

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)

March 27, 2025

2:00 p.m.

A regular meeting of the BART Accessibility Task Force (BATF) will be held on Thursday, March 27, 2025, 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 **819 9808 7499** logging in to Zoom.com and entering access code **819 9808 7499**; or typing the following Zoom link into your web browser:

<https://us06web.zoom.us/j/81998087499>

If you wish to make a public comment:

- 1) Submit written comments via email to 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 **March 25, 2025**, in order to be included in the record.
- 2) Appear in person and request to make a public comment.
- 3) Call 1-833-548-0282, enter access code **819 9808 7499**, 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 **819 9808 7499**, and use the raise hand feature; or join the Committee Meeting via the Zoom link, <https://us06web.zoom.us/j/81998087499>, 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
1st 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 January 23, 2025 meeting minutes and February 27, 2025 meeting minutes. (Information/Action) 10 minutes
4. How to run an effective public meeting – Refresher. (Information/Action) 30 minutes
5. New Fare Gates and Station Hardening update. (Information/Action) 15 minutes
6. New committee member nomination. (Information/Action) 10 minutes
 - Shana Ray
7. Member announcements. (Information) 5 minutes
8. Staff announcements. (Information) 5 minutes
9. Chairperson announcements. (Information) 5 minutes
10. Future agenda topics – Members suggest topics. 5 minutes
Next meeting scheduled: April 24, 2025 – Thursday
11. Adjournment.



Approval of January 23,
2025 meeting minutes and
February 27, 2025
meeting minutes

BATF

March 27, 2025

Agenda 3

January 23, 2025 BATF meeting minutes

AMENDMENTS – Additional meeting minutes

Agenda item #5 – New faregate sounds

➤ Sam Buman:

Please add this to Sam Buman's comment:

Sam suggested better signage for future projects to avoid confusion.

➤ Herb Hastings:

Please add this to Herb's comment:

Herb recommended louder audio cues for noisy environments like freeway-adjacent elevators.

Agenda item #6 – Member announcement

➤ Clarence R Fischer:

Please add this comment in Clarence's section:

Clarence suggested to consider station environments (subway, outdoor, etc.) when setting sound levels of the elevator.

Agenda item #8 – Chairperson announcements

No Chairperson announcements

Replace with:

Chairman's Item No. 8 was postponed due to time constraints.

Agenda item #9 – Future agenda items – member suggest topics

Please replace the current 2 bullet points with the following:

- 2025 Goals - Members were asked to reflect on their 2025 goals for enhancing the committee's impact and improving the user experience, and to share these goals at the next meeting for discussion.
- Faregate Sound - Due to the overwhelming comments on the Faregate sound, a subcommittee was proposed to address feedback on the new faregates and noise concerns, with volunteers encouraged to email Bob their contact information to assist in sound selection.

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2150 Webster Street, P.O. Box 12688, Oakland, CA 94604-2688

BART ACCESSIBILITY TASK FORCE
Committee Meeting **DRAFT** Minutes
January 23, 2025

1. Roll Call of Members:

1. Anita Ortega
2. Bruce Yow
3. Catherine Callahan (2nd Vice-Chair) - ABSENT
4. Christine Arseneault (Chair)
5. Clarence R. Fischer
6. Danny Kodmur
7. Daveed Mandell
8. Emily Witkin
9. Herb Hastings
10. Hillary Brown
11. Janice Armigo Brown
12. Roland Wong
13. Sam Buman
14. VACANT
15. VACANT
16. VACANT
17. VACANT
18. VACANT

Quorum of seven (7) in-person BATF members. Two members participated remotely: Daveed Mandell used his first “Just Cause,” and Roland Wong used his first “Just Cause.”

BART Customer Access and Accessibility Department Staff:

Elena Van Loo
Bob Franklin
Ryan Greene-Roesel

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

David Coggshall (BART staff)
Hayley Toy (BART staff)

Mayra Perez (Captioner)
Jerry Grace (Guest)
Sara Desumala (Guest)
Joshua Saunders (Guest)
Shana Ray (Guest)
Aleta Dupre (Guest)
Alicia Jackson (Guest)
Katherine Kzeft (Guest)
Nora Lewis (Guest)
Troy Russell (Guest)
Vi Ibarra (Guest)
Nicola Fraser (Guest)
Tyler Sha (Guest)
Janien Harrison (Guest)
Shawn Costello (Guest)
Jeremy Dunbar (Guest)

2. Public Comments

Aleta Dupre introduced herself. She believed everyone, whether you have a disability or not, should engage respectfully with the BATF. She asked to make sure the escalators are working within the BART system.

Jerry Grace said, “Happy New Year,” and hopes that everyone has a good 2025. Additionally, he felt bad about the number of fires that were occurring in Southern California.

Shawn Costello thanked the BART staff for fixing the elevator at the San Leandro BART Station. He mentioned he has not been receiving monthly BATF agendas and he requested that they be emailed to him again.

Joshua Saunders mentioned that he had used the new faregates at Hayward BART Station earlier. He mentioned he tapped his Clipper Card on his smartphone and added that he has limited vision. He stated that he can see the faregates open and pass through them, but he was worried that riders who are blind may not be able to detect when they are supposed to go through the faregate.

