

SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT  
2150 Webster Street, Oakland, CA 94612, P.O. Box 12688, Oakland, CA 94604-  
2688  
510-464-6000

NOTICE OF MEETING AND AGENDA  
BART ACCESSIBILITY TASK FORCE (BATF)  
April 25, 2024  
2:00 p.m.

A regular meeting of the BART Accessibility Task Force (BATF) will be held on Thursday, April 25, 2024, starting at 2:00 p.m. to 4:30 pm. The meeting will be held at East Bay Paratransit's location at 1750 Broadway, Oakland, California 94612, 1st Floor conference room. The facility is served by public transportation. The nearest BART Station is the 19th Street BART Station and there are multiple AC Transit routes to the meeting site.

Please note that this meeting will be held in person in the East Bay Paratransit, 1st Floor conference room, Oakland, CA 94612 with an option for public participation via teleconference.

Presentation materials will be available via Legistar at <https://bart.legistar.com>

You may attend the Committee Meeting in person or join the Committee Meeting via Zoom by calling 1-833-548-0282 and entering access code **880 3755 9138**; logging in to Zoom.com and entering access code **880 3755 9138**; or typing the following Zoom link into your web browser:  
<https://us06web.zoom.us/j/88037559138>

If you wish to make a public comment:

- 1) Submit written comments via email to [evanloo@bart.gov](mailto:evanloo@bart.gov), using "public comment" as the subject line. Your comment will be provided to the Committee and will become a permanent part of the file. Please submit your comments as far in advance as possible. Emailed comments must be received before 12:00 p.m. on **April 25, 2024**, in order to be included in the record.
- 2) Appear in person and request to make a public comment.

Call 1-833-548-0282, enter access code **880 3755 9138**, dial \*9 to raise your hand when you wish to speak, and dial \*6 to unmute when you are requested to speak; log in to Zoom.com, enter access code **880 3755 9138**, and use the raise hand

feature; or join the Committee Meeting via the Zoom link (<https://us06web.zoom.us/j/88037559138>) and use the raise hand feature.

Public comment is limited to two (2) minutes per person.

Please refrain from wearing scented products (perfume, cologne, after-shave, etc.) to these meetings, as there may be people in attendance susceptible to environmental illnesses.

BART provides services/accommodations upon request to persons with disabilities and individuals who are limited English proficient who wish to address Committee matters. A request must be made within one and five days in advance of Board/Committee meetings, depending on the service requested. Please contact the Office of the District Secretary at (510) 464-6083 for information.

**Meeting Location**

East Bay Paratransit, 1750 Broadway, Oakland, CA 94612  
1<sup>st</sup> Floor Conference Room

1. Roll call of BATF members. (Information) 5 minutes  
Self-Introductions: Staff and Guests.
2. Public comment. (Information)  
An opportunity for members of the public to comment on items not on the agenda  
**Public comment is limited to two (2) minutes per person**
3. Approval of March 28, 2024 meeting minutes. (Information/Action) 5 minutes
4. New color priority seat pilot program in the BART trains. 15 minutes  
(Information/Action)
5. Regional mapping and wayfinding project update. 20 minutes  
(Information/Action)
6. Discuss applications for the Metropolitan Transportation Commission (MTC) Regional Mapping and Wayfinding Project Accessibility Working Group. (Information/Action) 10 minutes
7. Discuss potential changes to the BATF By-Laws. 30 minutes  
(Information/Action)
8. Debrief of the accessible Next Generation Fare Gate at West Oakland BART Station from March 28, 2024 open house. 10 minutes  
(Information/Action)
9. Member announcements. (Information) 5 minutes
10. Staff announcements. (Information) 5 minutes
11. Chairperson announcements. (Information) 5 minutes

12. Future agenda topics – Member suggest topics.

5 minutes

**Next meeting scheduled:** May 23, 2024

13. Adjournment.

BATF

Approval of  
March 28, 2024  
Meeting minutes

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AGENDA 3

**SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT**  
2150 Webster Street, P.O. Box 12688, Oakland, CA 94604-2688

**BART ACCESSIBILITY TASK FORCE**  
Committee Meeting **DRAFT** Minutes  
March 28, 2024

**1. Roll Call of Members:**

1. Anita Ortega
2. Annie Koruga
3. Bruce Yow
4. Catherine Callahan
5. Clarence Fischer
6. Danny Kodmur
7. Daveed Mandell
8. Don Queen
9. Emily Witkin
10. Hillary Brown
11. Janice Armigo Brown (2<sup>nd</sup> Vice-Chair)
12. Roland Wong (Vice-Chair)
13. VACANT
14. VACANT
15. VACANT
16. VACANT
17. VACANT
18. VACANT

Quorum of seven (7) in-person BATF members. Annie Koruga and Catherine Callahan used their first out of two, “Just Cause.”

**BART Customer Access and Accessibility Department Staff:**

Elena Van Loo  
Ryan Greene-Roesel  
Bob Franklin

**BART Director (s), BART Staff, Speakers, and members of the public:**

Director Robert Raburn  
David Cogshall (BART Staff)  
Vince Bevilacqua (BART Staff)

Josephine Mitchell (Captioner)  
Amy Fairchild (Captioner)  
Christine Arseneault (Guest)  
Herb Hastings (Guest)  
Aleeta Dupree (Guest)  
Tina Martin (Guest)  
Seraphina Rosmant (Guest)

## **2. Public Comments**

Director Robert Raburn shared a legislation bill that BART Board of Directors has given their support, which hopefully will be signed by California's Governor to have hybrid meetings. The bill will remove the requirements of having an in-person quorum. He mentioned this legislation will affect the BART Board of Directors and all advisory committees under BART and this legislation would be helpful to recruit new members.

Aleta Dupree introduced herself. She stated she is a person with a different disability that is not visible. She cannot serve as an appointed member as she does not live within the BART District and has accepted this. She stated the Bay Area has not been the kindest place and added she is a real disabled US Army Vet who served in Desert Storm. She asked to be accepted as part of the disabled community even being different and wearing a skirt.

Herb Hasting spoke about the Next Generation Faregate Open House that happened just before the BATF meeting. He stated he appreciated the event that happened and mentioned he does like the design of the Next Generation faregates.

Tina Martin introduced herself and expressed interest in becoming a BATF member.

## **3. Approval of meeting minutes:**

- **January 25, 2024**
- **February 22, 2024**

Annie Koruga moved approval of the January 25, 2024 meeting minutes. Hillary Brown second the motion.

- Motion passes with ten (10) in favor, zero (0) against, and zero (0) abstention

Annie Koruga moved approval of the February 22, 2024 meeting minutes. Hillary Brown second the motion.

- Motion passes with ten (10) in favor, zero (0) against, and zero (0) abstention

#### **4. Elevator and Escalator preventive maintenance program**

David Coggshall and Vince Bevilacqua presented on the agenda item.

David Coggshall shared the System Service hours are 6:00 am to 2:00 pm and 2:00 pm to 10:00 pm. He added between 10:00 pm to 6:00 am (Tuesday-Saturday), deeper cleanings are done.

He mentioned elevator cleanings are done by System Service Worker every two hours, on the odd hour. Elevators are checked by Station Agent (s) on even hours. If cleaning needs to be done, they complete a report so the System Service Department can address it. He also added during regular department hours, 6:00 am to 10:00 pm, System Service will respond within thirty (30) minutes.

Vince Bevilacqua shared about escalator cleaning. He mentioned escalator cleaning is done throughout their shifts by System Service Worker and they clean the handrails, escalator tops, sides, and steps, as needed.

