

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
11	07/27/09	Open	Action	07/02/09

Subject: Approving Revisions to the Bylaws of the Mobility Advisory Council (MAC)

## ISSUE

Whether to approve revisions to the Bylaws of the Mobility Advisory Council (MAC).

## RECOMMENDED ACTION

Adopt Resolution No. 09-07 \_\_\_\_, Approving Revisions to the Bylaws of the Mobility Advisory Council (MAC).

## FISCAL IMPACT

There is no fiscal impact of this action.

## DISCUSSION

Sacramento Regional Transit District's (RT) Mobility Advisory Council (MAC) was formed in 2005 as a voluntary advisory body to replace its previous, longstanding Disabled and Elderly Committee for Accessible Transportation (DECAT). The MAC is comprised of key members of agencies and organizations, as well as members of the general public, who are transit users and/or recognized for their advocacy and community service on behalf of the senior and disabled community. The object and purpose of the MAC is to advise RT on system accessibility features and improvements, provide communication between RT and key stakeholder groups whose interests are representing persons with disabilities and older adults, and represent public transportation interests for persons with disabilities and older adults.

In June 2008, MAC authorized its Executive Committee to review its Bylaws and make recommendations for revisions. MAC approved the recommended revisions to the existing Bylaws at its October 2, 2008 meeting. MAC approved additional recommended revisions to the Bylaws at its June 30, 2009 meeting. Attachment 1 contains draft revisions of the Bylaws, with all new language underlined and language proposed for removal stricken; an unmarked draft is attached as Exhibit A. Attachment 2 contains written correspondence from the MAC Chair, regarding the Council's recommendation for revisions to its Bylaws.

The proposed changes are fairly minor and are recommended for purposes of clarification. Under Article III – "Members", language would be revised to allow for filling member vacancies as necessary, instead of annually. In addition, the attendance policy would be revised to indicate that missing three consecutive meetings, regardless of cause, will lead to a membership review before potential removal. Under Article III, Section 5, the term of membership would be revised to reflect four (4) year terms, rather than three (3) year terms. In addition, the General Manager/CEO would be authorized to allow individual members to serve an additional term. Finally, the revised

Approved:



General Manager/CEO

Presented:



Director of Accessible Services and Customer Advocacy

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language in Article III would specify that an organizational designee will continue serving, regardless of term limits, until a new member is appointed.

Article IV – “Officers” would add Sections C and D to call for Standing Committee Chairs and Vice Chairs, with each Standing Committee electing the Standing Committee Chair and Vice Chair positions. A modification in Article IV, Section 2, would change the Nomination Procedure, Time of Elections. The Chair would recommend a Nominating Committee at the MAC meeting in September rather than July, with a Nominating Committee report at its regular meeting in October; elected officers would take office at the meeting in January. In Article IV, Sections 3 and 5, language would be revised to require an accessible ballot for elections and removal. In Article IV, Section 4, the General Manager/CEO would be authorized to allow a Chair or Vice Chair to serve an additional two-year term.

Under Article V - “Meetings”, Section 1, a change would be made to require regular monthly, rather than bi-monthly, MAC meetings. In Article V, Section 2, Standing Committee meetings would be scheduled as needed rather than held every other month. In addition, new language would clarify that a Standing Committee Chair may cancel a Standing Committee meeting.

In Article VI - “Executive Committee”, Section 1, language would be added to clarify that the officers of MAC and the Chair of each MAC Standing Committee shall constitute the Executive Committee. Language would also be added to clarify that during Standing Committee Chair absences, the Standing Committee Vice Chair shall be a member of the Executive Committee, subject to availability.

In Article VII - “Committees”, Section 1, language would be added to clarify that the Standing Committees’ Vice Chair, in addition to the Chair, shall be elected by nominations from the floor and a majority vote by the Committee after the expiration of a two-year term. Language would also be added to emphasize that each MAC member must serve on at least one standing committee.

Staff recommends approval of the revisions to the Bylaws of the MAC.