3. Approval of November 21, 2024 meeting minutes

Christine Arseneault rescheduled the approval of the November 21, 2024 minutes until February so that amendments could be incorporated.

4. New committee member nomination

- **Joshua Saunders**

Joshua Saunders introduced himself and expressed why he is interested in joining the BATF.

Sam Buman moved to recommend Joshua Saunders as a BATF member. Hillary Brown seconded the motion.

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

5. New faregate sounds

Bob Franklin shared three different sounds that faregates currently make when using a Clipper Card:

- One (1) beep means it is a successful entry
- Two (2) beeps mean it is a successful exit
- Three (3) beeps mean there is an error

Bob Franklin mentioned BART is working on ways to generate sounds that make more sense to understand. He shared this is an introduction to this project and this will be shared over several BATF meetings to receive feedback.

Herb Hasting volunteered himself to be involved with the new proposed faregate sounds. He mentioned you could hear when the gates open and close at the accessibility older faregates and asked whether you can hear the new faregates open and close. Bob Franklin stated that the new faregates are much quieter. Bob Franklin added the beeps from the old faregates are the same on the new faregates now, but the new faregates have the ability to produce any sound.

Janice Armigo-Brown first asked about the beeps from the faregates because some may have hearing impairments or some may be deaf. Her second comment was that she witnessed fare evasion while heading to the BATF meeting and suggested that there should be a sound that alerts fare evaders.

Bruce Yow asked to confirm that the three (3) beeps will also be produced on the next generation faregate system and Bob Franklin confirmed that the new gates will use the same sounds.

Sam Buman mentioned the 12th St. BART Station by the elevators, the beep sounds are not beeping and added people who are blind or visually impaired will not know when exiting from the platform elevator to the new faregate.

Jeremy Dunbar mentioned that the stations that do not have the new faregates have people jumping over the faregates and asked if there is an alert to BART personnel that someone is fare evading. Bob Franklin mentioned BART personnel do not have the capability to detect fare evasions with the older faregates, but the new faregates technology will have the ability to alert BART employees that someone is fare evading.

Daveed Mandell mentioned when he goes through the faregates that it is hard to hear the beeps because the surrounding area may be loud. He was also concerned about people pushing through the faregates when the riders cannot hear the beeping noise. Daveed Mandell added when he wears his backpack and uses his cane, the faregates can close too early and does not feel secure. He also mentioned looking into finding better ways to locate the accessible faregate for entering and exiting maybe with different textiles in front of the accessible faregate or audio of the location of the accessible faregate.

Shawn Costello noticed the new faregates located at the accessible faregate should be more visible and mentioned the faregates do not stay open long enough.

Shana Ray mentioned that the beeps from the new faregates sometimes are hard to hear. She mentioned 12th St., Hayward, and Civic Center/UN Plaza BART Station do not make any sounds.

Aleta Dupre asked whether there have been any surveys to determine what beeps to use at the new faregates. Bob Franklin stated with the new proposed faregates beeps, BART will provide beeping samples and hire sound experts to determine what works best.

Herb Hastings mentioned that even if there are no beeping noise from the new faregates, the arrow will indicate when you can enter or exit the new faregates.

6. Member announcements

Clarence Fischer asked to take into consideration the elevator sound levels at each BART station to determine whether the sound has to be adapted to the location, such as a subway station, an indoor or outdoor station, a station close to a freeway stop, etc.

Sam Buman shared when he was at 12th St. BART Station and the elevator was completely blocked off once arriving from the platform due to the installation of new faregates. He stated there were no signs whatsoever of where to go to access another elevator. Sam Buman asked a BART Station Agent, who told him to take the elevator

down to the concourse and head to the other side to take the elevator going the opposite direction. He opted to take the City Center stairs instead.

7. Staff announcements

Elena Van Loo shared a few announcements:

1. BATF meetings will be back at East Bay Paratransit for the next meeting, which is located at 1750 Broadway, 1st Floor Conference Room, Oakland, CA 94612
2. Travel reimbursements went up to \$16.70 effective January 1, 2025, from \$15.85.
3. Annie Koruga has been terminated as an appointed BATF member and there will be an agenda item to nominate and elect a Vice-Chair at the next BATF meeting.

8. Chairperson announcements

No Chairperson announcements

9. Future agenda items – member suggest topics

- BATF goals for 2025
- Update on new beeps sounds from the new faregates

10. Adjournment

Herb Hasting moved to adjourned January 23, 2025, meeting and Clarence R. Fischer second the motion. The meeting adjourned at 3:00 pm until the next regularly scheduled meeting, Thursday, February 27, 2025.

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2150 Webster Street, P.O. Box 12688, Oakland, CA 94604-2688

BART ACCESSIBILITY TASK FORCE
Committee Meeting **DRAFT** Minutes
February 27, 2025

1. Roll Call of Members:

1. Anita Ortega
2. Bruce Yow
3. Catherine Callahan (2nd Vice-Chair)
4. Christine Arseneault (Chair)
5. Clarence R. Fischer
6. Danny Kodmur
7. Daveed Mandell
8. Emily Witkin
9. Herb Hastings
10. Hillary Brown
11. Janice Armigo Brown
12. Joshua Saunders
13. Roland Wong
14. Sam Buman
15. VACANT
16. VACANT
17. VACANT
18. VACANT

Quorum of eight (8) in-person BATF members. Two members participated remotely: Catherine Callahan, her first “Just Cause,” and Roland Wong used his second “Just Cause.”