David Coggshall went step-by-step on how to report a biohazard through the BART (Official) app.

Danny Kodmur asked about parts of the elevator and how long does it take to repair elevators. Vince Bevilacqua stated it depends what parts are needed and how fast the parts are delivered and then repaired. Vince Bevilacqua added there are more parts in escalators than there in elevators due to the fact that escalators have much more moving parts.

Daveed Mandell asked if you could report biohazard on the website and if there is a phone number you call to report biohazard within the BART system. David Coggshall mentioned you can report biohazard via BART's website, or call customer service phone number, 510-464-6000, or email BART's Customer Service, or you can report biohazard with a station agent who will follow through.

Annie Koruga thanked David Coggshall and Vince Bevilacqua for the presentation. They noticed at BART stations more cleaning is happening and appreciates this effort to keep BART clean. They asked if riders know how to report biohazards or request an elevator repair and added there should be more information on how to report issues. David Coggshall stated he and his staff will look into more public notice on how to report elevator repair requests and how to report biohazard. He also



mentioned you can report a biohazard or request an elevator repair with a station agent.

Roland Wong shared that he recently went to see a BART Station Agent and requested the elevator to be cleaned at the Hayward BART Station.

Aleeta Dupree thanked staff for the presentation. She brought up what happens if the electricity goes out at either elevator and/or with the escalators. She also asked what happens if there is an emergency in the elevator and they are stuck in the elevator. She wanted to know what are the steps if the elevator and/or escalators are out of power or what are the steps if someone is stuck in the elevator and the call button does not work.

Tina Martin thanked BART staff for all what they are doing to keep the elevators clean. She mentioned there is an elevator at Hallidie Plaza, right next to Powell St. BART Station, that has not been working for a while and would like to see this elevator working again. She acknowledged that BART does not own it, but to work with the City of San Francisco to have the Hallidie Plaza elevator working again and this would be great for more options to travel for people who uses wheelchairs.

**5. New committee member nomination (s)**

- **Christine Arseneault**
- **Herb Hastings**

Roland Wong, acting Chair, led the agenda item.

Christine Arseneault introduced herself and expressed why she is interested in joining the BATF Advisory Committee.

Hillary Brown moved to recommend Christine Arseneault as a BATF member. Daveed Mandell seconded the motion.

- Motion passes with ten (10) in favor, zero (0) against, and zero (0) abstention

Herb Hastings introduced himself and expressed why he is interested in joining the BATF Advisory Committee.

Daveed Mandell moved to recommend Herb Hastings as a BATF member. Hillary Brown seconded the motion.

- Motion passes with ten (10) in favor, zero (0) against, and zero (0) abstention

## **6. Elections of Chair and potentially Vice-Chair**

Elena Van Loo and Ryan Greene-Roesel led the agenda item.

Elena Van Loo announced if Roland Wong, Vice-Chairperson, becomes the Chairperson, there will be a vote to fill in the Vice-Chairperson and if the 2<sup>nd</sup> Vice-Chair is open, then a vote will be done to fill in the 2<sup>nd</sup> Vice-Chairperson.

### **Chairperson election:**

Roland Wong was nominated as Chairperson and he accepted.

Roland Wong gave a short speech as to why he would be a good candidate as Chairperson.

Voting results for Chairperson:

- Roland Wong – ten (10) in favor, zero (0) against, and zero (0) abstention (s)

### **Vice-Chairperson election:**

Hillary Brown, Emily Witkin, and Annie Koruga nominated themselves as Vice-Chairperson.

Anita Ortega nominated Daveed Mandell as Vice-Chairperson and he accepted.

Hillary Brown, Emily Witkin, Annie Koruga, and Daveed Mandell each gave a short speech as to why they would be a good candidate for Vice-Chairperson.

Voting results for Vice-Chairperson:

- Annie Koruga – four (4) in favor, zero (0) against, and zero (0) abstention
- Daveed Mandell – three (3) in favor, zero (0) against, and zero (0) abstention
- Emily Witkin – two (2) in favor, zero (0) against, and zero (0) abstention
- Hillary Brown - one (1) in favor, zero (0) against, and zero (0) abstention

Janice Armigo Brown wished to remain as 2<sup>nd</sup> Vice-Chairperson. No nominations and elections needed for 2<sup>nd</sup> Vice-Chairperson.

Elena Van Loo announced the new Chairperson is Roland Wong, Vice-Chairperson, Annie Koruga, and 2<sup>nd</sup> Vice-Chairperson is Janice Armigo Brown until September

2024 when yearly nominations and elections are scheduled for Chairperson, Vice-Chairperson, and 2<sup>nd</sup> Vice-Chairperson.

**7. Discuss potential changes under the BATF By-Laws**

- **Term of Office**
- **Nomination and selection process**

Roland Wong led the agenda item.

Janice Armigo Brown, 2<sup>nd</sup> Vice-Chairperson, read out loud the BATF By-Laws for the Nomination and Selection Process.

Roland Wong would like to change the number of meetings for interested applicants from attending three out of four consecutive meetings to two meetings out of three consecutive months, which would help recruit potential members faster.

Janice Armigo Brown read out loud under, Terms of Office:

“The term for each member of the BATF shall end on June 30 of odd-numbered years or when the BART Board of Directors announces appointments and reappointments for a new term, whichever occurs later.”

Janice Armigo Brown requested more clarification under, Term of Office, due to confusion about its meaning. Elena Van Loo will reach out to the legal department to get clarification and will share at a future BATF meeting. Other members also expressed a need to better understand the meaning of the Term of Office clause.

Roland Wong requested BATF By-Laws be emailed to the BATF members and members agree to reschedule agenda item at a future meeting once they receive better understanding. Elena Van Loo will follow through with request.

**8. Member announcements**

Janice Armigo Brown witnessed fare evasion on her way to the meeting, which was frustrating to witness.

**9. Staff announcements**

Elena Van Loo mentioned 1<sup>st</sup> quarter travel reimbursements will be turned in on April 10, 2024 and to let her know of any change to RTC or Senior discount card numbers. She mentioned standard Clipper Card numbers are acceptable for travel reimbursements.

Bruce Yow asked if you are maxed out on the Clipper Card amount, will travel reimbursement be added. Elena Van Loo said it is best to call Clipper Card Customer Service and they can better assist and mentioned she does not have any access to accounts to review and she is only informed if the reimbursement does not go through.

Elena Van Loo reminded members “Just Cause,” can be used twice a year as long as there is an in-person quorum. She added travel reimbursement is not honored if using “Just Cause.”

## **10. Chairperson announcements**

No Chairperson announcements.

## **11. Agenda Topics – Member Suggest Topics**

- Debrief Next Generation Faregate Open House at West Oakland on March 28, 2024
- Review, discuss BATF By-Laws – Potential changes
  - Term of Office (page 3 of the BATF By-Laws)
    - more clarification needed
  - Nominations and Selection Process
  - Election of Chair, Vice-Chair, and 2<sup>nd</sup> Vice Chair (page 5 of the BATF By-Laws)
    - Term of Office
      - serve for one year or until the next election
        - limit the year (s) as Officers
    - Other possible change (s)
- Update the process of the Next Generation faregate installments
- Hallidie Plaza elevator at Powell station update
  - Elevator belongs to City of San Francisco
    - Been out-of-order for a number of years

## **12. Adjournment**

The meeting adjourned at 4:02 pm until the next regularly scheduled meeting, Thursday, April 25, 2024 at 2pm.

