



## Geary Community Advisory Committee Charter

### I. Name

The advisory committee is called the Geary Community Advisory Committee, or Geary CAC.

### II. Purpose

- a. The Geary CAC will advise SFMTA staff on two projects, the Geary Rapid project and the Geary Corridor Improvement Project.
- b. The Geary CAC provides the project teams input on project-related design, outreach, construction and implementation. Input received informs project decisions and is shared with decision-makers.
- c. The Geary CAC serves as a conduit to the communities they represent.
  - i. Geary CAC members share information with and collect feedback from the communities they represent when appropriate.
  - ii. Geary CAC members work with others who have different perspectives to develop advice for the project team. Feedback collected by the Geary CAC on the Geary projects is shared with the project team.
- d. The Geary CAC supports recruitment efforts as needed when new seats become available.

### III. Relationship of Committee to Geary Project Teams

The Geary CAC provides input to the project teams by providing varied perspectives from the surrounding community and city. The issues, goals, and concerns relating to the surrounding community are taken into consideration within the context of supporting these important projects. SFMTA keeps members informed, listens to and acknowledges concerns and aspirations, and provides feedback on how public input influenced project decisions, drafts and proposals. Decision making parties include:

- Geary Project Teams
- San Francisco Municipal Transportation Agency (SFMTA) Board of Directors
- SFMTA Executive Team

### IV. Membership

- a. Composition: The advisory committee consists of up to 15 members. Members are selected and appointed by a selection committee. Committee members represent a diverse cross-section of Geary corridor communities, organizations and establishments. Membership includes representation of minority groups.
- b. Term: Membership is through the duration and completion of Geary Rapid and the Geary Boulevard Improvement Project; members may renew their committee membership annually through the implementation of the final projects.



- V. Officers: The committee will have a chair and vice chair. The chair and vice chair are nominated and elected by the membership at the first meeting. Upon the resignation of either the chair or vice chair, a replacement is nominated and elected by the membership at the following meeting.
  
- VI. Procedures
  - a. Meetings: The committee will meet as-needed at least four times each year. Meeting notices are sent via email to members at least seven days before a meeting. Geary project staff are present at all meetings to assist with facilitation and record minutes.
  - b. Minutes: Minutes of each meeting are recorded and kept by the Geary project team. Copies of the minutes are distributed and posted seven days following each meeting and considered for approval at the following meeting.
  
- VII. Attendance
  - a. Geary CAC members are expected to attend all meetings and arrive prepared.
  - b. Members shall notify Geary project staff at least 24-hours in advance of any meeting so that if we cannot obtain a quorum project staff may notify your fellow committee members and the public that the meeting has been cancelled in advance.
  - c. Members who are absent from three successive meetings, or four meetings within a calendar year, may be asked to resign from their seat.
  - d. Vacancies are filled through an application and selection process.
  
- VIII. Public/ Media Inquiries

While CAC members are encouraged and expected to discuss the Geary projects in their communities, members shall notify Geary project staff if they are contacted for a media response.

For more information, please contact Amy Fowler, Public Information Officer: [amy.fowler@sfmta.com](mailto:amy.fowler@sfmta.com)