

Ben Franklin Transit Citizens Advisory Network REGULAR MEETING AGENDA

Monday August 18, 2025 6:00 p.m. – 7:30 p.m.

BFT Administration Building - Board Room 1000 Columbia Park Trail, Richland, WA

Meeting Link: <https://us06web.zoom.us/j/88161679988>

Meeting ID: 989 6217 8731

Password: 833979

Phone: 253-215-8782

Toll Free: 877-853-5247

1. Convene CAN Meeting:

2. Attendance: 2 Min

Representing	Name	Position	Attendance
CAN MEMBER	DENNIS KREUTZ	CHAIR – RECORDING SECRETARY	
CAN MEMBER	ED FROST	PAST CHAIR	
CAN MEMBER	DORI LUZZO-GILMOUR	RECRUITMENT COMMITTEE CHAIR	
CAN MEMBER	AMBER WISSENBACH	MEMBER	
CAN MEMBER	BERNIE VINTHER	MEMBER	
CAN MEMBER	BILL BARLOW	MEMBER	
CAN MEMBER	BRANDON HARBO	MEMBER	
CAN MEMBER	BROOKLYN HUFSTADER	MEMBER	
CAN MEMBER	ERIK WATKINS	MEMBER	
CAN MEMBER	FRANK CUTA	RECRUITMENT COMMITTEE	
CAN MEMBER	LAURIE PRICE	MEMBER	
CAN MEMBER	NAYELI ARANDA	MEMBER	
CAN MEMBER	ULISES NAVARRO	MEMBER	
BFT STAFF	JANET WILLIAMSON	MANAGER OF COMMUNICATIONS	
BFT STAFF	TOM DROZDT	CEO	
BFT STAFF	HILARY CARLSON	CHIEF OF STAFF	

3. Comments by Guests: 5 Min.

4. July 2025 Meeting MINUTES Approval: 2 Min.

Discussion:

Motion to Approve the Minutes by:

Second to Approve the Minutes by:

Minutes Approved Unanimously by a Voice Vote: YES / NO

5. Old Business: 10 Min.

A. A follow-up from March regarding having High Schools students as CAN Members.

1. Report by Laurie Price on having High School Students attend CAN Meetings.

6. New Business: 45 Min.

A. Report of the August BFT Board Meeting – Erik Watkins

B. Public Comments generally have to be made at the beginning of the Board Meeting rather than after an Agenda Item has been presented by BFT Staff to the Board.

Status Update of CAN Recommendation: Subcommittee – Brandon Harbo, Dennis Kreutz

- C. Presentation of proposed modifications to the existing CAN Standing Rules for discussion by CAN Members: Subcommittee – Frank Cuta, Dennis Kreutz
- D. Proposal to fill the positions of Vice Chairperson and Recorder / Secretary.
- E. BFT to present an update on the status of Frank Cuta’s input regarding selection criteria used during BFT Bus purchases: Hilary Carlson
- F. Next CAN Meeting Proposed Agenda Items:
 - a. BFT to present the new Annual Service Plan that is in the process of being developed and provide dates of Public Comment Workshops: Kevin Sliger
 - b. BFT to present 2025-2031 Transit Development Plan as approved by Board in August Board Meeting.
 - c. CAN Subcommittee provide status of CAN Recommendation regarding Washington House Bill 1418 allowing two non-elected transit-using voting members on the BFT Board of Directors.