BATF

New color priority seat  
pilot program in the  
BART trains

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AGENDA 4



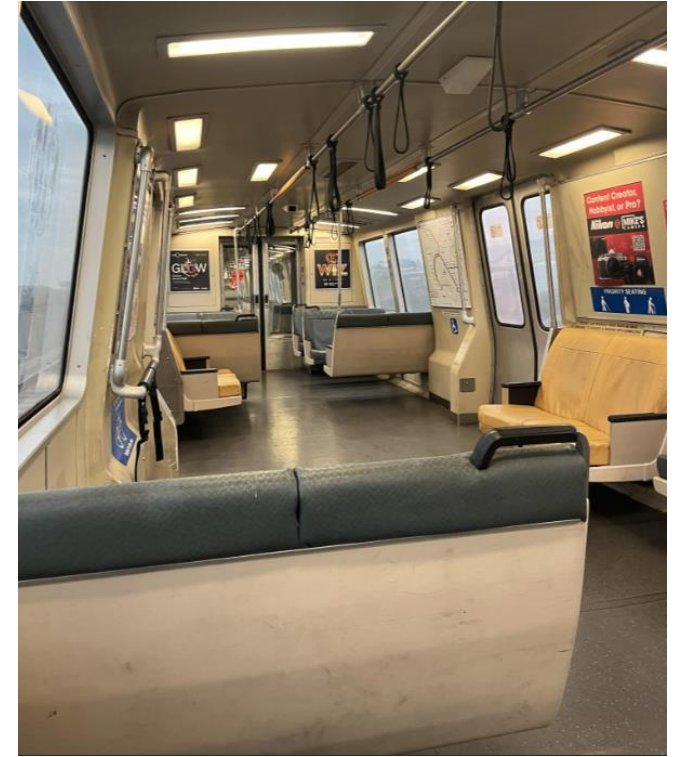
# New Color Priority Seat Pilot Program in the BART Trains

BATF – April 25, 2024





# Previous BART Seat Colors in Legacy Fleet





# Current Priority Seats – Photo #1





# Current Priority Seats – Photo #2

## Current Priority Seats:

- Chartreuse color

## Issues:

- Easily dirtied
- Difficult to clean
- High replacement rate due to appearance
- Manufacturer difficulties keeping up maintenance rates.



# Pilot Priority Seats – Photo #1

## BART to test 6 cars with new color priority seats.

- BATF feedback
- Public surveys for feedback
- Cleanliness evaluation

### Pilot Seat Backs:

- Background color is same blue as non-priority seats
- Imagery printed on material is a contrasting color and is the same images as the priority seat signage

### Pilot Seat Bottoms:

- Same blue color as non-priority seats (exact same cushion)

### Signage:

- Priority seating signage remains the same.





# Pilot Priority Seats – Photo #2

**Variation #1  
(3 cars)**



**Variation #2  
(3 cars)**



# Pilot Priority Seats – Photo #3

## Benefits:

- Redundant imagery of priority seat decal reinforcing this is a priority seat.
- Imagery is printed onto the fabric and permanent.
- Consolidated seat bottoms results in less parts to inventory.

## Pilot Evaluation Criteria:

- Do passengers understand the differentiation of these seats, to indicate priority for seniors and people with disabilities?
- Are they easier to clean?
- Is the long-term appearance better?





Thank you.

Questions?



# BATF

Regional mapping &  
wayfinding project update

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## AGENDA 5



# Regional Mapping and Wayfinding Project Update

BART Accessibility Task Force – April 25, 2024



# Today's presentation

- **What is wayfinding**
  - Project context, schedule, and status; accessibility & equity
- **Core project elements**
  - New regional network identity, signage, and digital wayfinding
- **Next steps**
  - Prototype installation and public evaluation plan





# What is wayfinding: Wayfinding includes...



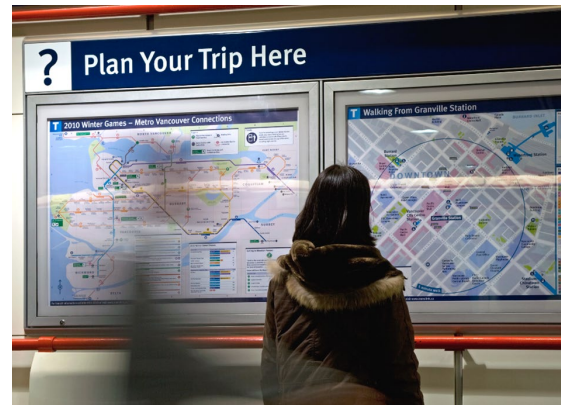
Identity



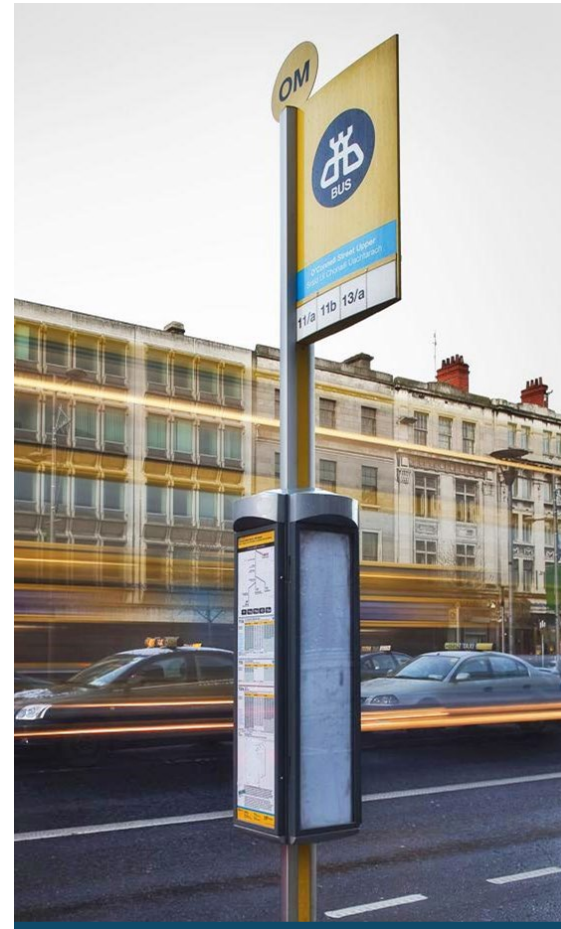
Directional signage



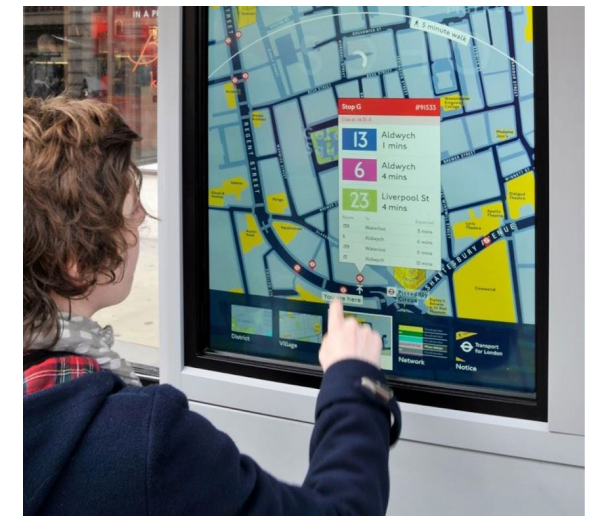
Accessibility



Maps



Information and schedules



Digital tools

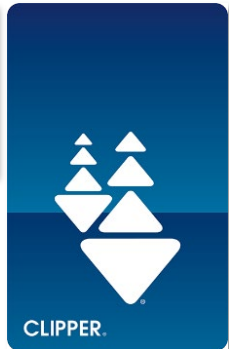
What is wayfinding:

# Part of the Transit Transformation Action Plan

## This project

### I. Fares and Payment

Simpler, consistent, and equitable fare and payment options.



