

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
5	02/26/18	Open	Action	02/02/18

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.

RECOMMENDED ACTION

Adopt Resolution No. 18-02-_____, 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 (SacRT) 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 SacRT on system accessibility features and improvements, provide a communication link between SacRT and key stakeholder groups whose interests are representing persons with disabilities and seniors, and represent public transportation interests for persons with disabilities and seniors.

The 2017 MAC Work Plan included a recommendation for an analysis of the council structure and bylaws to ensure the best framework existed to carry out the work of the MAC. In consultation with staff, the MAC Executive Committee developed proposed bylaw revisions, which were presented to the full MAC at its January 11, 2018 meeting, and endorsed by an action of the MAC. Attachment 1 contains a draft revision of the Bylaws, with all new language underlined and language proposed for removal stricken; an unmarked draft is attached as Exhibit A.

While many of the revisions were in the interest of clarity, the following are the substantive changes:

Article III – Membership, Section 2: Revised to reduce the number of agency/organizational representatives from 11 to 9, and increase the number of at large members from 6 to 8 (keeping the total maximum membership the same).

Article III – Membership, Section 2: Added a provision expressing a desire to achieve balanced representation of service and advocacy interests and diversity in race, ethnicity and gender, as

Approved:

Presented:

Final 02/20/18

General Manager/CEO

Director, Accessible Services

J:\Board Meeting Documents\2018\03 February 26, 2018\Changes to MAC Bylaws since last formally amended and restated (August 2013)_.doc

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well as a preference that agency and organizational members be users of fixed-route and/or Americans with Disability Act (ADA) paratransit.

Article III – Membership, Section 2: Revised the attendance policy to: define attendance, identify absence patterns that are subject to review by the MAC Executive Committee, include a process where a member may reaffirm his or her commitment to the MAC in the event of poor attendance, and add instances of further absence under which the MAC Executive Committee may recommend to SacRT’s General Manager/CEO that a member be removed from the MAC.

Article IV – Officers, Section 2: Added a requirement to the nomination and election process to ensure the elected MAC Chair and Vice Chair alternates between a representative of seniors and a representative of the disabled community.

Article V – Meetings, Sections 1 and 2: Revised the Regular MAC meeting schedule from every other month to every month and the Standing Committee meeting schedule from every other month to as needed but no less than once per calendar year. This is a return to the pre-2012 schedule and allows for greater flexibility to tailor the meetings to align with the annual Work Plan.

Article VII – Other Committees, Section 1: Added the name, purpose, and scope of the two Standing Committees and the purpose and scope of other ad-hoc and committees and task forces.

Article X – Amendment of Bylaws: Added a process by which MAC may recommend an amendment of the Bylaws to the SacRT Board of Directors.

The proposed changes are shown in Attachment 1.

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

**Sacramento Regional Transit District
Mobility Advisory Council
BYLAWS**

(DRAFT November 97 January 11, 20187)

ARTICLE I – NAME

The name of this organization shall be MOBILITY ADVISORY COUNCIL ~~and may be,~~ hereinafter referred to as the “MAC” or “Council.”

ARTICLE II – ~~OBJECT~~MISSION AND PURPOSE

In accordance with Sacramento Regional Transit District’s (~~RTSacRT~~) commitment to compliance with the Americans with Disabilities Act (ADA) and mobility for persons with disabilities and ~~elder adultsseniors~~, the ~~object~~mission 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~~communication link between ~~RTSacRT~~ and key stakeholder groups whose interests are representing persons with disabilities and ~~elder adultsseniors~~; and,
3. Represent ~~public transportation~~ interest areas for persons with disabilities and ~~elder adultsseniors~~.

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

ARTICLE III – ~~MEMBERS~~MEMBERSHIP

Section 1. Maximum Membership. The membership of ~~this~~the Council ~~shall be~~is limited to ~~17~~seventeen representatives.

Section 2. Membership Categories.

Representation will be composed of the following categories:

- A. ~~Eleven—Nine~~ “Agency or Organizational Representatives. ~~Agency or organizational representatives shall,~~” who have direct affiliations with established agencies or organizations whose primary purpose is providing services or

advocacy for persons with disabilities and ~~older adults~~seniors. The composition of ~~representatives will~~Agency or Organizational Representatives should reflect a balance across various types of disabilities. ~~In selecting representatives, RT shall strive to achieve balanced representation of service and advocacy interests~~organizations representing seniors.