BART Customer Access and Accessibility Department Staff:

Elena Van Loo
Ryan Greene-Roesel

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

Ahmad Rassai (BART staff)
Tyler Brown (Caltrans)
Mayra Perez (Captioner)

Alicia (Captioner)
Shana Ray (Guest)
Janien Harrison (Guest)
Natalie King Sleigh (Guest)
Sara Desumala (Guest)
Kelly Huerta (Guest)
Tyler Sha (Guest)
F. Ventura (Guest)

2. Public Comments

Christine Arseneault highlighted Aleta Dupre's email and thanked her for the message:

Aleta Dupre shared her thoughts for the 2025 BATF goals. She feels that awareness is an important part of BATF. She asked to seek common grounds and themes in advocacy and added that commitment needs to be another goal from the BATF members. She asked to consider the value that comes with each individual participating during BATF meetings.

3. Approval of November 21, 2024 meeting minutes and January 23, 2025 meeting minutes

Hillary Brown moved approval of the November 21, 2024 meeting minutes with amendments. Herb Hastings second the motion.

- Motion passes with thirteen (13) in favor, zero (0) against, and zero (0) abstention.

Christine Arseneault rescheduled the approval of the January 23, 2025 meeting minutes for the next scheduled BATF meeting. She asked if Officers can receive a copy of the draft minutes before they are posted to the public. Elena Van Loo will reach out to BART's legal department to see if this can be accomplished.

4. Transit accessibility and the draft Caltrans Bay Area Transit Plan

Tyler Brown, presenter, introduced himself as the transportation planner from Caltrans.

He shared the bike, pedestrian, and transit plans are part of the District 4 Modal Plans.

He listed major tasks:

- Public & Stakeholder Engagement
- Transit Inventory & Existing Conditions
- Goals, Objectives & Performance Measures
- Identify Transit Needs
- Transit Best Practices Toolkit
- Transit Plan Final Report & Map

Tyler Brown went over the timeline starting with development of draft plan components from July 2023 to December 2024: the public draft will be available for feedback in March 2025, and the final plan is projected to be released in May 2025.

He mentioned there were four results: Barriers to Transit Use, service frequency and connectivity; Accessibility and infrastructure; Safety, security, and comfort; and Affordability and convenience.

Tyler Brown went over transit best practices toolkit and defined what Transit-Access Facilities means:

Transit-access facilities are infrastructure focused on improving the experience for transit passengers by providing generally direct, comfortable, and accessible infrastructure for pedestrians and bicyclists to access existing transit stop locations.

This toolbox includes guiding passengers to bus stops, improving pedestrian and bicycle access to bus stops, mobility hubs, and park-and-rides.

Tyler Brown went over the other strategies to support transit in District 4 (Alameda County, Contra Costa County, Marine County, Napa County, San Francisco County, San Mateo County, Santa Clara County, Solano County, Sonoma County):

- **Transit Planning & Funding** – Support the development and implementation of Caltrans Transit Policy, include transit more formally
- **Project delivery** – Improve transparency and predictability, opportunities to streamline
- **Data Collection & Performance measures** – Monitor transit priority implementation on the State Highway System
 - **Staffing up** Build up transit planning function
 - Point-of-contact for transit agencies
 - Engagement to support transit equity

He wanted to share what are the key questions for the accessibility task force:

- What are the key barriers and areas for improvement in accessing public transit on Caltrans State Transportation Network?
- What transit locations on the State Transportation Network are most difficult to access?
- What can Caltrans do to further support your transit experience on the State Transportation Networks?

Joshua Saunders asked if there will be better notices when bus stops have changed from one location to another. He mentioned he is visually impaired and he doesn't receive updated notices soon enough. Tyler Brown mentioned the direct transit agency is responsible for posting updated, new bus stops and thanked him for sharing.

Hillary Brown liked the presentation and they shared they were involved with bike program with Metropolitan Transportation Commission's (MTC) Accessible Advisory Committee in San Francisco.

Clarence R. Fischer mentioned Caltrans could be a leader if Caltrans can somehow develop signal prioritization on the State Route (SR) and/or the United States (US) routes where a firetruck, or an ambulance, or police can trigger a signal as a first priority and there would be a second priority for buses which would help to speed up trips overall so that the bus drivers to get to one stop to another stop on time. Tyler Brown liked Clarence R. Fischer vision and thanked for his suggestions.

Danny Kodmur voiced a particular concern for San Pablo Avenue since that is part of a highway system that goes through multiple jurisdictions and goes right through his neighborhood. He stated he runs into a bit of a contradiction on who sets the speed limit which is not being enforced on San Pablo. He learned the speed limit is set by the State of California and not set by the city and/or county jurisdictions. He noticed the speed limit on San Pablo is not uniform. Danny Kodmur stated there should be a safe uniform speed limit for all of San Pablo Avenue so that bike riders, pedestrians, and people who uses wheelchair can cross the street safely and added San Pablo Avenue is known for drivers who go over the speed limit. Tyler Brown mentioned on San Pablo Avenue is working on better infrastructure to increase safety.

Daveed Mandell mentioned some projects do not work together with City and/or county with Caltrans. He voiced lack of safety and accessibility for pedestrians. Tyler Brown thanked him for his comments and suggestions.

