

PROPOSED CHANGES - DRAFT

Name:

The name of the **Committee shall be Tri-County Community Action, Transportation Division, Carroll County Transit Advisory Committee (herein called TCCAP/CCTAC)** These bylaws shall provide the procedures for conduct of business of the Committee.

Purpose:

To act as a sounding board and advise on the development and implementation of a public transit system for Tri-County CAP's (TCCAP), Transportation Division, otherwise known as Carroll County Transit (CCT); to be a resource of ideas for TCCAP/CCT; to review and disseminate information from TCCAP/CCT, regarding information on implementing and usage of the system to area agencies whom may participate in the project and to the general public.

Membership and Subcommittees:

Membership and Subcommittee composition shall be established by the committee members. Each subcommittee shall have the responsibility of specific tasks necessary to assist TCCAP/CCT in the development, implementation, operation, and sustainability of a public transportation system in Carroll County.

Membership Eligibility Criteria:

The Committee shall be comprised of representatives from organizations, businesses, and citizen members as follows:

- Organizational members – Any of the following organizations can automatically a member of the Advisory Committee.
 - Any public, private non-profit, or for-profit organization/business based in Carroll County which currently funds, arranges, provides, or needs such transportation services for its citizens, clients, or customers;
 - Any regional public transportation agency or state/regional agency involved in the planning or provision of public/passenger transportation;
 - Organizations representing groups of consumers and constituents that would be positively affected by such mobility and access improvements in Carroll County;
 - Representatives of town select boards, county commissioners and legislatures;
 - Citizen members
- Citizen members – Citizen members should take an active interest in improving mobility for seniors, persons with disabilities, and the general public.

Rights and Responsibilities of Membership

Each member is afforded one full vote on any decision put to a vote. Each organizational member's vote can be cast by his/her representative or alternate representative. Citizen members must be present at meetings to vote; proxy votes for citizen members will not be permitted.

PROPOSED CHANGES - DRAFT

To be in “good standing,” a member (1) must attend at least 75% of the regular monthly meetings; and (2) must participate in some facet of the Committee’s work program.

Officers of the Committee

The Officers of the Committee shall be as follows:

- Chair
- Vice Chair
- TCCAP Transportation Division full time staff person
- Secretary

If the CCTAC is still in existence after one year the term of each officer shall be one year excluding the TCCAP Transportation Division full time staff person. Officers may serve multiple terms. Nominees for the CCTAC Officer Positions shall be taken from CCTAC membership

Election of Officers and Operating Year

The Committee’s operating year shall begin on July 1 and run through June 30. Officers (excluding TCCAP staff person) will be elected by majority vote on an annual basis at the Committee’s regular July meeting. Nominations for officers must be given to the Secretary no later than at the Committee’s June meeting of the calendar year.

Responsibilities of the Officers

- The Chair, or in the event of his/her absence, the Vice Chair, shall preside at all meetings of the Committee; but neither shall be deprived of his/her right to vote.
- The Chair or Vice Chair shall perform such other duties as may from time to time be voted on by the Committee as necessary or convenient for carrying out the business of the Committee.
- The TCCAP/NCT full time staff person will be responsible for overseeing provider/operator federal, state, and agency requirements and regulations.
- The Secretary shall be responsible for disseminating information to Committee members, writing Committee correspondence, keeping meeting attendance records, and taking minutes of meetings.
- If it is found that an Executive Committee would be necessary, then collectively the Chair, Vice Chair, TCCAP staff person, and Secretary shall comprise the Executive Committee.
- The Chair, Vice Chair, TCCAP staff person, and Secretary must be members in good standing.

Vacancies

If an officer vacates an office for any reason (non-attendance, resignation), the Chair (or Vice Chair if the vacancy is the Chair) shall declare the vacancy at the next regularly

PROPOSED CHANGES - DRAFT

scheduled meeting. The Chair (or Vice Chair if the vacancy is the Chair) will announce the vacancy and will accept nominations from the floor. If nominations from the floor are accepted, voting will take place at the next scheduled meeting. If nominations are not accepted, a subcommittee will be formed to seek nominees for the vacant position, nominees will be announced at the next scheduled meeting, if nominees accept the nominations voting will take place.

Removal of Officers

Members, by 2/3 vote of members present, may remove an officer. An officer under consideration for removal should have the opportunity to be advised and be able to speak to the concerns of the membership. If the Tri-County CAP Transportation Division Representative were to be up for removal the staff person's supervisor would be notified of the situation and if decided to remove the person the CAP Supervisor would put another representative in place until the committee moves from being an advisory committee for the project to a Regional Coordinating Council. Such matters and discussions should take place in an executive session. The officer under consideration for removal may be given a 30-day period to correct any deficiencies before the vote is taken.