- B. ~~Six-Eight~~ “At-Large Representatives,” of which ~~three~~four are representatives of ~~older adults~~seniors and ~~three~~four are representatives of persons with disabilities. ~~Members~~At-Large Representatives 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.~~

In selecting representatives, SacRT and the Council will strive to achieve balanced representation of service and advocacy interests as well as diversity in race, ethnicity, and gender. Preferably, Agency or Organizational Representatives and At-Large Representatives will be users of the RT fixed-route or paratransit systems.

Section 3. ~~RT~~Membership Nomination and Selection Process. SacRT staff ~~shall~~will obtain membership nominations as necessary to fill terms and vacancies and present them to the ~~RT-GM~~SacRT General Manager/CEO for confirmation. Nominations will be made through the recommendations of established ~~agencies and~~ organizations representing ~~older adults and seniors or~~ persons with disabilities throughout the ~~RT~~SacRT service region. ~~Member~~ Such agencies and 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 agency and organization representation list ~~may be maintained and~~ 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.~~ by SacRT staff and approved by the SacRT General Manager/CEO. Individuals may nominate themselves as ~~at-large members~~At-Large Representatives; however, letters supporting the nomination from established ~~agencies or~~ organizations ~~as described above~~ are encouraged. ~~RT~~ Employees of SacRT and its contractors directly involved in the provision of public transit services may not be members of the MAC.

If membership positions remain unfilled, the SacRT General Manager/CEO may direct that open Agency or Organizational Representative positions be filled by At-Large Representatives. The Council may also take action to recommend to the SacRT General Manager/CEO that open Agency or Organizational Representative positions be filled by At-Large Representatives.

The selection process ~~shall~~for all confirmed nominees will include the review of written applications and, at the discretion of the SacRT General Manager/CEO, 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 typicallywill include the MAC Chair, Vice Chair, and the ~~RT~~SacRT Staff Liaison to the MAC. Other MAC members may be ~~named~~included in the interview panel by the ~~GM~~SacRT General Manager/CEO at his or her discretion ~~or as required.~~

~~RT. SacRT staff shall~~ will compile the ~~Selection Panel's~~ interview panel's recommended candidate/nominee list ~~and present the candidate list~~ it to the ~~RT GM/CEO. The RT GM~~ SacRT General Manager/CEO ~~shall~~. The SacRT General Manager/CEO will make the final selection of membership.

Section 4.

~~Section 3.~~ Attendance Policy.

- A. MAC members are expected to attend a majority of all Regular and Special MAC meetings as well as their respective Standing Committee meetings each calendar year. Attendance is defined as being present for more than half the meeting. A phone call, email or voicemail message prior to the meeting to SacRT staff, MAC Chair, or when appropriate, Standing Committee Chair, anticipating an absence from the meeting constitutes an excused absence.
- B. SacRT staff and the Executive Committee will evaluate members' attendance as needed. SacRT staff will provide attendance records to the Executive Committee for their review.
- C. Attendance patterns of MAC members that are cause for review and subject to removal from the MAC by the discretion of the SacRT General Manager/CEO include two consecutive unexcused absences and missing three or more meetings, whether excused or unexcused, in a six month period. Such attendance patterns will also result in the Executive Committee initiating a letter to the member requesting written reaffirmation, within ten business days, of his or her commitment to meeting attendance expectations.
- ~~A.D. The Executive Committee may make a recommendation to the SacRT General Manager/CEO that a member be removed from the MAC if the member: (1) does not respond to the Executive Committee's letter or indicates that he or she cannot meet the meeting attendance expectations or (2) reaffirms his or her commitment to the meeting attendance expectation, but has an additional absence, whether excused or unexcused, within a six month period. The SacRT General Manager/CEO has the ultimate discretion for removing a member from the MAC. 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 all the regularly scheduled MAC meetings and their respective standing committee 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.~~

~~Section 5.~~ Resignations. Any member may resign by filing a written resignation with the SacRT General Manager/CEO.

Section 6.

~~Section 5.~~ Term of Membership. The term of each member shall typically be for ~~4~~four years. Terms ~~shall~~will begin on January 1 and end on December 31, ~~4 years~~four years'

later. ~~Terms shall be~~The General Manager/CEO will set ~~by the GM/CEO~~terms, however, 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~~Officers of the MAC ~~shall~~will be a Chair and a Vice Chair. These ~~officers shall~~Officers will perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the MAC. The ~~officers~~Officers may serve as liaisons to other ~~RTS~~SacRT advisory bodies and the ~~RTS~~SacRT Board of Directors.

