

Susquehanna Regional Transit Authority People With Disabilities Advisory Committee

Procedure for Adding/Replacing Committee Members

Purpose: The purpose of this procedure is to provide both the Advisory Committee and its officers with a structured and objective process to evaluate and add new/replacement committee members.

Nomination Process

1. All nominations for new/replacement committee members shall be sent to the Chair or Vice-Chair
2. Nominations for new/additional Committee membership must be submitted in writing (e-mail, text) by:
 - a. A current committee member (Voting or Advisory member)
 - b. The individual requesting membership
 - c. An authorized representative of an area social and/or governmental agency that provides PWD services.
3. The nomination request should include the following:
 - a. Nominee name
 - b. Brief description of nominee background
 - c. Type of membership requested (Voting/Advisory)
 - d. If voting member, the nature of disability or PWD services provided
 - e. Reason/interest in seeking Committee membership

Vetting Process

1. Upon receipt of the completed nomination request, the Chair/Vice-Chair shall promptly review the request for appropriateness and arrange a meeting with the nominee (either via e-mail or in-person/virtual) to determine if the nominee meets the qualification requirements.
2. The Chair/Vice-Chair, should also discuss Committee membership requirements (ex. attendance) to determine if the nominee is able/willing to meet these requirements.
3. The Chair/Vice Chair shall submit a written summary of the vetting process and results to the Advisory Committee. This summary should include the vetting steps

performed and a recommendation for either approving or rejecting the nomination.

Approval Process

1. Once vetted, the Chair/Vice Chair shall forward the nomination and vetting summary to the Committee for consideration.
2. The Committee will then consider the nomination and vote whether to approve or reject it.