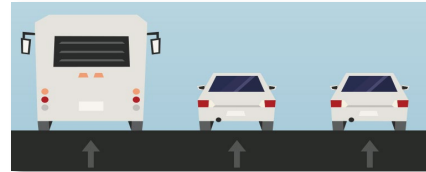
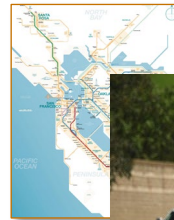
### II. Customer Information

Make transit easier to navigate and more convenient.



### III. Transit Network

Transit services managed as a unified, efficient, and reliable network.



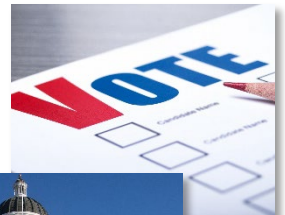
### IV. Accessibility

Transit services for older adults, people with disabilities, and those with lower incomes are coordinated efficiently.



### V. Funding

Use existing resources more efficiently and secure new, dedicated revenue to meet funding needs.





What is wayfinding:

# Project goals & schedule

*Make transit journeys easier to understand to retain existing and attract new riders*

- **Better information for customers**
  - Dependable, predictable, and familiar
- **Better operations for transit providers**
  - Standard wayfinding parts, applications, and guidelines
- **Better outcomes for the region**
  - Health, equity, sustainability, and economic vitality

Phases 1 & 2  
**Project development, harmonization & business case**

Completed

- User research & outreach
- Regional map prototype
- Business case
- Map examples
- Tier development

Phase 3  
**System development**

Funded

**We are here**

- Regional standards
- Prototypes
- Pilot projects
- New mapping database

Phase 4+  
**Full implementation**

Unfunded

- Expand new wayfinding system regionwide

## What is wayfinding:

# Phase 3 iterative design process

### Wayfinding context

- Current practices
- Stakeholder needs

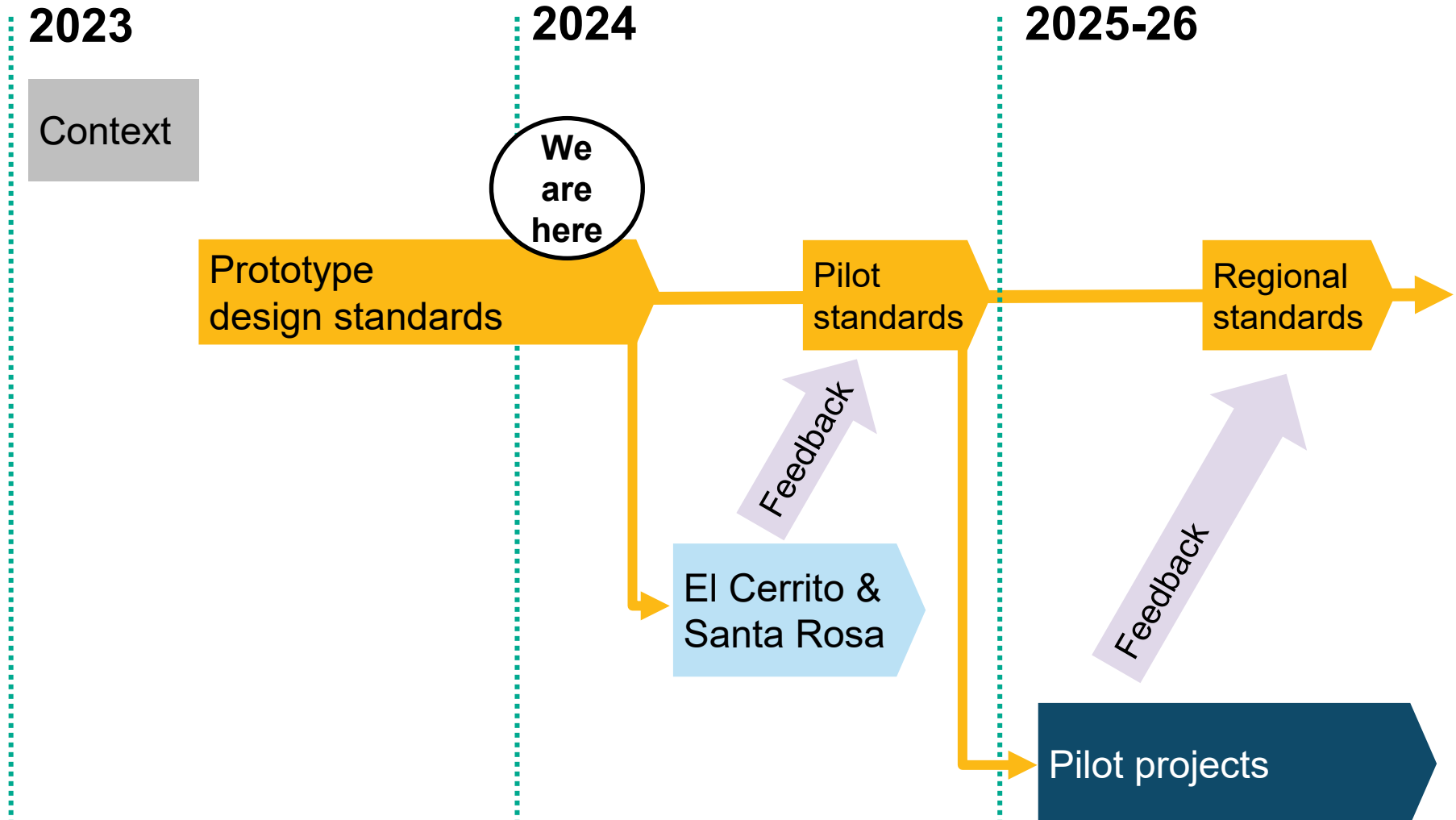
### Design standards

- Network identity
- Signage family

### Prototypes

- El Cerrito del Norte BART
- Santa Rosa Transit Mall & SMART station

### Pilot projects



What is wayfinding:

# Centering accessibility and equity

*Accessibility is a cornerstone of the new wayfinding system.*

## Project engagement with Equity Priority Communities (EPCs)

Four "co-creation" workshops held in spring 2023, including:

- Individuals with travel-limiting disabilities
- People of color
- Seniors
- Individuals with low income
- Individuals with low proficiency in English

## Key needs identified

- Better path directions to help riders find stops and destinations nearby
- More prominent bus route numbers and braille/tactile information at stops
- Information on available services at facilities such as restroom and elevators
- Digital should not replace print information

Core project elements:

# Prototype regional network identity

*"Network identity" is the "look and feel" of the regional transit system.*

## Developed for prototypes:

- A. Color palette
- B. Modal icons
- C. Hierarchy of information

## To be considered later:

- System symbol & name
- Tone of voice & narrative
- Audio elements

## Development and refinement

- Network identity should be memorable, evocative, and familiar for customers across the region
- Informed by input and feedback from public survey, focus groups, and transit agencies
- Will be evaluated with the prototypes and refined with public and transit agency feedback

Core project elements > prototype regional network identity:

# A. Color palette

*Inspired by the natural beauty of the Bay Area.*



**Golden Yellow**

**Sky Blue**

**Dark Blue**



Core project elements > prototype regional network identity:

# B. Modal icons

*Rail, bus, and ferry icons should be easily recognizable and serve as the primary transit system identifiers.*