- A. Chair. The MAC ~~shall~~will elect from its membership a Chair who ~~shall~~will preside at all meetings of the MAC. The ~~MAC~~ Chair or his or her designee ~~shall~~will 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 ~~MAG~~Council.
- B. Vice--Chair. The ~~Committee shall~~MAC will elect from its membership a Vice Chair who, in the absence or inability of the ~~MAC~~ Chair to serve, ~~shall~~will have all of the powers of the Chair and ~~shall~~will perform all of those duties. The ~~MAC~~ Vice--Chair will perform such other duties from time to time as may be requested by the ~~MAG~~ Chair.

~~C. Section 2. Nomination Procedure, Time of Elections. 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 MAG subcommittee and will perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the MAG.~~

~~A. 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 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 November. The Nominating Committee slate shall be communicated in the November agenda package, prior to the November meeting. During the regular meeting in November, but prior to the election, 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.~~

- A. Nominations. The Nominations Committee will be established biennially at the odd-year September meeting and will consist of three MAC members. The MAC Chair

will appoint the Chair of the Nominations Committee at this meeting. The Chair of the Nominations Committee will then appoint two additional MAC members to serve on the Nominations Committee. The Nominations Committee serves a single purpose, is not perpetual, and will be dissolved once its specific task is completed.

The Nominations Committee is responsible for creating a slate of proposed Officers (MAC Chair and Vice-Chair) from the MAC membership, one per position. The Nominations Committee will poll each MAC member as to his or her interest in running for the MAC Chair or Vice-Chair or recommending another MAC member to be consider as a nominee for an Officer position. Nominees selected for the slate must agree to accept the nomination.

The Nominations Committee will create a slate according to the following:

1. If the nominee for the MAC Chair is a disability representative, then the nominee for the MAC Vice-Chair must be a senior representative. If the nominee for the MAC Chair is a senior representative, then the nominee for the MAC Vice-Chair must be a disability representative.
2. Each nominee must have been a member of the MAC for at least twelve consecutive months prior to his or her nomination.

The Nominations Committee will report its proposed slate of Officers at the MAC's odd-year October meeting and/or in the November meeting agenda package.

- B. Elections. The election of the Officers will be held at the odd-year November meeting. The MAC members at this meeting may also make nominations from the floor for any of the offices. If the elected MAC chair is a disability representative, then the elected Vice-Chair must be a senior representative. If the elected MAC Chair is a senior representative, then the elected Vice-Chair must be a disability representative. The elected Officers will begin their term of office at the January meeting of the following even-year.

Section 3. Ballot Election, Term of Office. The MAC Chair and Vice--Chair ~~shall~~will be elected by ~~secret and~~an accessible ballot to serve for ~~two~~ years, or the balance of their ~~elected~~MAC membership if less than ~~two~~ years. Those elected may serve beyond ~~two~~ 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.~~The intent of the Council, when practicable, is to alternate the category of the member (senior or person with a disability) in the MAC Chair and MAC Vice-Chair each election, except when a current officeholder is eligible and willing to run for a second two-year term in the same position.

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

Section 5. Removal. The MAC Chair or Vice-Chair can be removed from office upon a vote of two-thirds of the MAC Council membership present at a Regular or Special meeting. The removal vote shall will be by secret and an accessible ballot.

ARTICLE V – MEETINGS

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

Section 2. Standing Committee Meetings. All Standing ~~committee~~Committee meetings will be ~~held every other month and~~ scheduled and held as needed–, but not less than once each calendar year for each committee. Times and locations of ~~the~~Standing Committee meetings will be set by ~~RT staff liaison on a regular schedule to be presented to MAC.~~the SacRT Staff Liaison in consultation with the Standing Committee Chairs . A ~~standing committee~~scheduled 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 MAC Chair or by a majority vote of the MAC ~~members–RT~~membership. SacRT staff will provide written notice required for all ~~special~~Special meetings, with such notice posted at least 72 hours before the meeting.

Section 4. Meetings Open to the Public. ~~All regular and special-MAC meetings of the MAC and its committees shall~~will be conducted in accordance with public to the requirements of extent required by the Ralph- M. Brown Act (Government Code §54950 et seq.). ~~Meeting~~For meetings open to the public as required by the Ralph M. Brown Act, meeting agendas shall will be posted by ~~RT~~SacRT 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~~must be present at a meeting to 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 will be by motion passed by a majority of the members present and voting.