Sam Buman asked about an ongoing construction near his residence on San Pablo. He mentioned the sidewalk has been ripped out for a while and asked if Caltrans is part of this project. Tyler Brown confirmed Caltrans is part of the project near his residence.

5. Nominate and elect BATF Vice Chair (and 2nd Vice Chair, if open)

Agenda item moved to a future BATF meeting.

6. BATF committee goals for 2025

Christine Arseneault led the agenda item.

The BATF goals were discussed, with the following highlights:

Christine Arseneault:

- Have a subcommittee for the new faregate
- Report on claims, cases regarding to lack of accessibility within the BART System
 - Receive summarized report

Danny Kodmur:

- Understand the process when a customer rider reports a claim in regard to accessibility

Daveed Mandell:

- Making BART more accessible especially for people with low vision and/or people who are blind
 - Better wayfinding through smartphones
 - Avoid another class action lawsuit due to lack of accessibility within the BART System

Joshua Saunders:

- Have the sounds from the faregates be more consistent through the smartphone and/or Clipper Card
 - Some smartphones generate sounds and some smartphones do not generate the sounds

Sam Buman:

- Basic disability awareness crash course for the BART Board of Directors, especially for the newest BART Board Directors

7. New committee member nomination

- **Janien Harrison**

Janien Harrison introduced herself and expressed why she is interested in joining the BATF.

Christine Arseneault moved to recommend Janien Harrison as a BATF member. Herb Hastings seconded the motion.

- Motion passes with fourteen (14) in favor, zero (0) against, and zero (0) abstention

8. Debrief BATF Meet and Greet event on January 23, 2025

Christine Arseneault thanked Elena Van Loo for organizing the BATF Meet and Greet event and having the event in January was a good idea. She mentioned three BART Board of Directors attended and a lot of BART staff attended. She thanked Danny Kodmur for sharing that Ed Robert's mother passed away. Zona Roberts was a lifelong advocate for people with disabilities.

Hillary Brown shared they enjoyed the BATF Meet and Greet gathering.

Sam Buman thought the event was really good and wasn't sure how the event would turn out but it was great to see BART staff there. And he mentioned it was great to see BART Board of Directors there and met with the new BART Board of Directors.

Clarence R. Fischer wished there were BART staff from other transportation departments to better represent and communicate with. He mentioned he would like to see more staff for next year's event.

9. Member announcements

No member announcements.

10. Staff announcements

Elena Van Loo informed appointed BATF members that Ethical Training AB1234 is coming up and will reach out to those who needs to be recertified every two years, as well as newly appointed BATF members.

11. Chairperson announcements

No Chairperson announcements.

12. Future agenda items – member suggest topics

- New faregate installment update
- Quarterly BART's claims open related to accessibility within the BART System
- Disability Awareness
 - Sam Buman wanted to present to BATF members and members of the public to be passed on to the BART Board of Directors
- Work plan for making the BART System more accessible for people with visual impairments or people who are blind
 - Strategies
 - Try out possible new plans and give input
 - Using a third company to assist with the workplan
- Disability access complaints within the BART System reports
 - Possibly to have quarterly reports

13. Adjournment

Sam Buman moved to adjourn the February 27, 2025 meeting and Herb Hastings second the motion. The meeting adjourned at 3:38 pm until the next regularly scheduled meeting, Thursday, March 27, 2025.



**How to run an effective
public meeting –
Refresher**

BATF

March 27, 2025

Agenda 4

Tips on Parliamentary Procedure

Governing Principles and Common Sense
(How to Run an Effective Public Meeting – Refresher)
BART Accessibility Task Force (BATF) – March 27, 2025

The BIG Picture

- ❑ Parliamentary law is a system of maintaining order in organizations. It provides an approved and uniform method of conducting meetings in a fair, orderly, and expeditious manner.
- ❑ Respect for law is a basic characteristic of democratic governments. This respect is clearly shown by a willingness to practice an orderly method of procedure in organizations so as to follow the will of the majority, to protect the rights of the minority, and to protect the interests of those absent.
- ❑ The San Francisco Bay Area Rapid Transit District Board of Directors has adopted Alice Sturgis' Standard Code of Parliamentary Procedure to govern its affairs and, unless otherwise indicated, the governance of subordinate bodies.

Alice Sturgis' Philosophy

- ❑ Alice Sturgis considered principles more important than rules.
- ❑ She stressed the need to understand the “why” behind every procedure.
- ❑ She held that when there is a conflict between common sense and archaic ritual, common sense should prevail.

Key Principles

- ❑ All members have equal rights, privileges, and obligations; rules must be administered impartially.
- ❑ The minority has rights which must be protected.
- ❑ Full and free discussion of all motions, reports, and other items of business is a right of all members.
- ❑ In doing business, the simplest and most direct procedure should be used.
- ❑ Logical precedence governs introduction and disposition of motions.
- ❑ Only one question can be considered at a time.
- ❑ Members must be recognized by the chair and have obtained the floor.
- ❑ No one may speak more than twice on the same question w/o permission of the assembly. No member may speak a second time on the same question if anyone who has not spoken on that question wishes to do so.
- ❑ In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.