TRAINS



ACE



BART



MUNI METRO



AMTRAK



SMART



VTA LIGHT RAIL



eBART



CALTRAIN



STREETCAR



BUSES



FERRIES



CABLE CAR

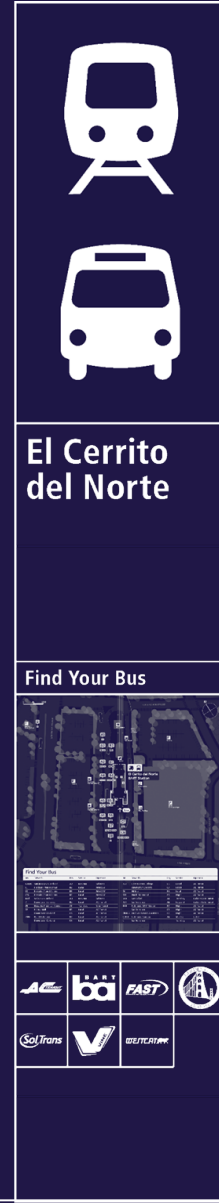




Core project elements > prototype regional network identity:

# C. Hierarchy of information

*Modal icons – rail, bus, or ferry – are the most important symbol, followed by individual transit agency logos.*



1

## #1: Transit modal icons

Visible from distance, identifies public bus, rail, or ferry services.

2

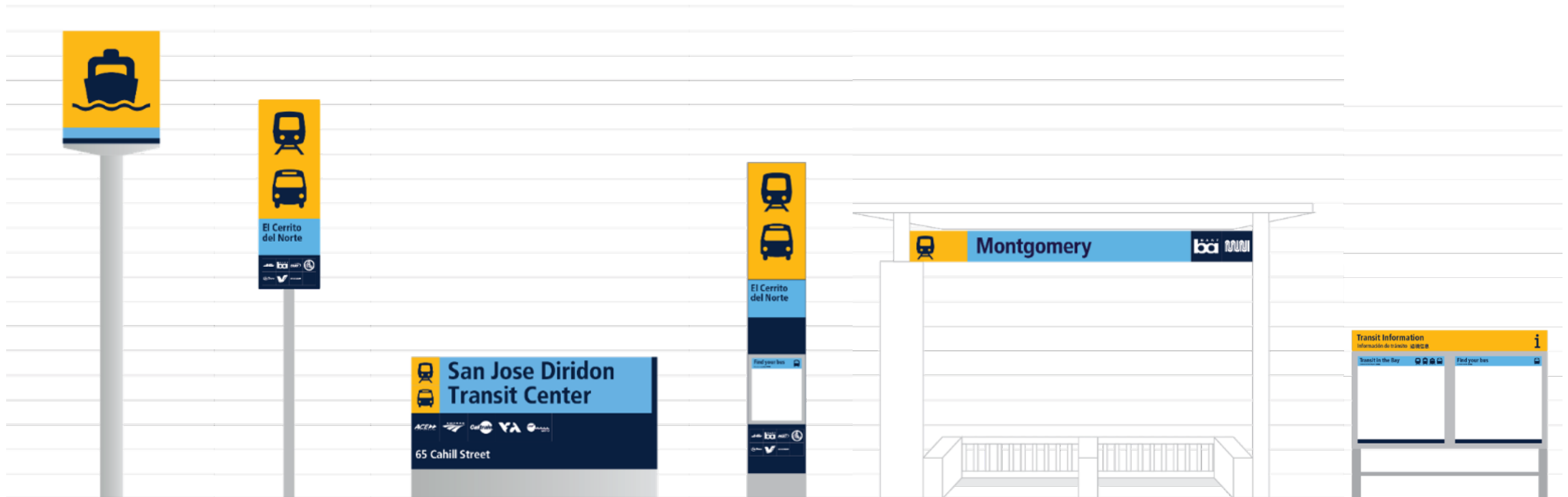
## #2: Transit agency logos

Indicate specific providers.



Core project elements:  
**New signage**

*The regional network identity creates a design language for prototype wayfinding signs.*



Vehicular  
Facility  
Beacon

Pedestrian  
Facility  
Beacon

Vehicular  
Entrance Marker

Entrance  
Monolith

Facility Entrance

System Info Unit



Core project elements > new signage:

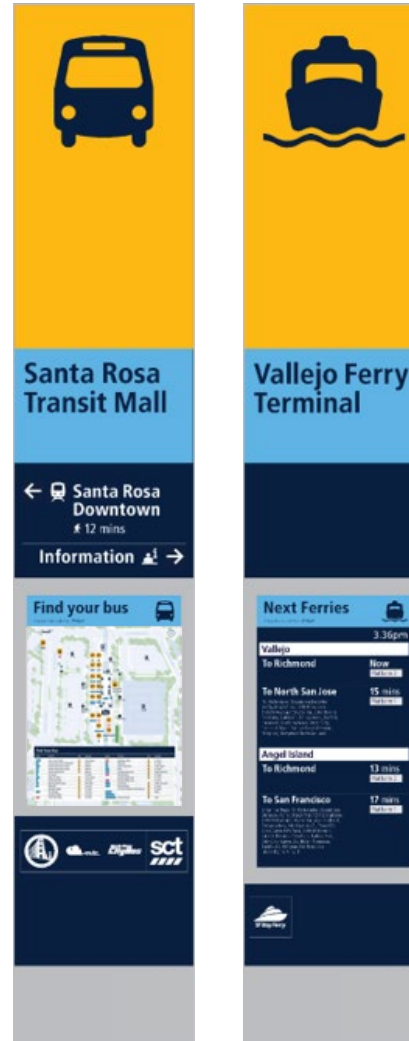
# A new sign type – Entrance Monoliths

The new Entrance Monolith sign type can accommodate up to three (3) transit modes in the sign's yellow 'beacon.'

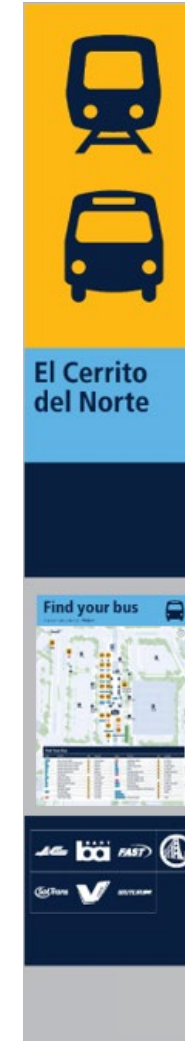
Transit service information is provided at the base of the sign at accessible heights.