Section 8. Adjournment. The 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~~Officers of the MAC, ~~including the immediately previous~~immediate past MAC Chair, and the Chair of each MAC ~~standing committee shall~~Standing Committee will constitute the Executive Committee. In the absence of the Chair of a Standing Committee, the Vice Chair of that Standing Committee ~~shall~~will 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~~immediate past MAC Chair will serve on the Executive Committee for one year following the end of his or her term of office in an advisory capacity ~~only~~. The Executive Committee ~~shall~~will include the ~~RT staff liaison~~SacRT Staff Liaison, who ~~shall~~will serve as Secretary to the Committee.

Section 2. Executive Committee's Duties and Powers. The Executive Committee ~~shall~~will 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~~The Executive Committee ~~to~~will lead ~~in~~the development of the monthly meeting agendas. The Executive Committee will recommend ~~the~~ad-hoc committees and ~~special~~Special meetings as needed to carry out the annual work plan. The Executive Committee ~~shall~~will be subject to the direction of the MAC, and the Executive Committee ~~shall~~will not take any action that ~~will conflict~~conflicts with actions taken by the MAC, or the annual work plan. The Executive Committee will meet every month on a day to be established by the Executive Committee and additionally as needed.

ARTICLE VII – OTHER COMMITTEES

Section 1. Standing Committees. Two ~~s~~Standing ~~e~~Committees ~~shall~~will be established and ~~shall~~will report to MAC as a whole. The scope of work for the ~~s~~Standing ~~e~~Committees ~~shall~~will be guided by the annual work plan for the MAC ~~and may focus on areas such as access, infrastructure, training, communications, and policies.~~ The "Access/Infrastructure Standing Committee" will address physical access to SacRT services for persons with disabilities and seniors and the "Training, Communications, and Policies Standing Committee" will address program access to SacRT services for persons with disabilities and seniors. The ~~Standing Committees'~~ Chair and Vice Chair of each Standing Committee ~~will~~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, ~~task forces,~~ and ~~special~~Special meetings to the Executive Committee as needed to carry out the annual work plan. ~~These ad-hoc committees and task forces will be charged with investigating, addressing, and making recommendations on specific emergent or critical specialty issues as needed. Ad-hoc committees and task forces will sunset immediately after their charge is completed.~~ Each MAC member ~~shall~~will serve on at least one ~~standing committee~~Standing Committee.

Section 2. ~~Nominating Standing Committee.~~A Nominating Chairs and Vice-Chairs. The Standing Committees' Chair and Vice-Chair will be elected for a two-year term by nominations from the floor and a majority vote by the Committee:

- A. Standing Committee Chair. Each Standing Committee will elect from its membership a Chair who will preside at all of its meetings. The Standing Committee Chair, or his or her designee, will 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 Council.
- B. Standing Committee Vice Chair. Each Standing Committee will elect from its membership a Vice Chair who, in the absence or inability of the Chair to serve, will have all of the powers of the Chair and may 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 33.~~ Nominations Committee. A Nominations Committee will be established ~~annually~~ biennially in ~~alternate~~ odd years to coincide with the expiration of the terms of the MAC Chair and Vice-Chair. This committee ~~shall~~ will be responsible for reviewing and recommending ~~officers~~ Officers of the MAC as set forth in Article IV, Section 2.

Section ~~34.~~ Other Committees; Chair's Ex-Officio Committee Membership. ~~Such other~~ Other committees, standing or ~~special, shall~~ ad-hoc, may be appointed by the MAC Chair, or the Standing Committee Chair(s), as the MAC or the Executive Committee ~~shall~~ may from time to time deem necessary to carry on the work of the MAC. The MAC Chair ~~shall~~ will be an ex-officio member of all committees except the ~~Nominating~~ Nominations Committee. The MAC Chair and Vice-Chair must not be a member of the Nominations Committee.

ARTICLE VIII – LIAISON WITH ~~RT~~SACRT

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

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised ~~shall~~ will govern ~~the~~ 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 ~~the~~ MAC may adopt.

ARTICLE X – AMENDMENT OF BYLAWS

These Bylaws may be amended or repealed at any time by majority vote of the ~~RT~~ SacRT Board of Directors after consultation with, or by recommendation of, the MAC. A recommendation to the ~~SacRT~~ SacRT Board of Directors for amendment of these Bylaws is achieved by a two-thirds vote of the MAC members present at any Regular MAC meeting, provided that notice of such proposed amendment has been presented in substance or

completed text in writing to the MAC Chair and read by the Chair or his or her designee at a Regular MAC meeting prior to the time the proposed amendment is voted upon.