Summary of Steps in Handling a Motion

- ❑ A member raises hand and addresses the chairperson.
- ❑ The chairperson recognizes the member.
- ❑ The member states the motion.
- ❑ Another member seconds the motion.
- ❑ The chairperson restates the motion, thus placing it before the committee for consideration.
- ❑ The committee may discuss the motion if it is debatable and amend the motion if it is amendable.
- ❑ The chairperson takes the vote.
- ❑ The chairperson announces the result.

Precedence of Motions

- ❑ Since only one question may be considered at a time, the sequence in which motions may be taken up is fixed by parliamentary law.
- ❑ The main motion is the basic motion and all other legitimate motions are taken up and acted upon before the main motion is finally disposed of.
- ❑ In other words, motions are acted upon one at a time in REVERSE ORDER of proposal, with the main motion acted on last.
- ❑ Subsidiary and incidental motions which are introduced must be given priority so that the action finally taken on the main motion will accurately reflect the will of the assembly.
- ❑ Privileged and subsidiary motions have the highest status and are arranged in an explicit order of precedence. Let's look at them more closely.

What are Privileged Motions?

- ❑ Privileged Motions are motions to enable a member to secure an immediate decision that concerns the comfort, convenience, rights, etc. of a member even though other business is pending.
- ❑ Example: "I move to take a 15 minute recess."

What are the Privileged Motions?

- To Adjourn
- To Recess
- To raise a Question of Privilege
- Examples

What are Subsidiary Motions?

- ❑ Subsidiary motions are motions to modify a motion that is being considered by the board so that it will express more satisfactorily the will of the members.
- ❑ Example: "I move to amend the motion by inserting the word 'three' before the word 'representatives'."

What are the Subsidiary Motions?

- To postpone temporarily
- To close debate
- To limit debate
- To postpone to a certain time
- To refer to committee
- To amend the motion

Ranking of PRIVILEGED and subsidiary motions

- ❑ 1. ADJOURN (privileged)
- ❑ 2. RECESS (privileged)
- ❑ 3. RAISE A QUESTION OF PRIVILEGE (privileged)
- ❑ 4. Postpone Temporarily or "Table" (subsidiary)
- ❑ 5. Close debate – requires 2/3 vote (subsidiary)
- ❑ 6. Limit debate – requires 2/3 vote (subsidiary)
- ❑ 7. Postpone to a certain time (subsidiary)
- ❑ 8. Refer to a committee (subsidiary)
- ❑ 9. Amend (subsidiary)

Tips regarding the ranking table

- ❑ When a motion is being considered, only motions with higher precedence (as noted on the earlier slide) may be introduced.
- ❑ Lower precedence motions may not be considered.

What is a Main Motion?

- ❑ Main motions are motions by which a member may present a substantive proposal to the BATF for consideration and action.
- ❑ It is the basic motion of the transaction of business.
- ❑ Example: "I move that we apply for a 223 grant to fund the proposed demonstration project."

What is a restorative main motion?

- ❑ The term refers to a motion to amend a main motion that was previously approved by the BATF.

What is an Incidental Motion?

- ❑ Incidental motions arise incidentally out of the immediate pending business at any time and must be decided as soon as they arise.
- ❑ Example: “I move to withdraw my motion.”
- ❑ They are not viewed as presenting a problem of precedence.

Unanimous (General) Consent

- ❑ Under Sturgis (p.142) Unanimous General Consent is an informal method of taking a vote, used for routine and non-controversial decisions.
- ❑ Example: "The minutes have been circulated. Are there any corrections to the minutes? (Pause)? If not, the minutes are approved as circulated."
- ❑ Example: "Is there any objection to changing the agenda to consider item 7? (Pause)? There being no objection, we will proceed now with item 7, and then return to item 3."
- ❑ Unanimous Consent is not appropriate when voting on main motions, since they do not qualify as "routine and non-controversial decisions". Members must be given the full opportunity to express their sentiment by a formal show of hands.

NOTE: Parliamentary Procedure Rules co-exist with other enactments of government

Hierarchy of Governing Documents under Sturgis (p.203)

- ❑ 1. Laws of the Land (Constitution, Statutes, etc.)
- ❑ 2. Constitution (Originating Instrument) and Bylaws
- ❑ 3. Rule Book (e.g. Sturgis) and Special Rules of Order

Did you know:

- ❑ Under Sturgis, the Chair maintains the right to vote.
- ❑ A motion requires (at least) a majority vote to pass.
- ❑ Where a motion would limit the rights of members, a 2/3 vote is required.
- ❑ Associate members cannot vote.
- ❑ BATF members who have a direct personal gain by voting may not vote.
- ❑ Under Sturgis (p. 135) abstentions do not count.
- ❑ Under Sturgis (p.136), if the result of a vote is a tie, the motion fails to pass.
- ❑ Seconding a motion merely indicates that the member wishes the motion to be considered by the committee; it is not necessarily an endorsement of the motion.

Words of Wisdom re Meetings

- ❑ BATF members should be careful not to engage in seriatim or serial meetings, i.e. discussions about matters that are within the subject matter jurisdiction of the BATF that are discussed outside regularly noticed meetings by a majority of the Board.
- ❑ Beware of emailing everyone on the Board regarding your point of view.
- ❑ Beware of speaking to four other members of the committee about pending matters before the body.
- ❑ Don't use third parties to press your point of view to other members of the Board.
- ❑ BATF members should likewise be careful not to disclose what happened in closed session deliberations.
- ❑ In short, those things intended to be public must be public, and those things intended to be confidential must be treated confidentially.