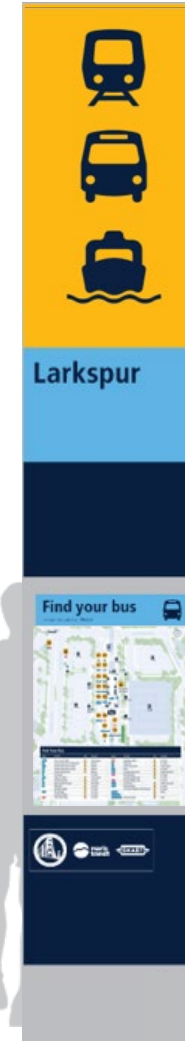
One mode



Two modes



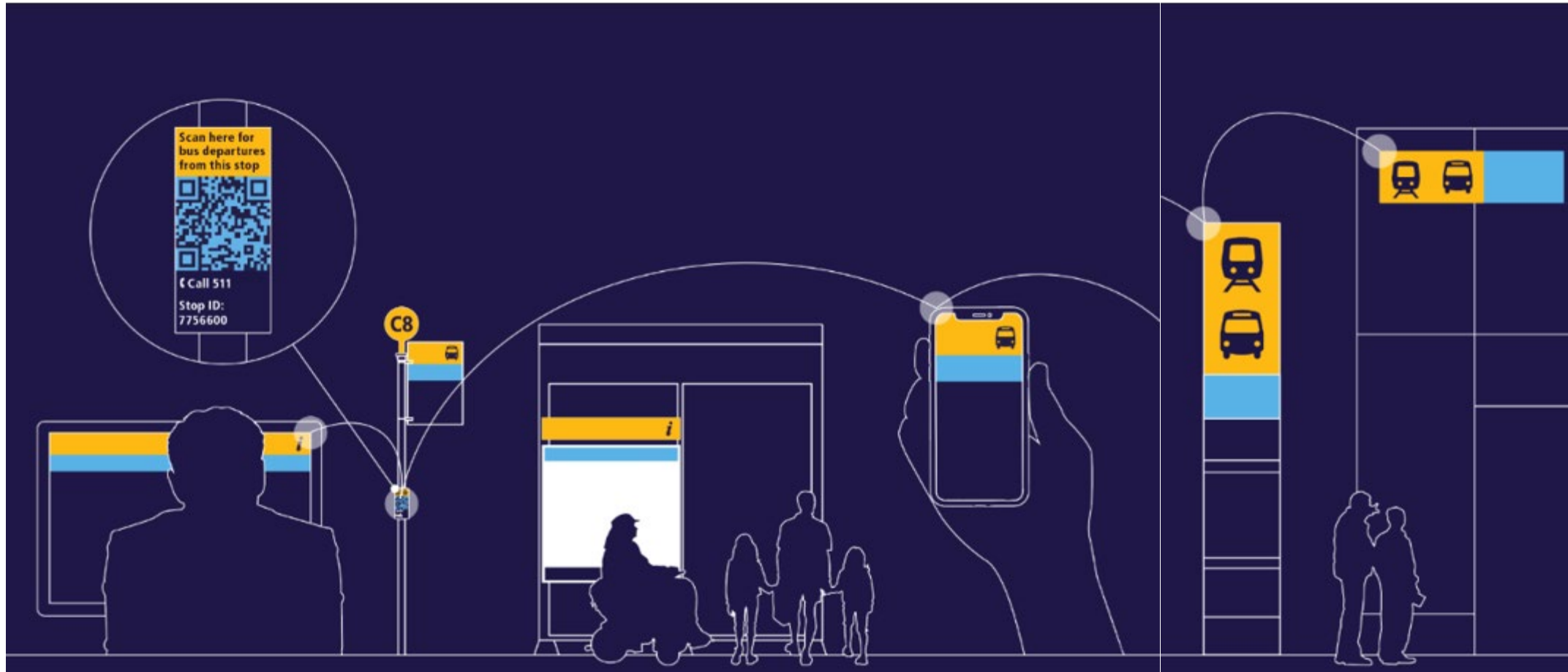
Three modes



Core project elements:

## Extended digital wayfinding

*A new QR code-based mobile web site will provide accessible real-time information consistent with each stop's signage and the regional network identity.*



Next steps:

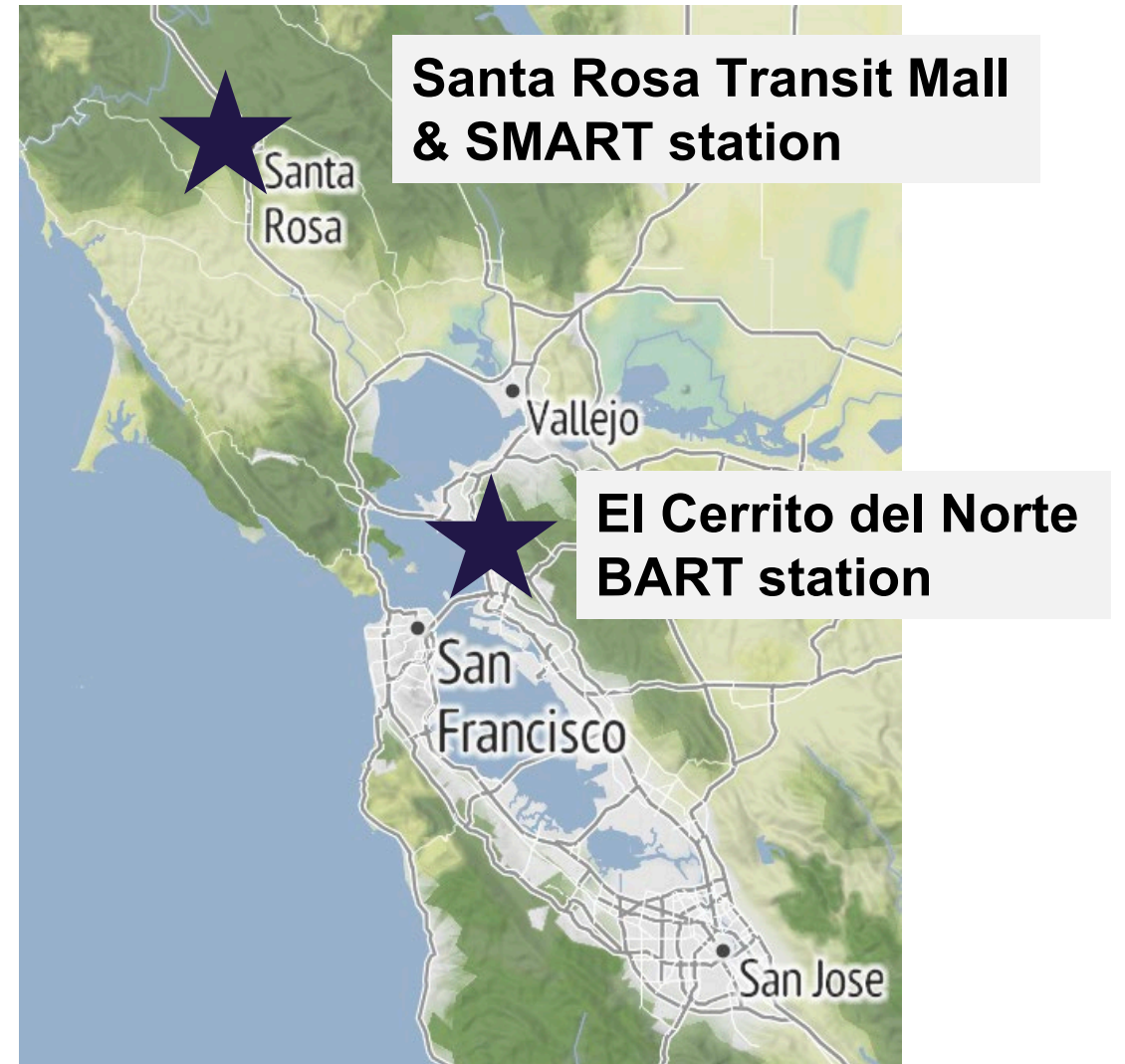
# Prototype installation and evaluation

## Installation

- Finalize fabricator contract
- Coordinate with partner agencies in El Cerrito and Santa Rosa

## Evaluation plan

- Identify types of community and agency engagement
- Develop qualitative and quantitative metrics



# Schedule outlook

- **Winter/Spring 2024**
  - Finalize detailed designs for service-related signs and maps with transit agency staff.
  - Develop prototype evaluation and engagement plan.
  - Coordinate with partner agencies to facilitate prototype installation.
- **Summer/Fall 2024**
  - Evaluate prototypes to refine standards for wider implementation.

