

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
16	12/10/12	Open	Action	11/16/12

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. 12-12-\_\_\_\_\_, Approving Revisions to the Bylaws of the Mobility Advisory Council.

## 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 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.

The 2012 MAC Work Plan includes a recommendation to review and update the MAC Bylaws. In consultation with staff, the MAC Executive Committee developed proposed bylaws revisions, which were presented to the full MAC at its December 6, 2012 meeting, and endorsed by an action of MAC. 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.

Article III – Members, Section 1, is revised to reduce the total membership from twenty-one to seventeen members, changing the total composition to eleven organizational representatives and six at-large representatives. This membership size is similar to other disabled advisory groups in the regional and reflects RT's actual ability to recruit members from organizations that represent persons with disabilities and seniors.

There are several minor changes to Article III, Section 2, to clarify the recruitment and nomination process for new members. The revision designates the Chair, Vice Chair, and the Staff Liaison as the typical interview panel for new members, with other members named by the RT General

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Approved:

Presented:

Final 12/03/12

General Manager/CEO

Director, Accessible Services & Customer Advocacy

J:\Accessible Services\Issue Papers\2012\MAC Bylaws Revision December 2012.doc

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Manager/CEO as required. The revision also specifies that the organizational representation list will be updated on an as needed basis, rather than annually.

In 2009, the Bylaws were revised to eliminate term limits for organizational representatives. This provided organizations the opportunity to recommend the same individual for a new term if the organization was not able to provide a replacement for that individual, due to limited staff or membership size. Organizations retain the ability to appoint a new designee at any time or at the end of a term. The RT General Manager/CEO must approve a member’s re-appointment at the end of each four-year term. MAC also has six at-large positions; these members are currently limited to two consecutive four-year terms, with an option for a third term at the General Manager/CEO’s discretion. The revised Article III, Section 5, eliminates term limitations for all members. Staff and MAC recommend this amendment to eliminate all term limits in order to equalize the membership types, and allow MAC to retain qualified and experienced members in all membership categories. The General Manager/CEO retains the ability to confirm or reject re-appointments for all members at the end of each four-year membership term.

Article IV – Officers, Section 2, amends the language regarding officer Nominating Committees to permit the Chair to appoint a Nominating Committee and to allow the outgoing Chair or Vice Chair to serve on the Nominating Committee, if that individual is not eligible for re-election.

Article V – Meetings, Section 1 is revised to establish that Regular Council meetings will be held every other month and Standing Committee meetings will take place on alternate months as needed.

In Article VI – Executive Committee, Section 1, the proposed revision will allow the outgoing MAC Chair to serve in an advisory capacity on the Executive Committee for one (1) year following the end of the Chair’s term of office.

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 (RT) 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 to:

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)~~ seventeen (17) representatives.

Section 2. Membership Categories.

Representation will be composed of the following categories:

- A. ~~Fifteen (15)~~ Eleven (11) 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~~M/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 and revised from time to time annually by RT staff and approved by the RT ~~General Manager~~M/CEO. ~~As part of this review process, t~~he organization representation list may be modified as needed, or~~and~~, 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, i~~f 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. RT 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. The interview panel will typically include the MAC Chair, Vice Chair, and the RT Staff Liaison to MAC. ~~RT staff members shall be represented on the panel and o~~Other members may be named by the ~~General Manager~~M/CEO at his or her discretion or as required. ~~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~~M/CEO. The RT ~~General Manager~~M/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~~M/CEO.

Section 4. Resignations. Any member may resign by filing a written resignation with the ~~General Manager~~M/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~~M/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 September, the Chair shall ~~recommend~~ appoint 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, unless the Chair or Vice Chair are ineligible for re-election. 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~~ M/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 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 and scheduled as needed. Times and locations of the meetings will be set by RT staff liaison on a regular schedule to be presented to MAC. 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, including the immediately previous MAC Chair and the Chair of each MAC standing committee 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 outgoing MAC Chair for one year following the end of the Chair's term of office. The outgoing MAC Chair will serve on the Executive Committee in an advisory capacity only. 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 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 at 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.



RESOLUTION NO. 12-12-\_\_\_\_\_

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

December 10, 2012

**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.

\_\_\_\_\_  
BONNIE PANNELL, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

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

**Sacramento Regional Transit District**  
**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 (RT) 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 to:

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 17 representatives.

Section 2. Membership Categories.

Representation will be composed of the following categories:

- A. Eleven 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 At-Large Representatives, of which 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.

RT staff shall obtain nominations as necessary to fill terms and vacancies and present them to the RT GM/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 and revised from time to time by RT staff and approved by the RT GM/CEO. The organization representation list may be modified as needed, and, if organizational representative positions are unfilled, staff may be directed by the GM/CEO to fill the organizational representative positions with at-large members. 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. RT Employees 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 representatives of persons with disabilities and older adults. The interview panel will typically include the MAC Chair, Vice Chair, and the RT Staff Liaison to MAC. Other members may be named by the GM/CEO at his or her discretion or as required. RT staff shall compile the Selection Panel's recommended candidate list and present the candidate list to the RT GM/CEO. The RT GM/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 GM/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 4 years. Terms shall begin on January 1 and end on December 31 4 years later. Terms shall be set by the GM/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.

#### 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.

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- 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.
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Section 2. Nomination Procedure, Time of Elections. At the regular Council meeting in September, the Chair shall appoint a Nominating Committee of 3 members. 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, unless the Chair or Vice Chair are ineligible for re-election. The elected officers will take office at the meeting in January.

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Section 4. Office Holding Limitations. The Chair and Vice Chair shall not be eligible to serve for more than 2 consecutive two-year terms; however, the RT GM/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.

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