

## **Metropolitan Area Planning Agency**

# **Coordinated Transit Committee Bylaws**

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### **ARTICLE 1 – ORIGIN AND PURPOSE**

#### **Section 1: Name**

The name of this committee shall be the Coordinated Transit Committee (CTC) of the Metropolitan Area Planning Agency.

#### **Section 2: Origin**

This committee is a sub-committee of the Transportation Technical Advisory Committee (TTAC) of the Metropolitan Area Planning Agency.

#### **Section 3: Purpose**

The purpose of the Coordinated Transit Committee is to advise TTAC, committee members, and associated stakeholders on coordination of public transit and paratransit services in the MAPA region, related plans, programs, policies, and procedures which serve to impact the senior, low income, and/or disabled communities. Specific programs for which the CTC may provide input include but are not limited to the Federal Transit Administration's Section 5310 program and the Veterans Transportation Community Living Initiative.

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# **ARTICLE 2 – ORGANIZATION**

## **Section 1: Membership**

- A. Composition: Committee membership shall be recommended to the Chairperson of the Transportation Technical Advisory Committee for appointment in accordance with the following:

- a. Status as a provider of public transportation services,
- b. Operator of social service programs requiring specialized transit service,
- c. Advocate for coordination of existing public transit services,
- d. User of the public transit system.

Members shall be individuals representing jurisdictions or organizations that have a direct responsibility in public transit, operations, social services, disabled individuals, veterans, senior citizens, low-income and/or minority populations. The CTC shall consist of a minimum of eleven (11) and a maximum of twenty-five (25) official voting member agencies as well as non-voting members. The official membership shall be kept by the CTC Chairperson.

The bylaws of the CTC shall restrict organizations from compiling more than one voting position. Voting members who are not able to attend meetings shall be allowed to send a proxy to represent their organization. Subcommittees of the CTC may include non-voting members.

- B. Terms of Appointment: Appointment shall be for one year commencing July 1 to coincide with the MAPA fiscal year. Committee members shall be eligible for reappointment. Committee members shall be appointed by the chairperson of the Transportation Technical Advisory Committee or by vote of the CTC.

Appointments to fill vacancies on the Coordinated Transit Committee will be made by the chairperson of the Transportation Technical Advisory Committee or by vote of the CTC as vacancies occur. Non-member agencies who wish to apply for CTC membership must first attend three (3) consecutive CTC meetings and then can request a membership vote from the Committee.

Any voting member that accrues three (3) absences during one MAPA fiscal year (July 1 - June 30) will lose the ability to vote until the CTC votes, using the standard procedure described in Article 3 of these bylaws, to restore it. The date such restoration is effective will be determined at the time of that vote. See Article 3, Section 5 of these bylaws for more information on absences.

- C. Responsibilities: The Coordinated Transit Committee shall be responsible for:
- 1. Review and make recommendations pertaining to transit planning and policy;

2. Determine methodology for the evaluation and selection of grant funding applications;
3. Assist with the maintenance and update of the MAPA Coordinated Transit Plan;
4. Work to coordinate transit services in the MAPA Region;
5. Carry out duties as directed by the transportation technical advisory committee;
6. Assisting in the preparation of the MAPA Transportation Improvement Program, Unified Planning Work Program, Long Range Transportation Plan, and Annual Report;
7. Ensuring that the social, economic, environmental, and accessibility impacts of transit projects are considered during the planning process.

## **Section 2: Officers**

### **A. Appointment/Election of Officers:**

#### **1. Coordinated Transit Committee Chairpersons**

Two Committee Chairpersons shall be elected by the members of the Coordinated Transit Committee. The elected Chairpersons must be approved by the TTAC Chairperson at the beginning of each fiscal year. A vacancy in this office shall be filled by election after the vacancy occurs and must be approved by the TTAC Chairperson.

#### **2. Alternate Chairperson**

In the event that both Chairpersons cannot attend a meeting, MAPA Staff will assume responsibility for conducting a meeting.

- B. Terms of Office:** The committee officers shall serve one-year terms concurrent with the MAPA fiscal year. These offices are eligible for re-election and are not subject to term limits

### **C. Duties of Officers:**

The Chairpersons shall call and preside at all meetings of the Coordinated Transit Committee. The Chairpersons shall approve agendas, provide communication between the committee and the MAPA Transportation Technical Advisory Committee, and represent the Committee in the other usual duties of the office.

## **Section 3: MAPA Staff Liaison**

The Executive Director of MAPA shall assign staff to assist and advise the Committee in carrying out the purposes set forth in these bylaws.

# **ARTICLE 3 – MEETINGS**

## **Section 1: Date and Time of Meetings**

The Coordinated Transit Committee shall have regular meetings occurring at least quarterly. The regular meeting date and time shall be established by the Committee at its initial meeting, subject to change at a later date if necessary. The Chairperson shall call special meetings as needed.

## **Section 2: Notice of Meetings**

The notice of meetings shall be emailed to committee members at least seven days in advance of the meeting date whenever possible. The agenda, minutes and other materials shall be emailed with the meeting notice whenever practical. The agenda of an upcoming meeting shall be kept continually current and shall be available for public inspection at the office of MAPA during normal business hours. Furthermore, the agenda and meeting materials shall be posted to the MAPA website no fewer than seven days prior to the meeting for public review.

## **Section 3: Quorum and Voting**

The participation of  $\frac{1}{3}$  of the current voting members of the Coordinated Transit Committee shall constitute a quorum with a minimum quorum of five (5) members regardless of total membership. The vote of a simple majority of members present shall decide questions brought before the Committee. The Chairperson will be considered as part of the quorum and shall vote.

Members must be present in person to vote. If voting members are unable to attend the Committee meeting in person, they may designate a proxy representative who shall possess their voting privileges for the designated meeting.

## **Section 4: Operating Rules**

Meetings of the Coordinated Transit Committee shall be conducted under Robert's Rules of Order unless provided to the contrary by these Bylaws.

## **Section 5: Absences**

Any Committee participant who will be absent from a meeting shall have the right to designate a representative to serve in their place. Virtual attendance is allowed and will not count as an absence. See Article 2, Section 1-B for more information on maintaining membership status.

## **Section 6: Meeting Participation**

The Chairperson shall have authority to limit discussion in order to transact the business before the committee.

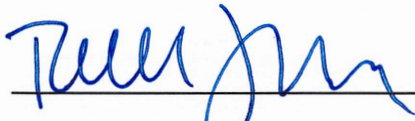
# **ARTICLE 4 – AMENDMENT OF BYLAWS**

## **Section 1: Procedures for Amending Bylaws**

The Bylaws shall be amended only by approval of the Transportation Technical Advisory Committee upon recommendation of the Coordinated Transit Committee as provided by Section 3 of Article III of these bylaws.

## ARTICLE 5 – APPROVAL

Approval of these bylaws is recommended by the CTC this 14 day of August 2024



Rich McFall, Co-Chair

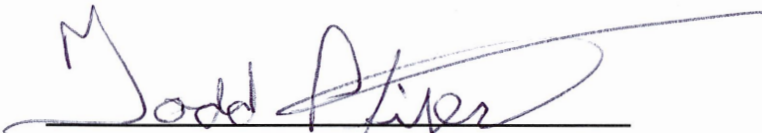
MAPA Coordinated Transit Committee



Melanie Davis, Co-Chair

MAPA Coordinated Transit Committee

Adopted this 21 day of June 2024



Todd Pfitzer, Chairperson

MAPA Transportation Technical Advisory Committee