Meetings of the Committee

Regular Meetings

The Committee shall meet monthly on the first Tuesday of each month at the CAP Resource Building in Tamworth from 1:30 P.M. to 3:00 P.M. or on another date and/or at another time and place at the call of the Chair. The Committee may vote at a prior meeting not to hold the next regular monthly meeting. The Chair may also cancel a regular monthly meeting. At the regular meetings, the Committee may take such actions, or conduct such other business as are on the agenda or may otherwise be properly brought before it.

Special Meetings

The Chair, or in the event of his/her absence, the Vice Chair may call a special meeting of the Committee as required and shall call a special meeting at the request of one-third (1/3) of the members. Business at special meetings shall be limited to the subjects stated in the call for them.

Information Meetings

The Chair may call an informational meeting as may be required for the presentation and dissemination of reports, analyses, or other data, and for the informal discussion thereof by the Committee. No formal action by the Committee shall be taken at such meetings. Information may be introduced and discussed at such meetings, but formal debate and

PROPOSED CHANGES - DRAFT

action will take place only at future regular or special meetings.

Meeting Notice and Agenda; Open Meetings

Not less than seven days advance notice in writing of regular or informational meetings shall be given to all members. Not less than three business days advance notice in writing of special meetings shall be given to all members. Such notices shall contain the time, place, proposed agenda, proposed resolutions on substantive matters, and the substance of any matter proposed to be voted on.

All meetings of the Committee shall be subject to the open meetings act. All meetings of the Executive Committee shall be posted three business days in advance, and shall be open to all Committee members.

Structure and Conduct of Meetings

Parliamentary discretion for the conduct of meetings shall be vested with the Chair. Committee procedures shall provide an opportunity for all members to be heard on any given issue and for the efficient conduct of business.

Public Participation at Meetings

Any person is welcome to attend all regular and special meetings of the Committee and permitted to address the Committee members under direction from the Chair.

There shall be two separate opportunities for public comment in these meetings – the first shall be specific to agenda items, the second specific to other business. The Chair shall dictate when these opportunities shall occur in the agenda. Each public comment shall be limited to 3 minutes. This limit may be extended at the discretion of the Chair.

Sub-Committees of the Advisory Committee

Sub-committees shall be established or continue standing committees as may be necessary or convenient for carrying out the business of the Advisory Committee. Standing committees will be chaired by members of the Advisory Committee but can include non-Committee members. Standing committees may include:

•• Executive Committee - if found to be necessary

Recommended role:

1. Oversee the Advisory Committee and if necessary, to act on behalf of the Advisory Committee during on-demand activities that occur between meetings (these acts are later presented to the Advisory Committee for review and approval).
2. Ensure that the organization is supported to obtain implementation outcome and

PROPOSED CHANGES - DRAFT

sustainability in accordance with Advisory Committee goals.

Recommended membership: consists of a minimum of a Chair, Vice Chair, TCCAP Transportation Division full time staff person and a secretary.

•• Marketing Committee –

Recommended role:

1. Use marketing plan to market and educate public.
2. Work within marketing budget.
3. Monitor development of printed materials.
4. Evaluate marketing efforts and materials.
5. Report to full Advisory Committee.

Recommended membership: Members of the Advisory Committee, general public, and a TCCAP Transportation full time staff person.

•• Membership Committee:

1. Ensure that TCCAP/CCTAC membership reflects the diversity of the community, including representatives from various socioeconomic groups, transportation providers, social service agencies, regional and state representatives, as appropriate, and the general public.
2. Develop and effective recruitment plan and orientation plan.

Recommended membership: Consists of members of the Advisory Committee and a TCCAP Transportation full time staff person.

•• Design/Operations Committee –

Recommended role:

1. Work with NCT Operations Manager to finalize routes, stops, and schedules.
2. Monitor efficacy of route design and stop schedule.
3. Report to full Advisory Committee.

Recommended Membership: Members of the Advisory Committee and a TCCAP Transportation full time staff person.

•• Finance Committee –

Recommended role:

1. Work to raise matching funds for capital and operating expenses

Recommended membership: Members of the Advisory Committee and a TCCAP Transportation full time staff person.

PROPOSED CHANGES - DRAFT

Additional subcommittees can be established if deemed necessary or convenient to conduct the business of the Advisory Committee.

Amendments

These by-laws may be amended by the affirmative vote of 2/3 vote of the Advisory Committee members present at a regular meeting thereof, if the notice of such meeting has contained a copy of the proposed amendment. Amendments are considered a substantive issue.

Votes

All committee recommendations shall be by simple majority vote of CCTAC members.

Meeting Minutes

Minutes shall be mailed out to members within 10-14 working days of the meeting.

Effective Date

These by-laws will become effective upon adoption by 2/3 vote of the Committee present.