

**BY-LAWS OF THE
CAPITAL AREA REGIONAL TRANSIT COORDINATION COMMITTEE**

1 NAME AND PURPOSE

- 1.1 Name:** The name of the committee is the Capital Area Regional Transit Coordination Committee (the "RTCC").
- 1.2 Purpose:** The RTCC has been established to ensure the benefits of the State's public transportation and health and human service transportation resources are optimized through coordination of services throughout the Capital Area Council of Governments (CAPCOG) region of Texas, which consists of Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis and Williamson counties.
- 1.3 Key Activities:**
- 1.3.1** Improve the delivery of transportation services
 - 1.3.2** Generate efficiencies in operation that can lead to increased levels of service
 - 1.3.3** Enhance customer service and satisfaction
 - 1.3.4** Encourage cooperation and coordination

2 MEMBERS

- 2.1 Members:** The RTCC is comprised of a total of 30 voting members and 2 ex-officio non-voting members. All members are to be from throughout the region to best provide direction and oversight throughout the planning process. Members include:
- 2.1.1** Four representatives from Public Transportation Authorities, Rural Transit Districts and other Public Transportation Operators, including
 - Hill Country Transit District (as an ex-officio, non-voting member)
 - Capital Metropolitan Transit Authority
 - Capital Area Rural Transportation System
 - City of Round Rock
 - 2.1.2** One representative from Intercity Transportation Providers
 - 2.1.3** Two representatives from Agencies that Fund Public Transportation for the General Public
 - 2.1.4** Four representatives from Client Transportation Providers, including
 - One member from HHS MTP
 - 2.1.5** One representative from recipients of FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities to provide client transportation
 - 2.1.6** Four representatives from health and human service agencies who fund or purchase transportation for clients
 - 2.1.7** Two representatives from regional transportation planning organizations
 - 2.1.8** One representative from elected officials, local governments
 - 2.1.9** One representative from agencies who provide services for clients who need transportation
 - 2.1.10** Two representatives from advocates for those who use or need public transportation and advocates for transit coordination
 - 2.1.11** Two representatives from users of public transportation, including
 - One urban user
 - One rural user
 - 2.1.12** One representative from interested general public
 - 2.1.13** One representative from university transportation provider
 - 2.1.14** One representative from private sector providers
 - 2.1.15** One representative from faith based transportation provider
 - 2.1.16** One representative from sponsor of volunteer driver programs

- 2.1.17 One representative from student transportation
- 2.1.18 One representative from business community
- 2.1.19 One representative from Office of Mobility Management (as an ex-officio, non-voting member)
- 2.2 **Membership Vacancies:** The RTCC will accept applications for vacancies during the months of January and July, each year, then at its first regularly scheduled meeting, following those months, discuss the applications and vote on whether to accept the applicant.
 - 2.2.1 The Chair has the authority to make additional calls to fill membership vacancies.
- 2.3 **Attendance:** Members are expected to attend all quarterly meetings. If a member cannot attend, his/her alternate is expected to attend.
 - 2.3.1 A member shall forfeit their membership if no one from the represented organization is present at two (2) consecutive meetings.
 - 2.3.2 If a member forfeits their membership, the alternate for that organization will be asked to participate on the RTCC.
 - 2.3.3 If the alternate does not wish to participate, the Chair may make an additional call to fill the vacancy or wait until the next bi-annual membership vacancy process.
- 2.4 **Member Proxy:**
 - 2.4.1 Written notice is required for members to be represented by proxy, either short-term, long-term or permanently.

3 OFFICERS

- 3.1 **Officers:** The officers of the RTCC consist of a Chair and Vice-Chair.
- 3.2 **Elections:** Officers shall be elected at the first regularly scheduled meeting of each calendar year. Elections shall be conducted as follows:
 - 3.2.1 Nominations shall be made during the month of January and sent to the assigned person from the lead agency.
 - 3.2.2 All nominations will be placed on a paper ballot.
 - 3.2.3 Ballots shall be distributed at the first regularly scheduled meeting of the year.
 - 3.2.4 All present members shall cast their vote for Chair and Vice-Chair.
 - 3.2.5 Completed ballots shall be submitted to the assigned person from the lead agency and tallied by that person.
 - 3.2.6 Once all votes are tallied the results shall be read aloud.
 - 3.2.7 In the event of a tie, the two names shall be read aloud, votes cast on blank paper, submitted to the assigned person from the lead agency, tallied by that person, and results shall be read aloud.
- 3.3 **Term:** Officers serve a one-year term, beginning on the date of election.
- 3.4 **Duties:**
 - 3.4.1 Chair - The Chair shall call meetings of the RTCC to order and shall conduct the meetings.
 - 3.4.2 Vice-Chair - The Vice-Chair shall perform the duties of the Chair in the event of the Chair's absence and other activities, as directed by the Chair.
 - 3.4.3 In case the Chair and Vice-Chair are absent or unable to perform their duties, the RTCC may appoint a Chair Pro-Tem.

4 WORKING GROUP

- 4.1 Establishment:** The Chair, at his/her discretion, may create a working group(s), utilizing the criteria listed below.
- 4.2 Members:** This working group shall consist of five members of the RTCC.
- 4.3 Duties:**
- 4.3.1** The working group shall collaborate, discuss and prepare any materials required by the membership at large
 - 4.3.2** Examples include the annual workshop, plan updates, survey preparation, amendments to By-Laws and other materials as required
 - 4.3.3** Report progress and results to membership at RTCC meetings for discussion and/or adoption
- 4.4 Term:** From the date of appointment, the working group members serve a one-year term.
- 4.5 Appointments:** At the first regularly scheduled meeting of the year, the Chair shall ask for volunteers to serve on the working group.
- 4.5.1** From those that volunteer the Chair shall choose five members who will serve.
 - 4.5.2** In the case there are no volunteers the Chair shall appoint five members to be in the Working Group.
- 4.6 Attendance:** If volunteer is not materially participating, that volunteer can be replaced.
- 4.6.1** The Chair has the discretion to change the membership of the working group, as he/she sees fit.

5 MEETINGS

- 5.1 Meetings:** Regularly scheduled meetings are to be held on a quarterly schedule. The schedule, for the following year, will be determined at the last meeting of the current year. Once established, the meeting calendar will be posted on the RTCC website and a meeting invite for each meeting will be sent to each RTCC member.
- 5.2 Special Meetings:** Special meetings of the RTCC may be called upon request.
- 5.3 Notice:** At least 10 business days before each meeting an agenda, will be sent to each RTCC member via electronic transmission.
- 5.4 Open Meetings:** All regular and special meetings of the RTCC shall be open to the public.
- 5.5 Conduct:** Except where these By-Laws require otherwise, *Robert's Rules of Order* shall govern the conduct of all RTCC regular and special meetings.

6 QUORUM

- 6.1 Quorum:** One-third of the total voting membership, excluding vacancies, constitutes a quorum for conducting RTCC business.

7 VOTING

- 7.1 Voting:** All actions and recommendations of the RTCC shall be approved by a simple majority of the voting members present.

8 AMENDMENTS

- 8.1 Amendments:** Any RTCC member may recommend an amendment to these By-Laws at a regular or special meeting.