# Project contacts

**Gordon Hansen** (he/him)

Project Manager

**Aaron Priven** (he/him)

Project Staff

**Jumana Nabti** (she/her)

Transit Operator Liaison (BART)

<https://mtc.ca.gov/operations/transit-regional-network-management/regional-mapping-wayfinding>

BATF

Discuss applications for  
the MTC Regional  
Mapping & Wayfinding  
Project Accessibility  
Working Group

—

AGENDA 3

Discuss applications for the  
MTC Regional Mapping and Wayfinding Project  
Accessibility Working Group





## Invitation to Apply: Accessibility Working Group for Metropolitan Transportation Commission's Regional Mapping and Wayfinding Project

The Metropolitan Transportation Commission (MTC) is seeking people with disabilities who use transit to join our new Accessibility Working Group for the Regional Mapping and Wayfinding project. This project seeks to make it easier to ride transit in the Bay Area by making wayfinding materials such as maps, signs, screens, etc., more consistent and easier to identify and use. This complex process is being led by MTC, with the partnership of transit riders, Bay Area cities and counties, and all 27 Bay Area transit agencies.

### Purpose

- Provide a space for transit customers with disabilities to share their lived experiences with the project team.
- Help evaluate prototype and pilot wayfinding signage/materials through an accessibility lens.

### Working Group Details

- 12-14 member group.
- Meetings occur roughly once a month (may vary); Working Group concludes after pilot projects.
- MTC is exploring compensation options for members.

### Eligibility Requirements

- Lived experience as a person with a disability who uses transit services.
- Experience on advisory committees and/or engaging with transit agencies is desired.

### Working Group Member Expectations

- Attend meetings, review documents, and provide input based on your knowledge and experience.
- From time to time, MTC may ask members to share non-confidential materials with participants' affiliate organizations.
- Throughout the course of this project, MTC will share project materials and other information that is preliminary in nature. By participating in this group, you would agree to keep all those materials confidential until or unless the MTC makes them public.
- At the outset the group will establish basic ground rules for how meetings will be scheduled and facilitated. Members must agree to abide by those ground rules.

### How to Apply

- Subject to MTC approval, each of the 7 large agencies will nominate one representative, and the smaller agencies will nominate a total of 3 representatives.
- MTC will select 2-4 "at-large" members from public applications.
- To apply for an at-large seat, please [click here](#) to answer questions and submit a brief statement of interest highlighting your experience and perspective as a transit rider with a disability.

Application deadline: **Friday, May 3, 2024 at 11:59 p.m.** Selected members will be notified by mid-May for a target first meeting in early June 2024. For more information about the Mapping and Wayfinding Project, visit <https://mtc.ca.gov/operations/transit-regional-network-management/regional-mapping-wayfinding>

Questions? Please contact Ky-Nam Miller: [kmiller@bayareametro.gov](mailto:kmiller@bayareametro.gov) or (415) 778-5331

BATF

Discuss potential  
changes to the BATF  
By Laws

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AGENDA 7

# **Discuss Potential Changes to the BATF By-Laws**

## **1. Reduce New Membership Requirements**

- Current Requirement: Attend 3 of 4 consecutive meetings
- Proposed Requirement: Attend 2 of 3 consecutive meetings
  - Goal: Speed up new membership process

## **2. Reduce Member Attendance Requirements**

- Current Rule: Members may miss 4 meetings per year.
- Proposed Change: Increase number of allowable absences, if excused for illness or other valid reasons.
  - Goal: To avoid long process of becoming a member again if terminated for absences.

## **3. Term Limits for Officers**

- Current Rule: No term limits on Officer positions
- Proposed change: Place a limit on term for Officer roles
  - Goal: Gives more members an opportunity to serve as committee leaders.

## **4. Placing Items on Agendas**

- Current Rule: The Chair shall schedule items on the agenda in consultation with the staff liaison.
- Proposed change: Clarify how items are placed on the agenda
  - Goal: Clarify how Chair, Members and Staff place items on the agenda.

San Francisco Bay Area Rapid Transit District  
BART Accessibility Task Force  
By-Laws  
September 2017

**ARTICLE I – NAME OF TASK FORCE**

The name of this task force shall be the BART Accessibility Task Force and may be referred to as “BATF.”

**ARTICLE II – MISSION STATEMENT**

The mission of the BATF is to advise the BART Board of Directors and staff on ways to maintain and improve the accessibility of the BART system for people with disabilities and for seniors. This mission is consistent with the District’s Strategic Plan goal to encourage public input.

**ARTICLE III – RESPONSIBILITIES**

A. Work with staff to:

1. Review, analyze and prepare recommendations on issues and policies, capital projects, compliance with local, state and federal legislation relating to the provision of accessible services at BART and other issues that might be brought to the BATF by the public, staff or the Board.
2. Develop recommendations which take into consideration the needs of people with different disabilities and seniors.
3. Participate in the development of proposed new policies and the planning and implementation of new services that affect people with disabilities and seniors who use BART.
4. Provide a public forum for discussion of all BART related issues concerning people with disabilities and seniors.
5. Act as a resource group to BART staff who interact with people with disabilities and seniors to answer complaints, to develop new programs, to solve architectural problems in the system, to conduct staff disability trainings, and other areas as needed.

B. In order to accomplish these responsibilities BATF shall:

1. Educate themselves about the BART system, the budget process, the administrative process, the ADA as it relates to transportation accessibility issues, the project cost-analysis process, and the Brown Act.
2. Establish annual goals for BATF.
3. Make reports or recommendations to appropriate BART staff through the staff member designated to support the BATF as needed.
4. Report to the BART Board of Directors and send additional reports or recommendations as needed, which reports may be accompanied by a staff report as appropriate.
5. Recuse themselves from any matter before the Task Force in which they have a financial interest.
6. Complete ethics training required by the State of California.

## **ARTICLE IV – MEMBERSHIP**

### **A. COMPOSITION**

Members should be active BART users, who are people with disabilities or seniors over the age of 65. Except as stated above, BATF does not discriminate based on race, color, origin, sex, religion, sexual orientation, disability, or age in its membership.

The BATF shall be composed up to 18 members. The number of active members and the actual vote on actions shall be included on all communications to the Board and staff. If there are more than 18 applicants for the BATF, BART staff shall recommend 18 from among all those endorsed by the BATF, taking into consideration the goal of including people from all the parts of the BART system representing a diversity of disabilities and ages. There shall be no minimum number of members.

Some exceptions may be made to these eligibility criteria. The membership may include up to two non-disabled persons with special knowledge or technical training regarding the transportation needs for a particular disability.

## B. TERM OF OFFICE

The term for each member of the BATF shall end on June 30 of odd-numbered years or when the BART Board announces appointments and reappointments for a new term, whichever occurs later.

## C. NOMINATION AND SELECTION PROCESS

During the 2nd quarter of each odd-numbered calendar year, the staff liaison will contact each member to determine if they are interested in continuing to serve.

In addition, staff shall seek members through notices, in stations, on the BART website, contact with underrepresented disabled groups and seniors, and other means as appropriate. Out of four consecutive meetings, an interested applicant must attend three and then apply for membership. Applicants must be endorsed by the members of the BATF through a majority vote. Their names are submitted by the BATF staff liaison to the BART Board of Directors for final approval. The BATF staff liaison will notify the applicant of the Board's decision regarding their application.

## D. VOTING RIGHTS

Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote at a meeting of the BATF. Proxy, telephonic, electronic, or absentee ballots shall not be permitted.

## E. RESIGNATION

Members may resign by notifying the BATF Chair or staff liaison, who then will inform the staff and BART Board of Directors.

