

Proposed Ground Rules for Future Task Force Meetings

To ensure meetings are accessible, on topic, and make the best use of limited time, we recommend the following ground rules for future Task Force meetings.

- Meetings should ensure opportunities for input and participation of the Task Force members.
- Members of the public may attend meetings; however, there should be a stated time on the agenda for members of the public to provide input at the end of the meeting. This is a common practice at many public meetings.
- Task Force meetings are not a forum to resolve Transdev problems. The meeting agenda should state this and list contact information who can assist with these concerns, as well as information about Transit Plus Advisory Committee (TPAC) meetings.
- TPAC meetings are one of the recommended forums for sharing Transdev concerns. TPAC meetings should be publicized to paratransit riders and the disability community. Those with concerns about Transdev should receive information about TPAC meetings.
- Raise hands to speak and be acknowledged before speaking.
- For hybrid meetings: ask virtual participants if they have comments to ensure their perspective is included.
- Speakers should state their name first.
- If meeting in person, participants will wait for the microphone before speaking.