

2026

REGIONAL ADVISORY COUNCIL HANDBOOK



valleyregionaltransit

Table of Contents

Practices and Procedures	4
Statement of Purpose.....	4
Vision and Mission	4
Structure and Governance	4
RAC Value Statements.....	5
Membership	5
RAC Member Appointments, Terms, and Reappointments	5
Member Resignation	6
Membership Recruitment and Appointment Process	6
Mid-term Member Recruitment Process	7
RAC Member Responsibilities.....	7
Sub-Committee Member Responsibilities.....	7
Officers.....	7
Selection: Terms	7
Responsibilities: RAC	8
Responsibilities: Sub-committees and Task Forces.....	8
Officer Position Descriptions.....	8
Meetings	10
Agendas	10
Calendar	10
Advisory Process	11
Issue Identification Process	11
Appendix A Key VRT Staff Support.....	14
Chief Executive Officer (CEO)	14
Executive Assistant	14
Chief Communications Officer	14
Executive Management Team.....	14
Appendix B: When to use an Ad-hoc Sub-Committee or Task Force	15
Summary.....	15
Task Forces	15



Ad Hoc Committees	15
Key Differences	15
When to Use Which?	16
Appendix C: Links to Key Documents	17
VRT Development & Planning	17
VRT Policy & Compliance	17
Partner Documents	17



Practices and Procedures

Statement of Purpose

The Regional Advisory Council (RAC) is a standing committee of Valley Regional Transit (VRT). It provides a forum for customers, transportation and human service providers, and advocates to share information and collaborate on mobility issues. Members of the RAC advise the VRT Board of Directors and VRT staff on its transportation programs, services and policies, and disseminates mobility information to their constituents. The RAC is charged with oversight of updates to the Coordinated Public Transit-Human Services Transportation Plan.

Vision and Mission

Vision Statement: We envision an accessible regional transportation system that is built upon meaningful stakeholder input and feedback.

Mission Statement: The Regional Advisory Council's mission is to use a customer-centered focus to ensure that VRT's policies, services, and outreach meet the mobility needs of the community.

Structure and Governance

Structure

The council shall be composed of key representatives from customers, providers, and advocates of VRT, and composed of no more than 15 members and no fewer than 10, with 2/3 of the members representing Ada County and the remainder representing Canyon County. Members will represent a range of interests, including policy, services, programs, outreach, and disabilities. The VRT CEO will serve as an ex-officio member. The council will meet at least 6 times per year, and meetings will be publicly noticed and open to the public. A meeting calendar will be approved at a regularly scheduled meeting during the previous year and published on the VRT website.

Governance*

The council shall elect a chair and vice chair every other year in even years. Meetings will generally follow Robert's Rules of Order and be chaired by the chair (or vice-chair if the chair is unavailable), with clear objectives, structured agendas, defined actions, and pre-meeting preparation. Staff will prepare minutes for subsequent approval and support follow-through on any actions or activities agreed upon.

**See Appendix A for a description of VRT staff members and supporting roles*

Task Force or Ad-hoc Sub-Committees*

A task force or an ad hoc sub-committee may be formed from time to time when a new need or issue is identified requiring additional focus or expertise and will advise the council on the identified issue. Meeting frequency, membership, committee size, and duration will vary depending on the need. Sub-committee or task force members will be named with majority



approval of the council and advice from VRT staff serving the council. Non-council members with specific experience, skills, contacts, or knowledge may be invited to serve on subcommittees or task forces.

**See Appendix B for guidance on when to use an ad-hoc subcommittee vs. a task force.*

RAC Value Statements

These statements speak to the unique role within the RAC to support VRT guiding principles.

The RAC contributes to...

...**community benefit** by enhancing the ability of citizens to influence the development and prioritization of mobility choices.

...**the public's investment** by engaging voices key in the decision-making process.

...**access and mobility** by focusing on customers' needs to have services that are easy to understand and use.

...**connections** between customers, transportation service providers, advocates, and decision-makers by facilitating a forum for collaboration

...**geographic equity** by ensuring concerns of stakeholders, both rural and urban, are thoughtfully integrated into planning and delivery of mobility choices.