Words of Wisdom re Public Comments and Announcements

- ❑ The public must be allowed to participate in a meaningful way in the discussion of agenda items.
- ❑ The public must be allowed to comment on matters outside the agenda.
- ❑ The public must be allowed to criticize elected officials, appointed officials, staff, public policy, and District operations.
- ❑ Only disruptive behavior is subject to taking appropriate and measured sanctions.
- ❑ Questions from the public should be taken through the Chair.
- ❑ Questions from the public, if calling for deliberative action by the body, should be referred to staff for possible future agendas.
- ❑ An announcement that entertains an exchange will be viewed as an unnoticed agenda item and will be deemed a violation of the Brown Act.

Final words of wisdom

- ❑ Don't get bogged down with detail.
- ❑ Use common sense.
- ❑ Have reference materials readily available.
- ❑ Take notes.
- ❑ Practice.
- ❑ Take care of only one thing at a time.
- ❑ No business without a quorum. Individual BATF members do not have the power to act independently. They are members of a body and therefore may not speak or act for the body unless given specific authority by the body. An individual doing so will be individually responsible for their own actions.

Resources

- ❑ Alice Sturgis, Standard Code of Parliamentary Procedure (4th edition)

The background is a solid orange color with a pattern of various leaf shapes in a slightly darker shade of orange, scattered across the surface.

Questions?

Don't be shy – I don't know anything.

BART Accessible Task Force (BATF)
How to Run an Effective Meeting
Sturgis Parliamentary Procedure
** (Quick Reference – Cheat Sheet) **

The Purpose: Maintaining order in a business meeting. Provides an approved and uniform method of conducting meetings in a fair, orderly, and expeditious manner.

A Quorum: Half a number of active appointed, attended members, plus one

- No business without a quorum

Key Principles

- All appointed members have equal rights, privileges, and obligations; rules must be administered impartially
- Minority has rights which must be protected
- Full and free discussion of all motions, reports, and other items of business is a right of all members
- Only one question can be considered at a time; take care of only one thing at a time
- Members must be recognized by the chair and have obtained the floor
- Cannot speak more than twice on the same subject without permission of the assembly. No member may speak a second time on the same subject if anyone who has not spoken on that subject wishes to do so
- In voting, members have the right to know what motion is before the assembly and what affirmative and negative votes mean

Steps to Making a Motion

1. A member **MAKES** a motion; one motion at a time
2. Another member **SECONDS** the motion
3. The chair **STATES** the motion
4. Members may **DISCUSS** the motion – **DISCUSSION** must stay on topic of motion
 - a. Listen
 - b. Focus on the topic of motion
 - c. Be polite
5. The chair **PUTS** the motion to a vote
6. Roll call is made of members outcome
 - a. Aye (yes)
 - b. Nay (no)
 - c. Abstain (not for all motions)
7. The Chair (or supporting staff) **ANNOUNCES** the result

Five (5) Types of Motions

1. **Main – Introduction** of an item of business, propose a new action be taken
2. **Subsidiary Motions** – Are motions to **modify** a motion that is being considered by the members so that it will express more satisfactorily
 - a. *Example:*
 - i. “I move to amend the motion by inserting the word, “three,” before the word “representatives.”
3. **Privileged Motions** – Are motions to enable a member to **secure an immediate decision** that concerns the comfort, convenience, rights etc. of a member even though other business is pending
 - a. *Example:*
 - i. “I move to adjourn meeting” or “I move to a 15-minute recess”
4. **Incidental Motion** – Motions arise incidentally out of the immediate pending business at any time and must be decided as soon as they arise
 - a. *Example:*
 - i. “I move to withdraw my motion”
 - ii. “I motion to appeal”
 - iii. “I move to amend the motion by inserting the word, “three,” before the word “representatives.”
5. **Restorative Motion** – A motion to amend a main motion that was previously approved by members

Examples of motions

<u>Action</u>	<u>What to say (1st motion)</u>	<u>Can interrupt speaker?</u>	<u>Need a 2nd motion</u>	<u>Can be debated</u>	<u>Can be amended</u>	<u>Votes needed</u>
Adjourn	“I move that we adjourn...”	No	Yes	No	No	Majority
Recess	“I move that we recess until...”	No	Yes	No	Yes	Majority
Approve draft minutes	“I move to...”	No	Yes	Yes	Yes	Majority
Amend a motion	“I move to amend the motion by...”	No	Yes	Yes	Yes	Majority
Move to remove an agenda item to a future meeting	“I move to...”	No	Yes	Yes	Yes	Majority
Adjourn the meeting	“I move to adjourn the meeting	No	Yes	No	No	Majority
New member nomination	“I move to nominate (name (s)...)”	No	Yes	Yes	No	Majority
Election of Officers: Chair, Vice-Chair, 2 nd Vice Chair	No motion needed	-	-	-	-	-

Words of Wisdom

- BATF members should be careful not to be engage in serial meetings: discussion matters outside regularly scheduled meetings
- The public must be allowed to participate in the discussion of agenda items
- The public must be allowed to comment on matters outside the agenda
- Only disruptive behavior is subject to taking appropriate and measured sanctions