**Sacramento Regional Transit District (RT)  
Mobility Advisory Council  
BYLAWS**

ARTICLE I – NAME

The name of this organization shall be MOBILITY ADVISORY COUNCIL and may be referred to as “MAC.”

ARTICLE II – OBJECT

In accordance with Sacramento Regional Transit District’s commitment to compliance with the Americans with Disabilities Act (ADA) and mobility for persons with disabilities and older adults, the object and purpose of the MAC, organized as an advisory council, shall be:

1. Advise on system accessibility features and improvements;
2. Provide a communications link between RT and key stakeholder groups whose interests are representing persons with disabilities and older adults; and,
3. Represent interest areas for persons with disabilities and older adults.

The MAC will annually review and adopt a work plan to achieve the object and purpose set forth above.

ARTICLE III – MEMBERS

Section 1. Maximum Membership. The membership of this Council shall be limited to twenty-one (21) representatives.

Section 2. Membership Categories.

Representation will be composed of the following categories:

- A. Fifteen (15) Agency or Organizational Representatives. Agency or organizational representatives shall have direct affiliations with agencies or organizations providing services or advocacy for persons with disabilities and older adults. The composition of representatives will reflect a balance across various types of disabilities. In selecting representatives, RT shall strive to achieve balanced representation of service and advocacy interests.
- B. Six (6) At -Large Representatives, of which three (3) are representatives of older adults and (3) are representatives of persons with disabilities. Members who serve as representatives of persons with disabilities should reflect a

balance across various types of disabilities. At-Large members will preferably be users of the RT fixed-route and/or paratransit system.

Sacramento Regional Transit District (RT) staff shall obtain nominations ~~annually~~ as necessary to fill terms and vacancies and present them to the RT General Manager/CEO for confirmation. Nominations will be made through the recommendations of established organizations representing older adults and persons with disabilities throughout the RT service region. Member organizations will be identified on the MAC membership representation list prepared annually by RT staff and approved by the RT General Manager/CEO. As part of this review process, the organization representation list may be modified, or, if organizational representative positions are unfilled, staff may be directed by the GM/CEO to fill the organizational representative positions with at-large members. During the calendar year, if membership levels drop, the Council may take action to recommend to the GM/CEO that positions be filled by other organizations or at-large members. Individuals may nominate themselves as at-large members; however, letters supporting the nomination from established organizations are encouraged. Employees of RT and its contractors directly involved in the provision of public transit services may not be members of the MAC.

The selection process shall include the review of written applications and an oral interview for all at-large positions. The interview panel shall include three to five representatives of persons with disabilities and older adults. RT staff members shall be represented on the panel and other members may be named by the General Manager/CEO at his or her discretion. Initial Selection Panel membership shall be recommended by RT staff and endorsed by the General Manager/CEO.

RT staff shall compile the Selection Panel's recommended candidate list (new members and replacement members) and present the candidate list to the RT General Manager/CEO. The RT General Manager/CEO shall make the final selection of membership.

Section 3. Attendance Policy. Member absences will be tracked by RT staff and justification for good cause will be reviewed in consultation with the Chair. MAC members must attend a majority of the regularly scheduled meetings each year. Those who do not attend a majority of these meetings, or miss three consecutive meetings, regardless of cause, will have their membership reviewed and will be subject to removal from the MAC at the discretion of the RT General Manager/CEO.

Section 4. Resignations. Any member may resign by filing a written resignation with the General Manager/CEO.

Section 5. Term of Membership. The term of each member shall be for ~~three~~ four (4) years. Terms shall begin on January 1 and end on December 31 ~~three~~ four (4) years later. Terms shall be set by the General Manager/CEO so that no more than one-half of the terms expire each year. Members may be considered for re-appointment through the established nomination and appointment process. Members may serve no more than two consecutive terms, however the RT General Manager/CEO may, in his or her

discretion, allow a member to serve an additional term. Members appointed by organizations may continue until a new organizational designee is appointed.