7. BFT Board / BFT Staff Comments: 10 Min.

8. CAN Member Comments: 10 Min.

9. Assign CAN Member to Attend next Board Meeting: 1 Min.

Board Meeting September 11, 2025	6:00 PM	BFT Board Room
CAN Member Assigned:		

10. Next CAN Meeting: 1 Min.

Monday September 15, 2025	6:00 p.m.	BFT Board Room
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11. ADJOURN:

A. Meeting adjourned at:

AGENDA ITEM – 4

MINUTES

CITIZENS ADVISORY NETWORK REGULAR MEETING

Monday July 21, 2025 6:00 p.m.
BFT Administration Building - Board Room
1000 Columbia Park Trail, Richland, WA

Meeting Link: <https://us06web.zoom.us/j/88161679988>
Join Meeting Phone: 253-215-8782 / Toll Free: 877-853-5247
Meeting ID: 989 6217 8731 / Password: 833979

1. Convene CAN Meeting: 6:00 PM

2. Attendance: – 2 Min

Representing	Attendee Name	Title	Status
Citizen Advisory Network	Dennis Kreutz	Chair – Recording Secretary	Present
Citizen Advisory Network	Dori Luzzo-Gilmour	Recruitment Committee Chair	Zoom
Citizen Advisory Network	Ed Frost	Past Chair	Present
Citizen Advisory Network	Amber Wissenbach	Member	Absent
Citizen Advisory Network	Bernie Vinther	Member	Present
Citizen Advisory Network	Bill Barlow	Member	Absent
Citizen Advisory Network	Brandon Harbo	Member	Present
Citizen Advisory Network	Brooklyn Hufstader	Member	Zoom
Citizen Advisory Network	Erik Watkins	Member	Present
Citizen Advisory Network	Frank Cuta	Recruitment Committee	Present
Citizen Advisory Network	Laurie Price	Member	Absent
Citizen Advisory Network	Nayeli Aranda	Member	Absent
Citizen Advisory Network	Ulises Navarro	Member	Zoom
BFT Staff	Janet Williamson	Manager of Communications	Present
BFT Staff	Tom Drozdt	CEO	Present
BFT Staff	Hilary Carlson	Chief of Staff	Present

3. Comments by Guests: None In Attendance

4. April / May / June 2025 Meeting MINUTES Approval: - 4 Min.

Discussion: None

Motion to Approve the Minutes by: April and May – Ed Frost / June – Erik Watkins

Second to Approve the Minutes by: April and May – Brandon Harbo / June – Ed Frost

Minutes Approved Unanimously by a Voice Vote of the CAN Members: YES

5. Old Business: 15 Min.

B. A follow-up from March regarding having High Schools students as CAN Members.

2. Report by Laurie Price on having High School Students attend CAN Meetings.

MINUTES: Laurie is absent from this meeting, postponed report to the August Meeting.

6. New Business: 30 Min.

A. Report of the July BFT Board Meeting – Brandon Harbo

G. Discuss changing the CAN Meeting Date.

Name	Monday	Available	Tuesday	Available	Wednesday	Available	Thursday	Available
Dennis	1		2		1		1	
Ed	1		2	1 & 4	No		1	
Dori	1	3rd						
Amber								
Bernie	1		No		1		No	
Bill	1							
Brandon	1	1st & 3rd	No		1		1	
Brooklyn	1		2		No		2	
Eric								
Frank	1	1st & 3rd	1	1st	1		2	3rd
Laurie	4		1		2		3	
Nayeli	No		No		1		No	
Ulyses	No				1		1	

MINUTES: After discussion it was decided to leave the meeting on the Third Monday.

H. Discuss Washington House Bill 1418 allowing two non-elected transit-using voting members on the governing body of public transportation benefit areas (BFT Board of Directors).

1. Form a committee to draft a Recommendation to BFT Board?

MINUTES: A subcommittee was formed made up of Dori Luzzo-Gilmour, Frank Cuta, and Erik Watkins. They will have a draft Recommendation ready for the September CAN Meeting.

2. Review Board By-Laws, CAN draft proposed changes to the By-Laws?

MINUTES: This may be included by subcommittee in the Draft of the Recommendation.

3. Discuss changing CAN Standing Rules to preclude CAN Member from being a Voting Member of the BFT Board of Directors?

MINUTES: As discussed, there is no need to address this unless the Board chooses to add the non-elected voting members to the Board.

I. Discuss the issue with BFT Board Meeting, Public Comments currently having to be made at the beginning of the Board Meeting and not generally allowed after an Agenda Item has been presented by BFT Staff to the Board.

