

Metropolitan Area Planning Agency

Coordinated Transit Committee Bylaws

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 senior citizens, individuals with disabilities, and/or low income 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.

Definitions for terms such as "senior citizens", "disability", and "low-income" shall be consistent with federal program definitions (e.g. HUD, ADA, Title VI).

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 eligibilities:

- 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.

The CTC shall consist of a minimum of eleven (11) and a maximum of twenty-five (25) official voting members as well as non-voting members. The official membership shall be kept by the CTC Chairperson.

Any organization shall be limited to one official voting representative. 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.

Voting rights may be restored through a simple majority vote of the CTC at any regular meeting, upon request by the member. Members must be present or represented by a proxy at that meeting to be reinstated.

- 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 5310 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; ensuring that the social, economic, environmental, and accessibility impacts of [transit projects](#) are considered during the planning process.

Each member shall disclose any potential personal conflict of interest prior to participation in any vote related to funding recommendations.

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 one-third 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 Chairpersons will be considered as part of the quorum and shall vote.

When a meeting of the Committee is conducted virtually, without an in-person option, the Committee may allow for virtual voting, maintaining other provisions outlined in this section, provided that a quorum is met.

When a meeting of the Committee is conducted in-person or in hybrid format, 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.

Section 7: Subcommittees and/or Working Groups

The Committee may establish subcommittees as needed to address specific areas of interest. Subcommittees may include voting and non-voting members and shall report their findings and recommendations to the full 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 a two-thirds vote of present voting members at a regular meeting where quorum is met. The amendment shall then be submitted to the TTAC for approval.

ARTICLE 5 – APPROVAL

Approval of these bylaws is recommended by the CTC this 23 day of September 2025


Rich McFall (Sep 22, 2025 12:03:31 CDT)

Rich McFall, Co-Chair

MAPA Coordinated Transit Committee


Melanie Davis (Sep 23, 2025 08:34:59 CDT)

Melanie Davis, Co-Chair

MAPA Coordinated Transit Committee

Adopted this 8 day of October 2025


Todd Pfitzer (Oct 8, 2025 08:51:59 CDT)

Todd Pfitzer, Chairperson

MAPA Transportation Technical Advisory Committee

CTC Bylaws 2025 Update

Final Audit Report

2025-10-08

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