Appointments of one-year or more shall be considered one term. Persons who have served two consecutive terms may re-apply for membership after a one-year absence from the MAC.

## ARTICLE IV – OFFICERS

Section 1. Officers and Duties. The officers of the MAC shall be a Chair and a Vice Chair. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the MAC. The officers may serve as liaisons to other RT advisory bodies and the RT Board of Directors.

A. Chair. MAC shall elect from its membership a Chair who shall preside at all meetings of the MAC. The Chair or his or her designee shall act as the primary spokesperson for the MAC and will perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the MAC.

B. Vice Chair. The Committee shall elect from its membership a Vice Chair who, in the absence or inability of the Chair to serve, shall have all of the powers of the Chair and shall perform all of those duties. The Vice Chair will perform such other duties from time to time as may be requested by the Chair.

C. Standing Committee Chair. Each Standing Committee shall elect from its membership a Chair who shall preside at all of its meetings. The Standing Committee Chair, or his or her designee, shall act as the primary spokesperson for the respective MAC subcommittee and will perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the MAC.

D. Standing Committee Vice Chair. Each Standing Committee shall elect from its membership a Vice Chair who, in the absence or inability of the Chair to serve, shall have all of the powers of the Chair and shall perform all of those duties. The Standing Committee Vice Chair will perform other duties from time to time as may be requested by the Standing Committee Chair.

Section 2. Nomination Procedure, Time of Elections. At the regular Council meeting in ~~July~~September, the Chair shall recommend a Nominating Committee of three (3) members that shall be confirmed by an action of the MAC. It shall be the duty of this Committee to nominate candidates who are members of MAC for the offices of Chair and Vice Chair to be filled at the regular meeting in November. The Nominating Committee shall report at the regular meeting in ~~September~~October. Before the election at the annual meeting in November, additional nominations from the floor shall be permitted. The current Chair and Vice Chair shall not participate on the Nominating Committee. The elected officers will take office at the meeting in January.

Section 3. Ballot Election, Term of Office. The Chair and Vice Chair shall be elected by secret and accessible ballot to serve for two (2) years, or the balance of their elected MAC membership if less than two (2) years. Those elected may serve beyond two (2) years if successors have not been elected. The Chair and Vice Chair shall alternate representation between an individual representing older adults and an individual representing persons with disabilities.

Section 4. Office Holding Limitations. The Chair and Vice Chair shall not be eligible to serve for more than two (2) consecutive two-year terms; however, the RT General Manager/CEO may, in his or her discretion, allow a Chair or Vice Chair to serve an additional terms. Persons who have served two consecutive terms may be re-elected to office after a one-year absence from office.

Section 5. Removal. The Chair or Vice Chair can be removed from office upon a vote of two-thirds of the MAC. The removal vote shall be by secret and accessible ballot.

## ARTICLE V – MEETINGS

Section 1. Regular Meetings. Regular Council meetings will be held every ~~other~~ month. Times and locations of regular meetings will be set by resolution adopted by the MAC. A regular meeting may be canceled by the Chair. MAC's annual cycle of meetings will begin with the January meeting and conclude with the November meeting each year. The January meeting will include review of the annual work plan. RT staff will develop the annual work plan in consultation with the MAC.

Section 2. Standing Committee Meetings. Standing committee meetings will be held ~~every other month~~ scheduled as needed. Times and locations of the meetings will be set by RT staff liaison. A standing committee meeting may be canceled by the Standing Committee Chair.

Section 3. Special Meetings. Special meetings may be called at any time by the Chair or by a majority of the MAC members. RT staff will provide written notice required for all special meetings, with such notice posted at least 72 hours before the meeting.

Section 4. Meetings Open to the Public. All regular and special meetings of the MAC and its committees shall be conducted in accordance with the requirements of the Ralph M. Brown Act (Government Code §54950 et seq.). Meeting agendas shall be posted by RT staff in a public place and distributed to all members at least 72 hours before the meeting.

Section 5. Quorum. A majority of the members then appointed to the MAC shall constitute a quorum for the purposes of conducting business.