Is this an item that CAN would like to make a Recommendation to BFT Board?

MINUTES: Discussed that the Board has been accommodating some, but not all, issues for public comment after a BFT Staff presentation but prior to the Board voting. It was suggested that we use the recent proposal made by BFT Staff to the Board to approve \$500K for an upgrade to the BFT drop-off zone at Benton County Fair as an example.

A subcommittee was formed made up of Brandon Harbo and Dennis Kreutz. The subcommittee will report status in the August CAN Meeting.

- J. Presentation of proposed modifications to the existing CAN Standing Rules for discussion by CAN Members. Frank Cuta and Dennis Kreutz
MINUTES: The modifications are a work in progress and will be presented in the August CAN Meeting for discussion.
BFT questioned what is being changed and it was noted by Frank Cuta that nearly all of the changes are to make the terminology current, such as changing GM to CEO to match how BFT is currently configured.
- K. Next CAN Meeting Proposed Agenda Items:
1. Kevin Sliger to present the new Service Plan that is in the process of being developed and provide dates of Public Comment Workshops.
 2. Presentation by CAN Subcommittee Members Brandon Harbo and Dennis Kreutz regarding the issue of the BFT Board Meeting Public Comments currently having to be made at the beginning of the Board Meeting.
 3. Presentation of proposed modifications to the existing CAN Standing Rules by CAN Subcommittee Members Frank Cuta and Dennis Kreutz
 4. BFT Hilary Carlson provide update on status of Frank Cuta's request that he have input into selection criteria of BFT Bus purchases.

7. BFT Board / BFT Staff Comments: 5 Min.

8. CAN Member Comments: 8 Min.

A. MINUTES: CAN Member Frank Cuta requested that his request to have input into selection criteria of BFT Bus purchases be put into the CAN Meeting Minutes.

They are:

1. Seating be a material that is not slippery
2. Flooring material be easy to clean
3. Will WiFi be available on the new vehicles, it is not on any DAR vehicles now?
4. Some of the current DAR vehicles have a box mounted on the floor at the top of the stairs that is a hindrance. He would like to make sure this is not on the new vehicles.
5. The right side of DAR Vehicles should have flip-up seats so that more wheelchair users can be accommodated.
6. Some of the DAR vehicles only have shoulder securements at set locations and this makes placement of multiple wheelchairs difficult. Additionally the forehead shoulder restraint is mounted so far to the front that it is not effective and thus dangerous to a wheelchair user located in the very front location.
Dennis Kreuz pointed out that most of these observations have been made previously to BFT and entered into the CAN Minutes, but no action has been taken that CAN is aware of.
BFT Hilary Carlson stated that she has made note of each of the items brought up by Frank and that she would distribute them to BFT staff.

C. MINUTES: CAN Member Dennis Kreutz reported that BFT Board Chairman McKay and Vice Chair Bauman have requested that the CAN Report be provided in time to be inserted into the Board Meeting Package prior to each BFT Board Meeting and we not make a redundant Report during the Board Meeting. They encourage the CAN to provide CAN Recommendations, and those presentations will be added as an Agenda item.

MINUTES: Through discussion it was determined that this would be acceptable but that an Agenda item should be maintained to provide a time for CAN Recommendations.

- D. MINUTES: CAN Member Erik Watkins reported that July 26 is the 35th anniversary of the Americans with Disabilities Act (ADA).
He also commented on the ongoing BFT survey regarding the 22nd Avenue Transit Center and requested that each CAN Member take the survey.
- E. MINUTES: CAN Member Ed Frost recommended that the CAN Members go to the Columbia Basin Badger Club website and listen to the presentation that BFT CEO Tom Drozdt made.

9. Assign CAN Member to Attend next Board Meeting: 1 Min.

Board Meeting August 14, 2025, 6:00 PM BFT Board Room
CAN Member Assigned: Erik Watkins

10. Next CAN Meeting: 1 Min.

Monday August 18, 2025, 6:00 p.m.

