

Metropolitan Area Planning Agency

Coordinated Transit Committee Bylaws

ARTICLE I – 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 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 para-transit services in the MAPA region, related plans, programs, policies, and procedures which serve of 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.

ARTICLE II – 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:
- Status as a provider of public transportation services,
 - Operator of social service programs requiring specialized transit service,
 - Advocate for coordination of existing public transit services,
 - 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 one (21) official voting member agencies as well as non-voting members. The official membership shall be kept by the CTC Chairperson. The initial membership shall be as shown on Appendix A.

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.

Appointments to fill vacancies on the Coordinated Transit Committee will be made by the chairperson of the Transportation Technical Advisory Committee 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.

- 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 Annual MAPA Transportation Improvement Program;
7. Assisting in the preparation of an Annual Report;
8. Assisting in the preparation of an Annual Unified Planning Work Program;
9. Assisting in the preparation of updated Long Range Transportation Plans;
10. Ensuring that the social, economic, and environmental impacts of transit projects are considered during the planning process.

SECTION 2: OFFICERS

- A. Appointment/Election of Officers:

1. Coordinated Transit Committee Chairperson

The Committee Chairperson shall be elected by the members of the Coordinated Transit Committee. The elected Chairperson 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. Coordinated Transit Committee Vice Chairperson

The Committee Chairperson shall be elected by the members of the Coordinated Transit Committee. The elected Vice Chairperson 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.

In the event that the Committee Chairperson cannot attend the meeting, the Vice Chairperson will assume the responsibilities of the Chairperson.

3. Temporary Chairperson

In the event that both the Chair and Vice Chair 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 Chairperson shall call and preside at all meetings of the Coordinated Transit Committee. The Chairperson 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.

The Vice Chairperson shall perform the duties of the Chairperson in their absence and shall perform other duties as the Chairperson may assign.

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 III – 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 seven voting members of the Coordinated Transit Committee shall constitute a quorum. 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.

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, as well as the Nebraska Open Meetings Act.

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. Three unexcused absences shall be cause for consideration of

removal from the Committee. Member agencies that have ceased attending CTC meetings can be removed from membership after that agency's third unexcused absence by a two thirds vote.

SECTION 6: MEETING PARTICIPATION


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

ARTICLE IV – AMENDMENT OF BYLAWS

SECTION 1: PROCEDURES FOR AMENDING BYLAWS

The Bylaws shall be amended only by a majority vote of the Transportation Technical Advisory Committee.

Adopted this 22nd day of August, 2014



Dennis Wilson, Chairperson
MAPA Transportation Technical Advisory Committee

9/12/14 
Date _____ MAPA Legal Review

8/20/2014
Date _____ CTC Approval