BART Advisory Committee Member Code of Conduct

II. Professional Conduct - Members of District Advisory Committees shall conduct themselves in a manner consistent with the law, this Code of Conduct, District policies, and good judgment. Members shall not commit any act which may bring reproach or discredit upon the District. Speech or behavior that is likely to create an appearance of impropriety is to be avoided. Members shall not involve themselves in altercations or any other act of hostility with District employees, other Committee members, or the public. Neither shall they engage in acts which will subject the District to criticism or adversely affect the interests of the District. It is up to each member to maintain a professional, safe, and productive environment – Link to the complete BART’s Advisory Committee Member Code of Conduct, bart.gov/sites/default/files/docs/08-08-13%20Advisory%20Committee%20Member%20CofC.pdf



**New fare gates and
station hardening update**

BATF

March 27, 2025

Agenda 5

New Fare Gates and Station Hardening Update

BART Accessibility Task Force (BATF)

March 27, 2025



Project Update

- Conceptual design started in 2018
- BART started districtwide installation in July 2024.
- As of March 14, 2025, BART installed 303 of 630 gates districtwide!
- Projected to complete districtwide replacement on time at the end of 2025.

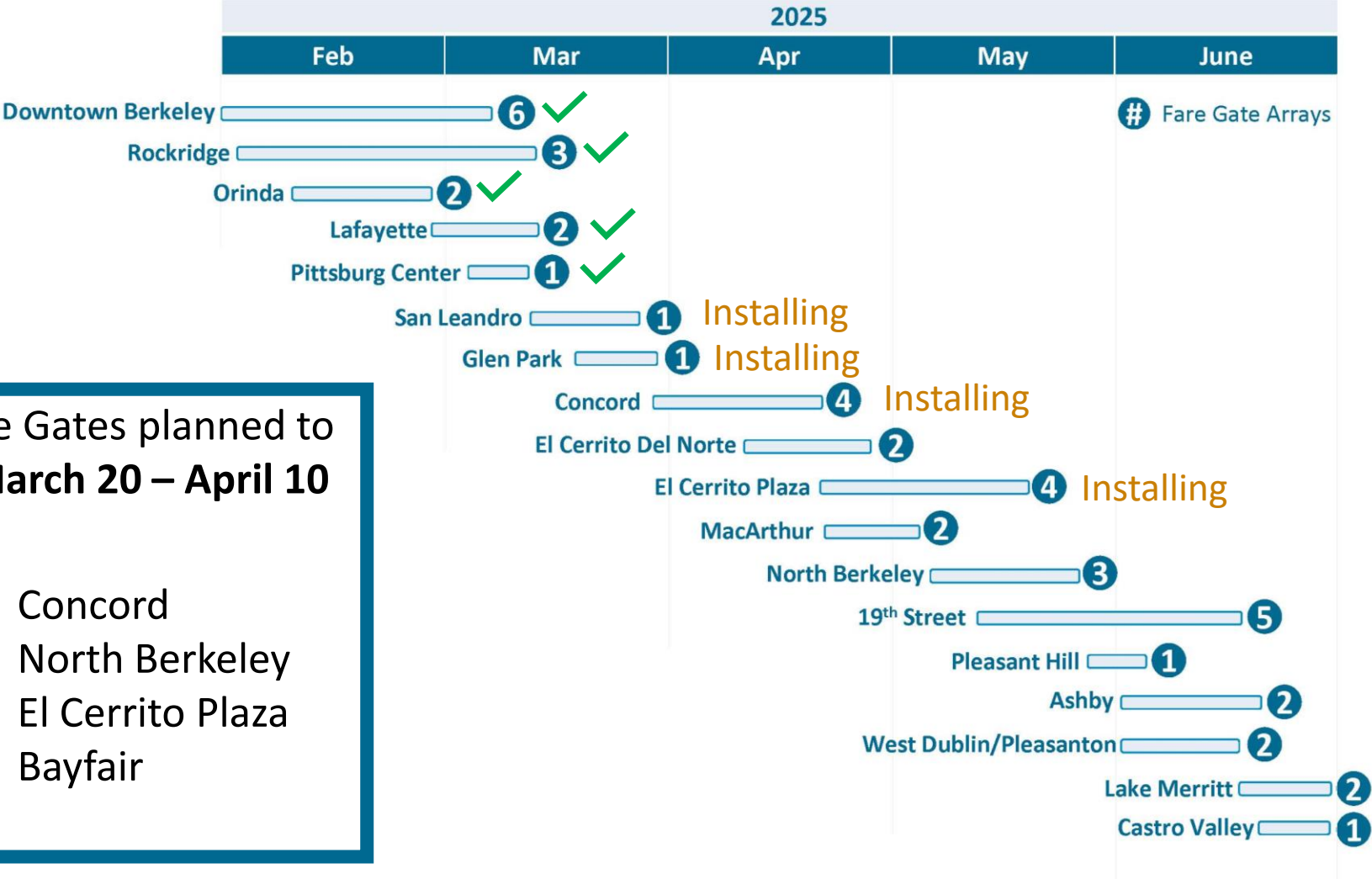


Stations Completed (as of March 14, 2025)

- ✓ West Oakland (Prototype)
- ✓ Fruitvale
- ✓ Civic Center
- ✓ Richmond
- ✓ 24th Street / Mission
- ✓ Oakland Airport Connector
- ✓ Antioch
- ✓ 16th Street / Mission
- ✓ San Francisco International Airport
- ✓ Coliseum
- ✓ Powell Street
- ✓ Warm Springs
- ✓ Montgomery Street
- ✓ Dublin / Pleasanton
- ✓ Hayward
- ✓ South Hayward
- ✓ 12th Street
- ✓ Embarcadero
- ✓ Orinda
- ✓ Downtown Berkeley
- ✓ Rockridge
- ✓ Lafayette
- ✓ Pittsburg Center

Completed 23
Stations!

