

By Wicker
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ADOPTED
METROPOLITAN COUNCIL

AUG 14 2013

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RESOLUTION 50328

Brian Maynard
COUNCIL ADMINISTRATOR TREASURER

A RESOLUTION ADOPTING PROFESSIONAL STANDARDS AS CRITERIA FOR THE SELECTION OF ALL FUTURE CAPITAL AREA TRANSIT BOARD MEMBERS.

WHEREAS, the Capital Area Transit System is the regional transit authority of the Baton Rouge metropolitan region,

WHEREAS, the Capital Area Transit System is charged with providing quality mass transit services in East Baton Rouge Parish.

WHEREAS, a high-quality mass transit system is important to the future growth and economic vitality of the Baton Rouge metropolitan region,

WHEREAS, the Capital Area Transit System is governed by a nine-member Board of Directors, charged with oversight and accountability of system management,

WHEREAS, it is the duty of the East Baton Rouge Parish Metropolitan Council to appoint members of the Capital Area Transit System Board of Directors,

WHEREAS, it is the duty of the East Baton Rouge Parish Metropolitan Council to ensure that it appoints to the Capital Area Transit System qualified individuals whose leadership can ensure that the Baton Rouge metropolitan region has a high quality mass transit system.

NOW, THEREFORE BE IT RESOLVED, the members of the Capital Area Transit System Board of Directors shall be appointed by the East Baton Rouge Parish Metropolitan Council composed of individuals designated by the following groups and entities. The Metropolitan Council shall have the authority to add or remove member organizations to the Qualification Review Committee by a majority vote of the Metropolitan Council. One representative from each of the following will constitute the Qualifications Review Committee:

AARP Louisiana, Baton Rouge

Arc Baton Rouge

Baton Rouge Area Chamber

Baton Rouge Bar Association

Baton Rouge Community College, the chancellor or his/her designee

Center for Planning Excellence

Hospital System or Louisiana Primary Care Association, Baton Rouge

Louisiana Engineering Society, Baton Rouge

Louisiana State University - Baton Rouge, the chancellor or his/her designee

Society of Louisiana CPAs, Baton Rouge Chapter

Southern University, Baton Rouge - the chancellor or his/her designee

Together Baton Rouge

Section 1. The Council Administrator of the City-Parish of East Baton Rouge shall be the custodian of records for the Qualifications Review Committee. The Qualifications Review Committee shall elect a Chairperson. The Administrator shall notify the Chairperson of the Qualifications Review Committee of a CATS Board vacancy within 10 days of receiving notification of said vacancy. Each member of the Qualifications Review Committee shall be encouraged to recruit at least two candidates to serve on the CATS Board as an effort to increase participation and awareness. The Administrator shall receive all applications from prospective board candidates, whether they are suggested by members of the Qualifications Review Committee or submitted by members of the public at large. Within 30 days of receiving notification of a vacancy, the Chairperson of the Qualifications Review Committee shall call a meeting of the Qualifications Review Committee.

Section 2. Following the application deadline, the Qualifications Review Committee shall meet to determine the nominations to send to the Metropolitan Council to fill each vacancy. The committee shall consider each name submitted to the committee from the official list of applicants provided by the Council Administrator. Review of applicants will be held according to the Open Meetings Law and may include interviews of candidates. After review, the committee shall select the nominees for each vacancy who meet the requirements described herein. A majority vote of the total membership of the Qualifications Review Committee shall be required to nominate persons to positions on the board. The committee shall submit its nominations for each vacancy to the Metropolitan Council for consideration.

Section 3. The governing authority of the City of Baton Rouge and Parish of East Baton Rouge shall make an appointment no later than forty-five days after the deadline for receipt of the names of the nominees provided by the Qualifications Review Committee.

Section 4. Notwithstanding any other requirements of this resolution, the Qualifications Review Committee is prohibited from nominating any member of the Qualifications Review Committee for a position as a CATS board member.

Section 5. The Qualifications Review Committee shall nominate those members that have capacity to contribute to the board. The Qualifications Review Committee shall attempt to balance the CATS Board with representation from diverse demographics, and from all categories below, including:

1. Three members should be either an engineer or a professional in a related field with 10 years of management experience.
2. Three members should have at least a baccalaureate degree and seven years of management experience with comprehensive knowledge in business, especially those related to certified public accounting, finance, legal, strategic planning, resource allocation, and coordination of people and resources.

3. Three members should have backgrounds including, but not limited to, users of the transit system; leaders from organizations that have a vested interest in a robust and efficient transit system, such as higher education and healthcare, or have a large constituency of transit users; executives of not-for-profit organizations or human service organizations; and other business, workforce or civic leaders with related executive experience.

Section 6. To the greatest extent possible, the governing authority should appoint at least one commission member who is a regular user of public transit.

Section 7. The persons, groups, or entities authorized to make nominations for appointments to the board shall give due consideration to the demographics of the population of the city-parish, including without limitation geography, age, gender, and race to the requirements.

Section 8. BE IT FURTHER RESOLVED, if no candidates possess the qualifications outlined above at the close of applications deadline, and the Qualifications Review Committee is not able to make an appropriate recommendation based on these qualifications above, then the application deadline for nomination to the CATS Board shall be extended by thirty days.

Section 9. Appointment of qualified candidates through the process outlined above will take several years to fully implement. However, this nominating process outlined herein is to be used upon passage of this resolution by the Metropolitan Council. The Qualifications Review Committee will place priority on the next appointment once this resolution is passed to include a qualified candidate that meets the requirements set herein from the City of Baker. As members vacate the CATS Board, the Qualifications Review Committee shall consider each position according to the qualifications above, prioritizing candidates with experience in transit.

Section 10. In addition, at least a majority of the members appointed by the governing authority of the city-parish of East Baton Rouge shall be domiciled in areas subject to the ad valorem tax approved by the voters in 2012 for the Capital Area Transit System.

Section 11. A vacancy on the board for any reason from among the members from East Baton Rouge Parish shall be filled according to the qualifications described herein and for the remainder of the unexpired term.

Section 12. **Orientation:** Each CATS Board member shall attend a minimum of six hours of orientation training concerning the duties and responsibilities of the CATS Board, either prior to taking office or no later than one year after office is assumed. All training shall be approved by, and under the supervision of, the CATS Board. Said meeting shall address all charter, statutory and municipal resolution obligations of the Board, delineate how the requirements are being met, introduce the personnel assigned to accomplish same, and provide the Board member with a copy of the Board Rules, Policies and Procedures.

Continuing Education: All members of the Board shall receive within each calendar year at least six hours of continuous education in the subjects listed below:

Transit Planning, Financing, Operations and Design Best Practices; Parliamentary Procedure; Public Hearing Procedure; Cultural Sensitivity; Ethics; Workforce and Labor Issues; Public Engagement; Transit Agency Governance; Americans with Disabilities Act Requirements.

Documentation of Orientation and Continuing Education: Board members shall document their attendance in an orientation or training session in a written statement filed with the Chief Executive Officer of CATS. Each statement shall identify the date of each program attended, its subject matter, location, sponsors, and the time spent in each program.

Removal from Position: If a board member fails to complete the requisite number of hours of training and continuing education within the time allotted or fails to file the statement required by this resolution, then this shall constitute a cause for the removal of the board member by the appointing body.