## **ARTICLE V – TERMINATION OF MEMBERSHIP**

A. A member's appointment to the BATF shall be terminated upon a determination by the BATF that:

1. A member has missed four regular meetings in a calendar year.  
Because it is important that all views be represented at meetings, there is no provision for excused absences.
2. At the time of appointment, a member materially misrepresented information on their application.

3. A member has engaged in a consistent pattern of disruptive behavior in BATF or other BART related meetings which includes use of slurs, derogatory comments, or any other conduct, whether physical, verbal or written directed at another person or based upon another person's race, color, origin, sex, religion, sexual orientation, disability, or age.
  4. A member has ceased to reside in the BART District.
  5. Notification has been received that a person is not available to serve as a member.
  6. A member has failed to complete the required ethics training.
- B. Staff liaison will notify the terminated individual about the termination, first by e-mail. If there is no response, then by phone. If there no response, then the individual will be notified about the end of their membership during the next two regularly scheduled meetings.

## **ARTICLE VI – OFFICERS**

### **A. CHAIR**

The BATF shall elect from its membership a Chair. The Chair will work with BART staff to develop an agenda, lead meetings and keep order, appoint members to subcommittees, present reports to the BART Board of Directors, and prepare and sign all letters, reports and other communications of the BATF. The Chair shall perform such other duties as may be requested from time to time by the BATF or BART staff.

### **B. VICE-CHAIR**

The BATF shall elect from its membership a Vice-Chair who, in the absence or inability of the Chair to serve, shall have all of the powers and shall perform all of the duties of the Chair. The Vice-Chair shall perform such other duties from time to time as may be requested by the Chair.

### **C. 2nd VICE-CHAIR**

The BATF shall elect from its membership a 2nd Vice-Chair who, in the absence or inability of the Chair and Vice-Chair to serve, shall have all the powers and shall perform all of the duties of the Chair and Vice-Chair. The 2nd Vice-Chair shall perform such other duties from time to time as may be requested by the Chair.

## D. ELECTION OF CHAIR, VICE-CHAIR AND 2ND VICE-CHAIR

### 1. Term of Office

The officers of the BATF shall serve for one year or until the next election is held.

### 2. Nomination

At the September meeting, nominations and election of officers will be held. People may self-nominate or be nominated by other members. Nominations will be accepted from the floor prior to the close of nominations on the day of elections. The election of officers shall be by simple majority vote.

### 3. Vacancy

A vacancy in any office shall be filled by election for the unexpired term.

### 4. Temporary or Permanent Vacancies

If the Chair, Vice-Chair, and 2nd Vice-Chair are absent from any meeting and/or are unable to act, the meeting shall be called to order by staff. The staff shall immediately call for the selection of a Temporary Presiding Officer.

### 5. Failure to Elect

If the BATF fails to elect a Chair, Vice-Chair, or 2nd Vice-Chair, the existing Chair, Vice-Chair, or 2nd Vice-Chair shall continue to serve until the BATF elects a successor.

## E. STAFF SUPPORT

The BART General Manager or her designee shall designate a person to serve as BATF staff to prepare meeting notices, agendas, and minutes as required and to serve as liaison between BATF and other BART staff and the Board of Directors.



## **ARTICLE VII – MEETINGS**

### **A. REGULAR MEETINGS**

All regular and special meetings of the BATF shall be conducted in accordance with the Ralph M. Brown Act. Meeting agendas shall be posted in a public place in the same manner as agendas posted for meetings of the BART Board of Directors. Meetings will be open to the public, held in a location accessible to people with disabilities, and within the geographical boundaries of the BART District. At least 72 hours prior to a regular meeting, an agenda must be posted which contains a brief general description of each item to be transacted or discussed at the meeting. Members of the public have the right to directly address BATF during public comment for issues which are not on the agenda, or for any item on the agenda, before or during the consideration of the item. Agendas will be mailed or emailed (based on preference) to members of the BATF and to persons requesting them according to the requirements of the Brown Act.

### **B. SPECIAL MEETINGS**

Special meetings may be called by the Chair when in the opinion of the Chair the business of the BATF requires it or by the request of a majority of the BATF membership. Notice for special meetings will conform to the requirements of the Brown Act. No other business shall be considered at such meeting.

### **C. QUORUM**

A majority of the appointed members of the must be present in order to constitute a quorum necessary for the transaction of the business of the BATF.

### **D. ADVICE AND DECISIONS OF THE BATF**

All decisions of the BATF which require a formal vote shall be made only after an affirmative vote of a majority of its members present and voting. Minutes of meetings, as well as any special reports or communications desired by the BATF, shall be forwarded by staff to the BART Board of Directors. In addition, the Chair or a designee may present reports to the BART Board of Directors or an appropriate committee in person.

### **E. BATF MEETING EXPENSES FOR MEMBERS**

BART will cover travel costs on public transit for BATF members to attend regular or special BATF meetings.

## **ARTICLE VIII – AGENDAS, MINUTES, RULES OF CONDUCT, AND ACCOMODATIONS**

### **A. AGENDAS**

Members may contact the chair to have items put on the agenda. Also, each meeting agenda shall have an item when members may ask to put items on future agendas.

The Chair shall schedule items on the agenda in consultation with the staff liaison. Staff shall be responsible for distributing the final agenda and preparing or compiling the associated agenda materials for each meeting. Agenda materials shall normally be mailed to members one week prior to each meeting, but agenda distribution shall always conform to the requirements of the Brown Act.

### **B. MINUTES**

Draft minutes of each BATF meeting shall be prepared by staff and distributed to BATF members and others together with the agenda for the next meeting. Minutes shall be made final after a majority vote of those BATF members who were present at the meeting.

### **C. RULES OF CONDUCT**

All regular and special meetings of the BATF shall be conducted in accordance with these bylaws and with the Rules of Order used by the BART Board. In case of conflict, these bylaws shall take precedence.

The Chair, or a member appointed by the Chair, may represent the BATF to the BART Board of Directors with prior notice to the BATF and staff if possible. No member shall represent the BATF or BART to the general public unless authorized by the Board of Directors or its designee.

### **D. ACCOMMODATIONS FOR MEMBERS AND THE PUBLIC**

On-going arrangements will be made with individual BATF members to accommodate their disability-related need for alternative formats for minutes, correspondence, exhibits and other graphic information, sign language interpreters, and captioning. Non-routine requests for accommodation must be made in a timely fashion.

The general public can also request routine or one-time provision of materials in alternative formats by making a request to the BART staff liaison in a timely fashion in advance of scheduled meeting times.

## **ARTICLE IX – SUBCOMMITTEES**

The Chair has authority with concurrence by the BATF to appoint subcommittees and/or ad-hoc committees to address issues as needed.

## **ARTICLE X – BYLAWS AMENDMENTS**

The bylaws may be proposed for amendment or repeal by a motion that is made and seconded and passed by a three-fourths (3/4) vote of members present at any regular or special meeting. In addition, written notice of the proposed amendment must be agendaized and distributed given at the meeting prior to that at which action will be taken. The notice must contain both the original language and the proposed amending language to the bylaws. The proposed bylaws change must be reviewed by the BART legal staff and will be made final upon approval by the BART Board of Directors or their designee.

In addition to the procedure above, any bylaw may be altered, amended or annulled at any time by a majority vote of the BART Board of Directors after consultation with or by recommendation of the BATF and approval of BART legal staff.

## **ARTICLE XI – TERM OF BATF**

BATF Term: The BATF shall remain in existence until discharged by action of the BART Board of Directors. The Board may periodically review the need for the BATF and may modify its composition, structure or bylaws after consultation with the BATF.

Grace Crunican,  
General Manager