Section 6. Voting. Each member of the MAC has a single vote.

Section 7. Actions. All actions of the MAC shall be by motion passed by a majority of the members present and voting.

Section 8. Adjournment. MAC may adjourn any meeting to a time and place specified in the motion of adjournment, but not beyond the next regular meeting.

## ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. Committee Composition. The officers of MAC and the Chair of each MAC's standing committees shall constitute the Executive Committee. In the absence of the Chair of a Standing Committee, the Vice Chair of that Standing Committee shall serve on the Executive Committee, subject to availability. The Executive Committee shall include the RT staff liaison, who shall serve as Secretary to the Committee.

Section 2. Executive Committee's Duties and Powers. The Executive Committee shall have general supervision of the affairs of the MAC between regular meetings, make recommendations to the MAC, and perform such other duties as are specified in these Bylaws. It shall be the duty of the Executive Committee to lead in the development of the monthly meeting agendas. The Executive Committee will recommend the ad-hoc committees and special meetings as needed to carry out the work plan. The Executive Committee shall be subject to the direction of the MAC, and the Executive Committee shall not take any action that will conflict with actions taken by the MAC, or the annual work plan. The Executive Committee will meet every other month on a day to be established by the Committee and additionally as needed.

## ARTICLE VII – COMMITTEES

Section 1. Standing Committees. Two (2) standing committees shall be established and shall report to MAC as a whole. The scope of work for the standing committees shall be guided by the annual work plan for the MAC and may focus on areas such as access, infrastructure, training, communications, and policies. The Standing Committees' Chair and Vice Chairs shall be elected after the expiration of a two-year term by nominations from the floor and a majority vote by the Committee. Standing Committees may recommend ad-hoc committees and special meetings to the Executive Committee as needed to carry out the work plan. Each MAC member shall serve on at least one standing committee.

Section 2. Nominating Committee. A Nominating Committee shall be established annually in alternate years to coincide with expiration of the terms of the Chair and Vice-Chair. This committee shall be responsible for reviewing and recommending officers of MAC as set forth in Article IV, Section 2.

Section 3. Other Committees; Chair's Ex-Officio Committee Membership. Such other committees, standing or special, shall be appointed by the Chair, or the Standing Committee Chair(s), as the MAC or the Executive Committee shall from time to time deem necessary to carry on the work of the MAC. The Chair shall be an ex-officio member of all committees except the Nominating Committee.

ARTICLE VIII – LIAISON WITH RT

There shall be an ongoing liaison between RT staff and the MAC. The RT General Manager/CEO shall designate an RT staff person to serve as liaison. The liaison shall prepare meeting notices, agendas, and minutes as required. The liaison shall provide information, technical assistance, and facilitation assistance during all MAC meetings.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern MAC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order MAC may adopt.

ARTICLE X – AMENDMENT OF BYLAWS

These Bylaws may be amended or repealed a any time by majority vote of the RT Board of Directors after consultation with, or by recommendation of, the MAC.

ARTICLE XI – TERM OF COUNCIL

The MAC shall remain in existence until discharged by action of the RT Board of Directors.



**JAN ZOLIN, CHAIR  
MOBILITY ADVISORY COUNCIL  
9108 Shady Hollow Way  
Fair Oaks, California 95628  
(916) 987-1629**

July 2, 2009

Steve Cohn, Chair  
Regional Transit Board of Directors  
PO Box 2110  
Sacramento CA 95812-2110

Re: Mobility Advisory Council's recommendation for revision of Bylaws

The Mobility Advisory Council (MAC) is recommending the RT Board of Directors approve the proposed Bylaw revisions.

In an attempt to make our Bylaws consistent with its current operations as well as other issues identified by staff and Council, the MAC requested its Executive Committee to review the Bylaws and make recommendations for revisions.

After the Executive Committee review, recommended revisions were presented and discussed at the October 2, 2008 meeting. The MAC approved the recommended modifications to the Bylaws as presented. The MAC also requested additional review of certain specific provisions not covered by the Executive Committee.