11. ADJOURN:

B. Meeting adjourned at: 7:34 PM

AGENDA ITEM – 6B

The BFT Citizen Advisory Network (CAN) is tasked in CAN Standing Rules – Section 1.1.a to assist BFT by serving as an advisory body to BFT Management and to the BFT Board of Directors. In that capacity the following recommendation is offered.

CAN Recommendation 2025-03 September 11, 2025 **Public Comment in Board Meetings after BFT Presentation**

Issue:

Public Comments during BFT Board Meetings generally have to be made at the beginning of the Board Meeting rather than after an Agenda Item has been presented by BFT Staff to the Board. Although the Board does ask for Public Comments after some Agenda Items it is normally not the practice to do so unless those items are associated with an ongoing Public Comment period.

An example of a recent Agenda Item would be the presentation to the Board of Resolution 14-2025 authorizing the Chief Executive Officer Authority to Award the Benton County Fairground Project. Additionally, the Resolution requested that the CEO be given the authority to award this contract up to \$500,000 (normal amount is a maximum of \$100,000) without Board approval.

The plan was available to the public a day prior to the Board Meeting in the Board Package. It was two slides with very little information provided. The plan was then presented by BFT Staff in the Board Meeting without an opportunity for Public Comment after the presentation was made.

The Board approved the Resolution, but the work was subsequently cancelled due to additional scope being discovered that would have significantly increased the cost.

Recommendation:

The Citizen Advisory Network recommends that Public Comment be allowed subsequent to BFT's Staff Presentation to the Board, but prior to Board voting on an issue, for the following:

- a. Schedule changes
- b. Fare or rate changes
- c. Fare collection methods
- d. Route modifications
- e. Capital expense approval or modifications that are in excess of +-\$100K
- f. Operational changes modifications that are in excess of +-\$100K

The Citizen Advisory Network recommends that BFT Staff provide more detailed information in the Board Package and do so in a timely manner that allows for review and comment by the public. It is recommended that for those items shown above that they be listed in the Board Agenda in a section titled "Next Board Meeting Proposed Agenda Items", and that specific information be included in a Board Package available to the public on the BFT Website a minimum of 48 hours prior to the Board Meeting.

AGENDA ITEM – 6C

BEN FRANKLIN TRANSIT

[Edited as follows:

[Original Text:

Citizens Advisory Network Standing Rules

[Revised Text:

Citizens Advisory Network Bylaws

[End of Edit

(Revised DRAFT 03 August 18, 2025)

PURPOSE

[Edited as follows:

[Original Text:

The purpose of this document is to define the duties of the Citizens Advisory Network (CAN) and adopt rules for the transaction of business of the CAN.

[Revised Text:

This document defines the responsibilities of ...

[End of Edit

MISSION STATEMENT

It is the mission of the Ben Franklin Transit (BFT) Citizens Advisory Network to advocate for public transit and to serve as a resource to BFT management and Board of Directors in accomplishing the BFT mission and goals.

SECTION 1 – CAN SCOPE AND MEMBERSHIP

SECTION 1.1 - SCOPE

The Citizens Advisory Network shall assist BFT in the following capacities:

[Edited as follows:

[Original Text:

a) Serve as an advisory body to BFT management and Board of Directors, all actions or recommendations of the CAN are strictly advisory.

[Revised Text:

a) Serve as an advisory body to BFT management and Board of Directors.

[End of Edit

b) Promote and communicate the transit's goals and objectives to the public.

c) Represent interests of the community and assist BFT staff and Board in meeting transit's goals.

d) Expand awareness of the public's perception of BFT activities.

e) Speak on behalf of constituents when commenting on transit's plans, policies, and services.

f) The CAN is not intended to be a complaint resolution or appeals board.

[Edited as follows:

[Insert New Text:

g) All actions or recommendations of the CAN are strictly advisory.