...**high quality customer service** by placing concerns of the customer at the center of all our processes.

...**being action-oriented** by providing the appropriate sense of urgency to immediate improvements and longer-range planning efforts.

...**teamwork** by collaborating with stakeholders and sharing a willingness to improve how we work together for the benefit of our customers.

...**open communication** by encouraging positive communication and creating an environment where everyone's contribution to the region is acknowledged and respected.

Membership

RAC Member Appointments, Terms, and Reappointments

Members are appointed to designated terms following the recruitment and appointment process outlined below. Terms are the mechanism to establish continuity and are staggered so that no more than one-third of the membership terms are set to expire in any given year. There are no limits on the number of terms a RAC member may serve.



1. Members are selected for three-year terms.
2. Staff will notify everyone with expiring terms three months before the member's term expires and remind each member whose term is limited via email two weeks before the deadline to request reappointment.
3. Members whose term is expiring must submit a request for reappointment to the chair one month before the regularly scheduled RAC meeting when their term will expire.
4. New members appointed to complete the term(s) of RAC members who resign before their term expires will finish the remainder of that term and then follow the reappointment process for the expiring term.

Member Resignation

Members may resign prior to the termination of their appointment to the RAC. Members who resign must provide their resignation in writing to the chair. Vacant positions are filled in the same manner as described in the member recruitment process below.

Membership Recruitment and Appointment Process

RAC membership is made up of customers, providers, and advocates. Two-thirds (2/3) of the membership will be from Ada County, and one-third (1/3) of the membership will come from Canyon County. Members will be selected to represent a balance of interests in policy, services/programs, outreach, and disabilities.

Members will be recruited and appointed in the following way:

1. Public Notice
 - a. Notices posted on VRT's vehicles, buildings, website, and social media
 - b. Email notices to agencies, partners, and advocate organizations throughout the region
2. Executive Assistant emails RAC application and RAC Handbook document to prospective members.
3. Interested applicants complete the RAC application and sign the Practices and Procedures document, returning the documents to the Executive Assistant.
4. Applications are reviewed and accepted by the RAC Chair and Vice Chair and the VRT Chief Executive Officer (CEO). Applications are emailed to RAC members for a two-week comment period.
5. If no objections are received after the two-week comment period ends, the applicants' names are placed on the VRT's Executive Board consent agenda for approval.



Mid-term Member Recruitment Process

When a RAC member leaves council mid-term, the process is to take recommendations and follow the Membership Process as noted above, #2 - #5.

RAC Member Responsibilities

1. Regularly attends RAC meetings
2. May serve and attend separate committee meetings
3. Makes serious commitment to participate actively in council work
4. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
5. Stays informed about RAC matters, prepares for meetings, and reviews and comments on minutes and reports
6. Maintains two-way communication between VRT and constituents/customers of VRT programs and services
7. Gets to know other RAC members and builds a collegial working relationship that contributes to consensus
8. Is an active participant in the RAC annual work program

Sub-Committee Member Responsibilities

1. Regularly attends committee meetings
2. Makes serious commitment to participate actively in committee work
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
4. Bring experience, skills, contacts, or knowledge needed for the specific committee issues

Officers

Selection: Terms

At the annual organizational meeting in even-numbered years, RAC members will nominate a vice chair, and the current officers will move in succession to the next officer position – vice chair to chair and chair to past chair – unless they are unable to continue service, at which time a new chair will be nominated and/or the past chair position will be vacant. RAC members will vote on the slate of officers. The officers elected will serve two-year terms.



Chairs for ad hoc sub-committees or task forces will be nominated by the CEO with advice from the RAC Chair and confirmed by the members of the sub-committee or task force at their initial formation meeting.

Responsibilities: RAC

- The RAC Chair and Vice Chair are responsible for working with staff to identify issues of interest for RAC comments, discussions, and agenda development.
- The RAC Chair is responsible for guiding the values and projects the RAC undertakes, priorities for the year, etc. (in collaboration with VRT staff)
- The RAC Chair is responsible for reviewing and approving agendas.
- The RAC Chair is also responsible for conducting the RAC meetings.
- The RAC Vice Chair is responsible for filling the roles of the chair when the chair is not available.
- Both the chair and vice chair are responsible for reviewing applications and selecting candidates for the open RAC positions.
- The past chair is responsible for advising the chair and vice chair and conducts meetings if neither is available.