At the June 30, 2009 meeting, all revisions (prior and new) were presented and discussed, and the MAC took action to approve all recommended modifications to the Bylaws.

A copy of the Bylaws, highlighting the changes, is enclosed. We look forward to your review and approval of these revisions.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Jan Zolin  
Chair, Mobility Advisory Council

Enclosure

c/enc: RT Board of Directors  
RT Mobility Advisory Council  
Mike Wiley, GM/CEO  
Laura F. Ham, Director of Accessible Services and Customer Advocacy

RESOLUTION NO. 09-07-\_\_\_\_\_

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

July 27, 2009

**APPROVING REVISIONS TO THE BYLAWS OF THE MOBILITY ADVISORY  
COUNCIL (MAC)**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE  
SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the revised Bylaws of the Mobility Advisory Council (MAC), as set out in  
Exhibit A, are hereby approved.

\_\_\_\_\_  
STEVE COHN, Chair

ATTEST:

MICHAEL R. WILEY, Secretary

By: \_\_\_\_\_  
Cindy Brooks, Assistant Secretary

**Sacramento Regional Transit District (RT)  
Mobility Advisory Council  
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balance across various types of disabilities. At-Large members will preferably be users of the RT fixed-route and/or paratransit system.

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The selection process shall include the review of written applications and an oral interview for all at-large positions. The interview panel shall include three to five representatives of persons with disabilities and older adults. RT staff members shall be represented on the panel and other members may be named by the General Manager/CEO at his or her discretion. Initial Selection Panel membership shall be recommended by RT staff and endorsed by the General Manager/CEO.

RT staff shall compile the Selection Panel's recommended candidate list (new members and replacement members) and present the candidate list to the RT General Manager/CEO. The RT General Manager/CEO shall make the final selection of membership.

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Section 4. Resignations. Any member may resign by filing a written resignation with the General Manager/CEO.

Section 5. Term of Membership. The term of each member shall be for four (4) years. Terms shall begin on January 1 and end on December 31 four (4) years later. Terms shall be set by the General Manager/CEO so that no more than one-half of the terms expire each year. Members may be considered for re-appointment through the established nomination and appointment process. Members may serve no more than two consecutive terms, however the RT General Manager/CEO may, in his or her discretion, allow a member to serve an additional term. Members appointed by

organizations may continue until a new organizational designee is appointed. Appointments of one-year or more shall be considered one term. Persons who have served two consecutive terms may re-apply for membership after a one-year absence from the MAC.

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- A. Chair. MAC shall elect from its membership a Chair who shall preside at all meetings of the MAC. The Chair or his or her designee shall act as the primary spokesperson for the MAC and will perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the MAC.
- B. Vice Chair. The Committee shall elect from its membership a Vice Chair who, in the absence or inability of the Chair to serve, shall have all of the powers of the Chair and shall perform all of those duties. The Vice Chair will perform such other duties from time to time as may be requested by the Chair.
- C. Standing Committee Chair. Each Standing Committee shall elect from its membership a Chair who shall preside at all of its meetings. The Standing Committee Chair, or his or her designee, shall act as the primary spokesperson for the respective MAC subcommittee and will perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the MAC.
- D. Standing Committee Vice Chair. Each Standing Committee shall elect from its membership a Vice Chair who, in the absence or inability of the Chair to serve, shall have all of the powers of the Chair and shall perform all of those duties. The Standing Committee Vice Chair will perform other duties from time to time as may be requested by the Standing Committee Chair.

Section 2. Nomination Procedure, Time of Elections. At the regular Council meeting in September, the Chair shall recommend a Nominating Committee of three (3) members that shall be confirmed by an action of the MAC. It shall be the duty of this Committee to nominate candidates who are members of MAC for the offices of Chair and Vice Chair to be filled at the regular meeting in November. The Nominating Committee shall report at the regular meeting in October. Before the election at the annual meeting in November, additional nominations from the floor shall be permitted. The current Chair and Vice Chair shall not participate on the Nominating Committee. The elected officers will take office at the meeting in January.

