-finding activities in support of Island Transit’s planning and public engagement efforts. Members are expected to maintain appropriate confidentiality regarding information shared by the agency staff or Board. When requested, the CAC may assist with surveys, analysis, research, or reports as may be generally authorized or requested by the staff or Board. Any recommendations of the CAC are strictly advisory.

III. Membership

Composition

The CAC shall consist of at least four and no more than seven members. Membership shall reflect diverse, inclusive, and a geographically-balanced representation of the Island Transit service area of Whidbey and Camano Islands. Representation may be sought from the following groups:

- Civic/social associations
- Community-at-large
- Faith communities
- Higher education
- Local businesses
- Medical community/public health
- Neighborhood associations
- Persons with disabilities
- Senior/elder citizens



- Service users (fixed route, paratransit, rideshare)
- Social service agencies
- Students (minimum age 16 years old)
- Tribal and BIPOC communities
- Environmental organizations
- Active transportation advocates (walking, riding, rolling, etc.)
- Naval Air Station Whidbey Island (NASWI)
- Veterans' groups

Eligibility

CAC members will be volunteers and must meet stated membership requirements. Membership requirements include:

1. Residence, employment, or full-time education within the Island Transit service area.
2. Must be at least 16 years of age.
3. Individuals currently suspended or permanently banned from Island Transit services are not eligible.
4. Have no record of disruptive behavior at Island Transit public meetings.
5. Must not be a former Island Transit employee ineligible for re-hire.
6. Public officials serving an active term and Island Transit staff cannot serve as members of the CAC.

Terms

1. Members serve a 2-year term, renewable for one additional term, with a maximum of four consecutive years.
2. Partial terms may be filled mid-cycle; members may still serve two full terms.
3. Youth aged 16-19 serve a 1-year term.

IV. Selection Process

1. Applications will be accepted year-round and promoted through agency and partner channels.
2. Applications will be reviewed by Island Transit staff for recommendation to the Executive Director.
3. Final acceptance will be made by the Island Transit Executive Director and/or designee.



V. Attendance and Resignation

1. Members are expected to attend at least two-thirds of the scheduled meetings every year.
2. For an excused absence, members must notify the staff liaison at least twenty-four hours prior to the meeting. A pattern of unexcused absences, or other conduct that seriously interferes with a member's ability to maintain membership in good standing may result in a recommendation for removal of the member. The Executive Director will make the final determination.
3. More than three unexcused or six excused absences in a 12-month period may trigger a removal recommendation by the Island Transit staff liaison.
4. Resignations must be submitted in writing to the staff liaison at least two weeks in advance.

VI. Meetings

1. The CAC will meet at least six times per year. Frequency will increase during projects, such as the Long-Range Transit Planning.
2. Meetings will be hybrid, allowing for attendance both virtually and in-person at Island Transit's Whidbey Base.
3. Meeting materials (agenda, minutes, and supporting documents) shall be provided as early as possible and no later than 24 hours in advance.
4. A public comment period is optional and may be included at the discretion of the CAC or staff liaison.
5. All meeting topics and discussions are to be related to Island Transit and its operations.
6. If issues relevant to the CAC are insufficient in number or substance, the meeting may be cancelled. Members will be notified of the cancellation at least 24-hours in advance of a meeting.

VII. Staff Liaison

Island Transit's Executive Director shall designate a staff liaison who shall guide and serve as a resource for the CAC. The staff liaison will serve as the primary point of contact between the CAC, agency staff, and the Board, and will facilitate communication of CAC topics and recommendations to the Island Transit Executive Director and Board. The staff liaison will conduct the onboarding of CAC members and provide timely information on public transit or Island Transit topics.

The staff liaison will provide administrative and logistical support to the CAC, to include providing



an agenda, meeting summary, and related documents and plans. Any CAC member wishing to add an item to the agenda for substantive discussion at the meeting may do so by contacting the staff liaison at least ten days prior to the meeting date. The meeting document packet will be sent electronically to the CAC members at least five days prior to the meeting.

VIII. Meeting Protocol

- Presentations made by CAC members, staff or others should be succinct and relevant.
- Discussion of relevant issues and development of recommendations should follow adequate briefing and presentation. All CAC members' comments and questions will be respected and considered. The CAC may seek input from agency staff.
- Agreement on the CAC's recommendation to the agency, prior to submittal to the agency, is the preferred method. Consensus is one method of agreement.
- Opposing positions will be shared with the agency.
- Majority vote is considered a majority of members present.

IX. Self-Assessment

The CAC will assess its accomplishments at least annually. Primary criteria for assessment may include:

- **Purpose:** Did the CAC adhere to its stated purpose, or did it venture into areas not aligned with Island Transit's mission?
- **Usefulness:** Did the CAC provide the agency relevant, meaningful, and actionable recommendations?
- **Scope of Work:** Did the CAC complete the tasks requested throughout the year and consider the agency's recommendations addressed during the previous evaluation? If not, why? How did Island Transit and the community benefit from the results of the CAC's work?
- **Other:** Additional criteria may be identified and applied by the CAC members as needed.

X. Code of Conduct and Conflict of Interest

1. A CAC member must disclose if their recommendation or suggestion is based upon personal or professional interest beyond general interest as a rider representative.
2. All communications to the press will be conducted by Island Transit. No individual member may make public statements on behalf of the agency or CAC without the express authority of



the Island Transit staff liaison.

3. Members shall not lobby on behalf of Island Transit unless such efforts and all messaging have been approved by the Island Transit Executive Director.
4. If a member has a concern about an Island Transit policy or employee, they shall not discuss the concern with any Island Transit employee or any member of the Board until they have discussed the concern with the Island Transit Staff Liaison or if the staff liaison is unavailable, the Executive Director.
5. The Executive Director shall be the final authority on any decision to remove a member of the CAC.

XI. Modifications and Dissolution

Guidelines may be modified with a majority vote of the CAC and upon approval of the Executive Director. The Executive Director retains the authority to dissolve the CAC at any time.