Responsibilities: Sub-committees and Task Forces

- Sub-committee or task force chairs are responsible for working with staff, RAC Chair, and VRT staff to develop agendas and identify needed support tasks.
- Sub-committee or task force chairs are responsible for conducting meetings
- Sub-committee or task force chairs are responsible for timely reporting of decisions or issues of substance to the VRT staff and RAC Chair.

Officer Position Descriptions

RAC Chair

1. Is a member of the RAC
2. Represents RAC to VRT Executive Board and Board of Directors
3. Partners with VRT staff in achieving the RAC's mission
4. Provides leadership to the RAC's members
5. Chairs meetings of the RAC and assists in the development of meeting agenda
6. Encourages RAC membership participation in strategic planning
7. Forms and seeks volunteers for committees



8. May serve ex-officio as a member of committees and attends their meetings
9. Confers with the CEO on RAC issues
10. Helps guide and mediate RAC decision-making processes with respect to the council's priorities
11. Evaluates annually the performance of RAC in achieving its mission
12. Works with vice chair to review applications and select candidates for the open positions

RAC Vice-Chair

1. Is a member of the RAC
2. Performs chair responsibilities when the chair cannot be available (see chair position description above)
3. Reports to the RAC Chair
4. Works closely with the chair and VRT CEO or his/her designee
5. Chairs meetings of the RAC when necessary and assists in the development of meeting agenda
6. Performs other responsibilities as assigned by the RAC Chair
7. Works with chair to review applications and select candidates for the open positions

RAC Past Chair

1. Is a member of the RAC
2. Advises the chair and vice chair and conducts meetings if neither is available

Task Force or Sub-Committee Chair

1. Is a member of the RAC
2. Sets positive tone for the committee work
3. Ensures that members have the information needed to do their work
4. Oversees the logistics of committee's operations
5. Reports to the RAC Chair and communicates with VRT staff
6. Reports to the full RAC on committee's decisions/recommendations
7. Works closely with the VRT staff to perform committee work



8. Assigns work to the committee members, sets the agenda, runs the meetings, and ensures distribution of meeting minutes
9. Initiates and leads the committee's recommendations

Removal of Officers

Officers can be removed by a majority vote of the RAC. In the event of an officer position being vacated mid-term, the RAC will hold an election to fill the position at the next regularly scheduled RAC meeting.

Meetings

RAC meetings will be held six (6) times per year, with one (1) of these meetings held as a joint meeting with the VRT Executive Board.

Agendas

Agendas will be prepared in advance and approved by chair. Packets will be provided to the members at least one week in advance. The chair will conduct each meeting generally according to Robert's Rules of Order. The chair can use his/her discretion to adjust the agenda as needed. All meetings are subject to open meeting laws and are open to the public. For voting purposes, a quorum will consist of a majority of qualified members. Open positions on the RAC do not count toward a quorum.

The agenda consists of the following categories: Consent; Action; and Information. The chair has the discretion to allow for public comment on any item on the agenda.

Calendar

While the calendar of activities may vary throughout the year depending on agency needs, a proposed calendar of meetings and activities will be presented to the RAC by VRT staff for action and the next year's meeting calendar confirmed during the final meeting of each calendar year. The approved meeting calendar will be published on the VRT website and in public notices for the first meeting of the next calendar year. The first meeting of the year will consist of officer elections/appointments, after which the chair-elect will review the meeting and activity calendar for the year, guide a project prioritization discussion, and identify the timeline for a RAC member orientation.