Deployment Schedule (as of March 14, 2025)



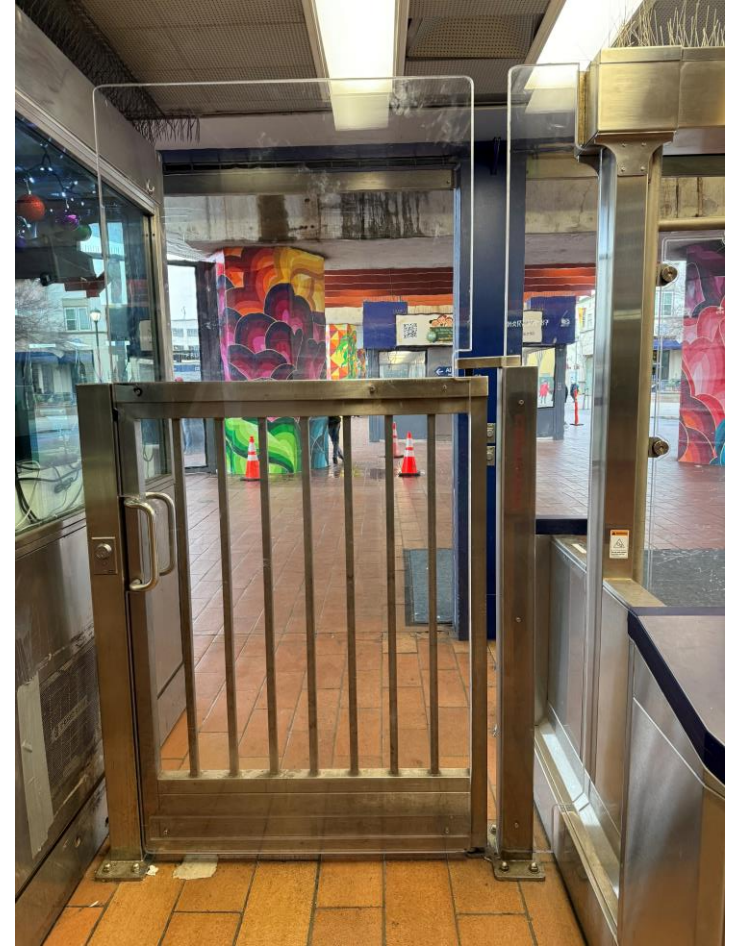
Elevator Accessible Fare Gates planned to be installed between **March 20 – April 10** at following stations:

- Montgomery
- Powell
- Balboa
- Rockridge
- Walnut Creek
- Concord
- North Berkeley
- El Cerrito Plaza
- Bayfair



Station Hardening

- Service Gates, Emergency Exits, and Station Barriers are being raised to deter Fare Evasion while maintaining accessibility
- Temporary barrier modifications are installed at each station after the new fare gates.
- Additional modifications are being piloted to address fare evasion while maintaining accessibility.



**Thank you,
Feedback from BATF members
&
Members of the public**



New committee member
nomination –
Shana Ray

BATF

March 27, 2025

Agenda 6

BART ACCESSIBILITY TASK FORCE (BATF) MEMBERSHIP APPLICATION FORM

The BART Accessibility Task Force advises the BART Board of Directors and staff on disability-related issues and advocates on behalf of people with disabilities and seniors to make the BART system accessible to all.

Individuals applying for membership to the BART Accessibility Task Force must fill out an application form. Applicants must be endorsed by the members of the BATF through a majority vote after attending two out of three consecutive months. Their names are submitted by the BATF staff liaison to the BART Board of Directors for final approval.

1. APPLICANT BACKGROUND

Name: Shana Ray

Address: [REDACTED]

3. EXPERIENCE AND SKILLS

3.a. Names and purposes of boards, commissions, or task forces you currently serve on or have served on and its relevancy to serving on BART's Task Force (BATF). Please indicate dates of service and the positions you held, if any:

In November, 2024, I was elected president of the San Francisco chapter of the California Council of the Blind and previously served as vice president of the San Francisco chapter as well as secretary. The California Council of the Blind advocates for accessibility and for the rights of the blind and visually impaired.

3.b. Why do you want to serve on and what skills do you bring to the BART Accessibility Task Force (BATF):

I am detail-oriented and very interested in policy and helping to make BART more accessible to the visually impaired. Working with other disabled members of the task force would give me insight into some of the barriers that others face regarding access.

3.c. How would your membership assist in establishing communication with the disability community:

Since I am president of the San Francisco chapter of the California Council of the Blind and serve on several CCB committees, I can represent those people's concerns.

Signature of Applicant: Shana Ray

Date: 3/10/2025