[End of Edit

SECTION 1.2 - COMPOSITION

a) The CAN shall be composed of no less than nine (9) and no more than fifteen (15) members.

b) CAN Members shall serve without compensation except reimbursement for expenses as may be approved by the BFT Board.

SECTION 1.3 - MEMBERSHIP SELECTION PROCESS

a) CAN membership shall reflect the demographics of BFT's Public Transportation Benefit Area (PTBA); reside within that area; and strive for broad, inclusive, and diverse representation.

[Edited as follows:

[Original Text:

b) Applicants being considered for membership are to be reviewed by BFT management prior to being interviewed by the CAN Recruitment Committee.

[Revised Text:

b) Applicants being considered for membership are to be reviewed and approved by BFT management prior

to being interviewed by the CAN Recruitment Committee

[End of Edit

c) BFT staff cannot serve as members of the CAN.

[Edited as follows:

[Original Text:

d) CAN membership may include, but shall not be limited to, representatives of the following interests, groups, or areas:

Areas of Representative Interest:

Fixed-Route Rider Individuals with no car, rides to work

Dial-A-Ride Rider Unconditional rider, conditional rider

Vanpool/Contracted Services Vanpool rider/driver, CONNECT user

Business/Chambers of Commerce Tri-Cities Regional Chamber or other Chambers

Human Service Organizations:

• Medical Community Representative • Tri-City Community Health, dialysis centers

- Mental Health Community Provider • Lourdes Counseling Center, other mental health agencies
- Senior/Disabled Provider • Adult day care, home health care agencies
- Other • WorkFirst, DCYF, DSHS, children's centers

Major Employer Representative PNNL, other top 10 employers
Student Riders/High School & College Ethnic Community Organizations
Transit Supporters Retired BFT employees, former BFT Board members
Law Enforcement Community Liaison Officer
Educational Agency Representative ESD staff, school district staff, college staff
Economic Development/Tourism TRIDEC, Tri-Cities Visitor & Convention Bureau
Recreational/Bicycling/Pedestrian Advocate Bicycle clubs, 3 Rivers Bicycle Coalition
Clean Air/Good Roads/Energy Advocate Benton Clean Air Agency

[Revised Text: Delete Section d) in its entirety:
[End of Edit

SECTION 1.4 - APPOINTMENTS TO THE CAN

- a) The BFT Board of Directors shall have the power to appoint or remove any CAN member at any time it is deemed essential to maintain the integrity of the overall CAN function and to maintain balanced community representation.
- b) A CAN member shall be appointed for a two-year term and may reapply for additional two-year terms.

[Edited as follows:

[Original Text:

- c) Upon completion of a two-year term, CAN members shall relinquish their position unless the General Manager has confirmed reappointment for another two-year term.

[Revised Text:

- c) Upon completion of a two-year term, CAN Members shall relinquish their membership unless the BFT CEO, or their representative for such a purpose, has confirmed reappointment for another two-year term.

[End of Edit

- d) BFT management may develop, subject to Board review, further rules related to seating of members and terms of service as necessary and appropriate to facilitate BFT's needs.
- e) The first two-year term for CAN members during a calendar year will commence the following January 1. The CAN member will be a voting member of the Network following the date their application is approved by the CAN membership.
- f) CAN members representing any of the Chambers of Commerce, TRIDEC, and the Tri-Cities

Visitor & Convention Bureau shall serve at the discretion of the appointing organization except as provided in item a) above.
g) CAN members who are unable to complete their term may submit their resignation to the Secretary/Recorder.

[Edited as follows:

[Add new section h):

h) A CAN Member who fails to attend in person or virtually, without an excused absence by the CAN Chair, for three consecutive monthly CAN Meetings shall automatically forfeit their CAN membership.

[End of Edit

[Edited as follows:

[Original Text:

i) The General Manager, or a representative appointed by the General Manager for such a purpose, shall serve as a nonvoting member of the CAN and act as the primary liaison between the CAN Chair and BFT.