Typical Calendar

The RAC will generally meet from 9:00-11:00 AM on the third Tuesday of months listed except for the annual joint meeting with the VRT Executive Board and summer on-site or tour meeting:

- January, regular meeting time (Orientation and election)
- March, first Monday of March – 11:00AM -1:00PM (joint meeting with the VRT Executive Board)
- May, regular meeting time



- Summer (June July or August), on-site meeting; time may vary (visit or tour a site of interest)
- September, regular meeting time
- November, regular meeting time

Advisory Process

The RAC is an advisory council and offers comments and advisory recommendations to VRT staff, the VRT Executive Board, and the VRT Board of Directors on a variety of topics including planning, projects, operations, programs, services, policies, and customer experience, especially those pertaining to target populations represented on the council. VRT will ensure that the RAC is included as a commenter on the Coordinated Public Transit-Human Services Transportation Plan updates completed periodically by the Community Planning Association of Southwest Idaho (COMPASS).

Items on the agenda requesting an advisory recommendation from the RAC to the VRT Executive Board or VRT Board will be placed in the Action section of the agenda.

As examples, the RAC will be asked to advise on topics including but not limited to: customer feedback and service reports; community outreach initiatives and communications plans; performance metrics and transit service reliability; VRT's Transportation Development and Operations Plan (TDOP), VRT's Long Range Service Plan – Valley Connect, and other development, capital, or planning efforts; Title VI and digital accessibility (WCAG) compliance; COMPASS' Long Range Transportation Plan and Coordinated Public Transit-Human Services Transportation Plan; and any updates to those and other accessibility or transit efforts as identified.

Discussions are subject to Robert's Rules of Order, and all discussions and motions go through the chair. Motions must be clearly stated by the maker of the motion and seconded in order for the RAC to act on the motion. The majority decision is the final action.

Issue Identification Process

Agenda items for RAC meetings come from a variety of sources. VRT staff will identify issues in need of advice or input to provide to VRT staff, VRT Executive Board, or the VRT Board of Directors. RAC members are encouraged to submit issues regarding the services, programs, or policies to the attention of the RAC during discussion at RAC meetings or by reaching out to the RAC Chair, Vice Chair, CEO, or Executive Assistant. Issues will be reviewed and considered for further action by the RAC at their regularly scheduled meetings. The chair and vice chair will set the agendas based on issues brought forward and in consultation with VRT staff.

When bringing up an issue or concern, consider the following:

1. What is the issue, and what are your observations?
2. What is the geographic area affected?



3. Is the issue related to ADA or Title VI?
4. Who is affected?
5. What individuals/organizations need to be involved?
6. What population, groups, or organizations should we seek input from?
7. Is this a short, medium, or long-term issue?
8. What does success on this issue look like?

The process for the RAC making recommendations to the VRT Executive Board is as follows:

1. Education/Information

- a. Define the scope of issue to be addressed
- b. Educate the members on the issue and potential resolutions for exploration
- c. Consider forming a task force or subcommittee depending on complexity of the issue(s)

2. Constituency Outreach and Communication

The RAC members represent targeted constituencies' interests in the decision-making process. The RAC members are responsible for informing and seeking input on issues being discussed in program and policy development as well as in the decision-making process. RAC members will be notified by email or in meeting updates regarding progress on project development, changes in services, and/or other topics relevant to the constituents represented on RAC.

3. Consultation

The consultation phase offers an opportunity for staff to incorporate RAC comments into the final recommendation. This phase occurs after input from legal or other technical experts into the process. The discussion in the consultation phase may necessitate the issue being sent back through the research phase or a subcommittee for further evaluation or analysis.

- a. Staff presents on findings pertaining to issue.
- b. Staff provides a draft recommended action for consideration of the VRT board with any necessary internal review (legal, executive team).
- c. RAC members provide comments, input, and suggestions on the proposed recommendation.

4. Advisory Recommendation



Staff provides a final recommended action for consideration of the VRT Board to the RAC members. The members discuss and vote on the final advisory recommendation to the VRT board. The majority action of the RAC will be the official recommendation to the VRT board.

In order to provide for complete consideration of the recommendation, alternative recommendations can be offered by staff and/or one or more members of the RAC. The alternative recommendation will be presented in the packet for the VRT board with an explanation of who is offering the alternative recommendation and the reason for its consideration.

5. Communication with Staff

Individual RAC members and VRT staff work closely on a wide variety of topics. The ultimate responsibility for directing time and work will be initiated by the VRT CEO.