Section 3. Ballot Election, Term of Office. The Chair and Vice Chair shall be elected by secret and accessible ballot to serve for two (2) years, or the balance of their elected

MAC membership if less than two (2) years. Those elected may serve beyond two (2) years if successors have not been elected. The Chair and Vice Chair shall alternate representation between an individual representing older adults and an individual representing persons with disabilities.

Section 4. Office Holding Limitations. The Chair and Vice Chair shall not be eligible to serve for more than two (2) consecutive two-year terms; however, the RT General Manager/CEO may, in his or her discretion, allow a Chair or Vice Chair to serve an additional term. Persons who have served two consecutive terms may be re-elected to office after a one-year absence from office.

Section 5. Removal. The Chair or Vice Chair can be removed from office upon a vote of two-thirds of the MAC. The removal vote shall be by secret and accessible ballot.

## ARTICLE V – MEETINGS

Section 1. Regular Meetings. Regular Council meetings will be held every month. Times and locations of regular meetings will be set by resolution adopted by the MAC. A regular meeting may be canceled by the Chair. MAC's annual cycle of meetings will begin with the January meeting and conclude with the November meeting each year. The January meeting will include review of the annual work plan. RT staff will develop the annual work plan in consultation with the MAC.

Section 2. Standing Committee Meetings. Standing committee meetings will be scheduled as needed. Times and locations of the meetings will be set by RT staff liaison. A standing committee meeting may be canceled by the Standing Committee Chair.

Section 3. Special Meetings. Special meetings may be called at any time by the Chair or by a majority of the MAC members. RT staff will provide written notice required for all special meetings, with such notice posted at least 72 hours before the meeting.

Section 4. Meetings Open to the Public. All regular and special meetings of the MAC and its committees shall be conducted in accordance with the requirements of the Ralph M. Brown Act (Government Code §54950 et seq.). Meeting agendas shall be posted by RT staff in a public place and distributed to all members at least 72 hours before the meeting.

Section 5. Quorum. A majority of the members then appointed to the MAC shall constitute a quorum for the purposes of conducting business.

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## ARTICLE VII – COMMITTEES

Section 1. Standing Committees. Two (2) standing committees shall be established and shall report to MAC as a whole. The scope of work for the standing committees shall be guided by the annual work plan for the MAC and may focus on areas such as access, infrastructure, training, communications, and policies. The Standing Committees' Chair and Vice Chair shall be elected after the expiration of a two-year term by nominations from the floor and a majority vote by the Committee. Standing Committees may recommend ad-hoc committees and special meetings to the Executive Committee as needed to carry out the work plan. Each MAC member shall serve on at least one standing committee.

Section 2. Nominating Committee. A Nominating Committee shall be established annually in alternate years to coincide with expiration of the terms of the Chair and Vice-Chair. This committee shall be responsible for reviewing and recommending officers of MAC as set forth in Article IV, Section 2.

Section 3. Other Committees; Chair's Ex-Officio Committee Membership. Such other committees, standing or special, shall be appointed by the Chair, or the Standing Committee Chair(s), as the MAC or the Executive Committee shall from time to time deem necessary to carry on the work of the MAC. The Chair shall be an ex-officio member of all committees except the Nominating Committee.

ARTICLE VIII – LIAISON WITH RT

There shall be an ongoing liaison between RT staff and the MAC. The RT General Manager/CEO shall designate an RT staff person to serve as liaison. The liaison shall prepare meeting notices, agendas, and minutes as required. The liaison shall provide information, technical assistance, and facilitation assistance during all MAC meetings.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern MAC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order MAC may adopt.

ARTICLE X – AMENDMENT OF BYLAWS

These Bylaws may be amended or repealed a any time by majority vote of the RT Board of Directors after consultation with, or by recommendation of, the MAC.

ARTICLE XI – TERM OF COUNCIL

The MAC shall remain in existence until discharged by action of the RT Board of Directors.