[Revised Text:

i) The BFT CEO, or their representative for such a purpose, shall serve

[End of Edit

j) At no time while serving on the CAN shall CAN members represent themselves as employees or consultants of BFT.

SECTION 1.5 - CONFLICTS OF INTEREST

Any CAN member having an interest in a matter being considered by the CAN which would tend to prejudice his or her actions in opposition to BFT's mission and goals shall so indicate and refrain from deliberations or voting upon such matter. In addition, should circumstances arise, each CAN member shall ensure that his or her actions do not violate the Appearance of Fairness Doctrine: i.e., that all parties to an argument are to receive equal treatment.

SECTION 1.6 - TRANSPORTATION PASSES

As noted in Section 1.2.b, CAN members shall serve without compensation; however, each CAN member shall always be entitled to a free fare transportation pass for use on all BFT services for their individual use during their term of appointment as a member of the Network.

a) Said pass privilege shall serve as a principal means whereby a CAN member can observe and be informed in connection with their duties and responsibilities to BFT. While using

BFT services and participating in the community, CAN members accept an inherent responsibility to present a positive reflection of BFT.

- b) CAN members are not allowed to share their CAN member BFT pass.
- c) Misuse of transportation privileges will result in termination of the free pass privilege for the current year. Misuse or unauthorized use of transportation privileges exceeding a single incident may result in permanent termination of this privilege and/or the person's removal from the CAN.
- d) Any transit pass provided for CAN members shall be returned at the expiration of the CAN member's final term of office.
- e) One replacement pass will be issued per calendar year.
- f) For an additional lost or destroyed free transportation pass, a charge of \$10.00 will be assessed.

SECTION 2 - MEETINGS

SECTION 2.1 - CAN REGULAR MEETINGS

- a) Unless cancelled in advance by the CAN Executive Committee, the CAN members shall meet at least once per month. The date and time of the CAN Regular Meeting shall be agreed on by members at the previous CAN meeting.
- b) In-person attendance by all CAN members is highly encouraged; however, BFT shall provide accommodation for both in-person and virtual attendance at all CAN meetings.

[Edited as follows:

[Original Text:

- c) BFT's General Manager or his/her representative must receive an agenda one week in advance of all meetings.

[Revised Text:

- c) BFT's CEO, or their representative for such a purpose, ...

[End of Edit

- d) Voting by CAN members participating remotely shall be allowed.
- e) A Quorum shall consist of a majority of the currently appointed CAN members.

[Edited as follows:

[Original Text:

- f) The rules contained in Robert's Rules of Order shall govern the CAN meetings in all cases to which they are applicable and in which they are not inconsistent with these Standing Rules.

[Revised Text:

... not inconsistent with these Bylaws.
[End of Edit

SECTION 2.2 - SPECIAL MEETINGS

a) Special meetings may be held if requested by the CAN Chair.

[Edited as follows:

[Original Text:

SECTION 3 - POWERS AND DUTIES

[Revised Text:

SECTION 3 - POWERS AND RESPONSIBILITIES

[End of Edit

The CAN, at the direction of BFT management, may be authorized and empowered to act in an information-gathering and fact-finding role for BFT and shall maintain appropriate confidentiality regarding issues shared by staff or the Board. Any action or recommendation of this committee is strictly advisory. In addition, the CAN is further empowered and authorized to assist BFT management as follows:

- a) To review significant policy decisions under consideration by BFT management including major service changes, fare policy, budget adoption or changes, the development of public and customer facilities, and such other issues or concerns that may impact on the public and customer relations of Ben Franklin Transit and to make recommendations regarding these issues and concerns.
- b) To support efforts to improve public understanding and confidence in the benefits of using public transportation.
- c) To increase recognition of the role public transportation plays in economic vitality and traffic congestion relief in the BFT service area.
- d) To support and help facilitate the efforts to improve communication with community and local business leaders concerning the impact of BFT programs.
- e) To review ridership and customer service programs to identify and recommend practices and technologies that increase ridership and improve customer services.
- f) To identify and recommend programs, practices, and technologies that assist riders in the use of Fixed Route, Dial-A-Ride (DAR), CONNECT, General Demand, and Vanpool services.
- g) To provide a forum for discussion of local public transportation issues and to foster a better understanding of the issues between users and non-users of the system.
- h) The CAN is an advisory group and, therefore, it is strictly understood that all actions and

recommendations made by the CAN are advisory only and do not constitute an action or obligation of the BFT Board of Directors or of any BFT employees. In this capacity, the CAN is not authorized to act as an agent of BFT or to contract or incur any obligations on behalf of BFT.

SECTION 4 – ELECTIONS AND TERMS OF OFFICE FOR OFFICERS

The CAN shall elect its own officers from among its members and create and fill such other offices as it may determine that its needs require. The CAN shall adopt rules for the transaction of CAN business and shall keep written records of its meetings, transactions, findings, and determinations, which shall become public records.

SECTION 4.1 – OFFICERS

Officers of the CAN shall consist of a Chair, Vice Chair, Secretary/Recorder, and Past Chair, and such other officers as may be needed, to be elected by the CAN at the last meeting of each calendar year, or as needed, to serve a one-year term commencing January 1 of each year. The duties of officers shall be as follows:

a) Chair

- Determine meeting dates

[Edited as follows:

[Original Text:

- Determine meeting topics in coordination with BFT General Manager or his/her representative

[Revised Text:

- Determine meeting topics in coordination with BFT CEO or their representative

[End of Edit

- Preside over all meetings
- Develop meeting agenda in coordination with the Secretary/Recorder
- Act as spokesperson for the CAN, interacting with BFT management as requested
- Preserve order and decorum and decide all questions of order
- Attend or appoint the Vice Chair or other CAN member to represent the CAN at monthly BFT Board meetings
- Provide leadership and direction for the CAN
- Perform other duties as may be requested from time to time by the CAN or BFT management
- Shall oversee a nomination in October for the CAN to select a slate of proposed officers for the following year

- Be removed as Chair by vote of a majority of the CAN and/or a BFT Board directive

b) Vice Chair

- Have the powers and perform the duties of the Chair in the absence or inability of the Chair to serve
- Perform other such duties from time to time as may be requested by the Chair

c) Recording Secretary

- Keep a record of proceedings, have charge of all records, and perform other administrative support as needed. The record of the CAN meetings shall be provided to the BFT Board of Directors.

d) Past Chair

- Serve as a nonvoting officer, acting in an advisory role to the other officers

SECTION 5 – COMMITTEES

SECTION 5.1 - RECRUITMENT COMMITTEE

A three-person Recruitment Committee, one of which shall be the Vice Chair, shall be appointed by the Chair by the second regularly scheduled meeting of the calendar year and shall serve for one year. Their duties shall be to assist in the recruitment and recommendation of CAN members and officers.

SECTION 5.2 - EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Chair, Vice Chair, Secretary/Recorder, and Past Chair, with BFT General Manager, or appropriate representative, as a nonvoting member. The Executive Committee shall meet at the discretion of the CAN Chair to develop and recommend ways to meet the CAN's goals for accomplishing identified projects.

SECTION 5.3 - OTHER COMMITTEES

The CAN shall have the ability to form such other committees as needed and appropriate. Subcommittees shall report their activities to the CAN and to the BFT Board on a regular basis.

SECTION 6 - AMENDMENTS

[Edited as follows:

[Original Text:

Recommendations of amendments to these Standing Rules can be approved at any regular meeting of the CAN by a two-thirds vote of the total current CAN membership, provided the

proposed amendment was submitted in writing at the previous regular meeting.
All amendments
to the Standing Rules of the BFT CAN must be approved by the BFT Board of
Directors.

[Revised Text:

Recommendations of amendments to these Bylaws...

All amendments to the Bylaws ...

[End of Edit