Appendix A: Key VRT Staff Support

This appendix lists the staff members who provide support to the RAC, their roles, and their relationship to the RAC.

Chief Executive Officer (CEO)

- **Ex Officio:** The CEO acts as an ex officio member of the RAC, providing meeting guidance, setting priorities, guiding task forces and sub-committees, and leading the Council and VRT staff.

Executive Assistant

- **Council Clerk:** The Executive Assistant is the Council Clerk and compiles agendas, sends and coordinates the posting of meeting notices, guides the application process, takes meeting notes, and ensures meeting follow-up items are addressed.

Chief Communications Officer

- **Staff Liaison:** The CCO acts as the liaison between the RAC and VRT staff on fulfilling the RAC mission in providing feedback on projects and services, coordinating day-to-day progress on RAC-involved projects, and providing feedback on RAC agendas.

Executive Management Team

Members of VRT's Executive Management Team (EMT) are responsible to bring forward issues and projects to the RAC for council feedback and makes sure to include the RAC as a focus group in relevant projects and initiatives. The EMT includes:

- Chief Development Officer
- Chief Operating Officer
- Chief Financial Officer
- IT Director



Appendix B: When to use an Ad-hoc Sub-Committee or Task Force

Summary

Task forces and ad hoc sub-committees are both temporary, specialized work groups created to address specific needs, and they are often used interchangeably. However, they differ in their focus, intensity, and typical function, with task forces often acting as a more action-oriented subset of an ad hoc structure.

Task Forces

- **Definition:** A temporary group assembled to solve a specific problem or address a particular time-bound issue (e.g., a crisis, a merger, or implementing a new system).
- **Focus:** Action-oriented, highly focused, and often time-bound.
- **Purpose:** To research, analyze, and often provide rapid implementation recommendations.
- **Duration:** Disbands once the specific project or goal is accomplished.
- **Examples:** A "New Program Development Task Force" or a "Website Redesign Task Force".

Ad Hoc Committees

- **Definition:** A temporary committee formed to address a specific issue or project, typically departing from the ongoing, regular work of standing committees.
- **Focus:** Study, advisory, or investigative in nature.
- **Purpose:** To research a topic, draft policies, or make recommendations to a larger board or committee on policy and implementation.
- **Duration:** Temporary, dissolving upon completion of its task.
- **Examples:** A "Bylaws Revision Committee" or a "Search Committee" for a new CEO.

Key Differences

- **Action vs. Advisory:** A task force is often more action-oriented (getting things done), while an ad hoc committee is typically more advisory or investigatory (studying issues).
- **Scope:** Task forces are often used for immediate, pressing, or technical challenges. Ad hoc committees are used for projects that are outside the scope of standing committees.
- **Structure:** A task force may be a sub-group of an ad hoc committee or a standing committee.



- **Membership:** Both can include non-board members to bring in specific expertise.

When to Use Which?

- Use a **Task Force** when you need a rapid, focused response to a specific, short-term crisis or project.
- Use an **Ad Hoc Committee** when you need a thorough study or recommendation on a specific topic that doesn't require immediate implementation.



Appendix C: Links to Key Documents

Listed below are key documents referenced in the handbook. Other documents may be made available to RAC as needed, such as operations plans, policies, and development strategies.

VRT Development & Planning

- [2026-2030 Transit Development and Operations Plan](#) (last updated: January 16, 2026)
- [Valley Connect 2.0](#)
- [Bus Stop Typology: Kit of Parts Design Document](#)
- [Design Guidelines Checklist](#)

VRT Policy & Compliance

- [2024-2026 Title VI Program Update](#) (last updated: January 8, 2024)
- [Web Content and Accessibility Policy](#) (adopted January 6, 2026)

Partner Documents

- COMPASS: [Communities in Motion 2050](#) (last updated: December 2022)
- COMPASS: [2022 Coordinated Public Transit-Human Services Transportation Plan for Ada and Canyon Counties](#) (last updated: August 2022)



Adopted the 2nd day of March, 2026.

By: _____

Date: March 2, 2026

VRT Regional Advisory Council Chair

By: _____

Date: March 2, 2026

VRT Chief Executive Officer