ARTICLE XI – TERM OF COUNCIL

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

Date Amended ~~August 26, 2013~~_____

RESOLUTION NO. 18-02-_____

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

February 26, 2018

**APPROVING REVISIONS TO THE BYLAWS OF THE MOBILITY ADVISORY
COUNCIL**

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

THAT, the amended and restated Bylaws of the Mobility Advisory Council (MAC), as
set forth in Exhibit A, are hereby approved.

PATRICK KENNEDY, Chair

A T T E S T:

HENRY LI, 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, hereinafter referred to as the “MAC” or “Council.”

ARTICLE II – MISSION AND PURPOSE

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

1. Advise on system accessibility features and improvements;
2. Provide a communication link between SacRT and key stakeholder groups whose interests are representing persons with disabilities and seniors; and,
3. Represent public transportation interest areas for persons with disabilities and seniors.

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

ARTICLE III – MEMBERSHIP

Section 1. Maximum Membership. The membership of the Council is limited to seventeen representatives.

Section 2. Membership Categories. Representation will be composed of the following categories

- A. Nine “Agency or Organizational Representatives,” who have direct affiliations with established agencies or organizations whose primary purpose is providing services or advocacy for persons with disabilities and seniors. The composition of Agency or Organizational Representatives should reflect a balance across various types of disabilities and organizations representing seniors.
- B. Eight “At-Large Representatives,” of which four are representatives of seniors and four are representatives of persons with disabilities. At-Large

Representatives who serve as representatives of persons with disabilities should reflect a balance across various types of disabilities.

In selecting representatives, SacRT and the Council will strive to achieve balanced representation of service and advocacy interests as well as diversity in race, ethnicity, and gender. Preferably, Agency or Organizational Representatives and At-Large Representatives will be users of the RT fixed-route or paratransit systems.

Section 3. Membership Nomination and Selection Process. SacRT staff will obtain membership nominations as necessary to fill terms and vacancies and present them to the SacRT General Manager/CEO for confirmation. Nominations will be made through the recommendations of established agencies and organizations representing seniors or persons with disabilities throughout the SacRT service region. Such agencies and organizations will be identified on the MAC agency and organization representation list maintained and modified as needed by SacRT staff and approved by the SacRT General Manager/CEO. Individuals may nominate themselves as At-Large Representatives; however, letters supporting the nomination from established agencies or organizations as described above are encouraged. Employees of SacRT and its contractors directly involved in the provision of public transit services may not be members of the MAC.

If membership positions remain unfilled, the SacRT General Manager/CEO may direct that open Agency or Organizational Representative positions be filled by At-Large Representatives. The Council may also take action to recommend to the SacRT General Manager/CEO that open Agency or Organizational Representative positions be filled by At-Large Representatives.

The selection process for all confirmed nominees will include the review of written applications and, at the discretion of the SacRT General Manager/CEO, an oral interview. The interview panel will include the MAC Chair, Vice Chair, and the SacRT Staff Liaison to the MAC. Other MAC members may be included in the interview panel by the SacRT General Manager/CEO at his or her discretion. SacRT staff will compile the interview panel's recommended nominee list and present it to the SacRT General Manager/CEO. The SacRT General Manager/CEO will make the final selection of membership.

Section 4. Attendance Policy.

- A. MAC members are expected to attend a majority of all Regular and Special MAC meetings as well as their respective Standing Committee meetings each calendar year. Attendance is defined as being present for more than half the meeting. A phone call, email or voicemail message prior to the meeting to SacRT staff, MAC Chair, or when appropriate, Standing Committee Chair, anticipating an absence from the meeting constitutes an excused absence.
- B. SacRT staff and the Executive Committee will evaluate members' attendance as needed. SacRT staff will provide attendance records to the Executive Committee for their review.
- C. Attendance patterns of MAC members that are cause for review and subject to removal from the MAC by the discretion of the SacRT General Manager/CEO

include two consecutive unexcused absences and missing three or more meetings, whether excused or unexcused, in a six month period. Such attendance patterns will also result in the Executive Committee initiating a letter to the member requesting written reaffirmation, within ten business days, of his or her commitment to meeting attendance expectations.

- D. The Executive Committee may make a recommendation to the SacRT General Manager/CEO that a member be removed from the MAC if the member: (1) does not respond to the Executive Committee's letter or indicates that he or she cannot meet the meeting attendance expectations or (2) reaffirms his or her commitment to the meeting attendance expectation, but has an additional absence, whether excused or unexcused, within a six month period. The SacRT General Manager/CEO has the ultimate discretion for removing a member from the MAC.

Section 5. Resignations. Any member may resign by filing a written resignation with the SacRT General Manager/CEO.

Section 6. Term of Membership. The term of each member shall typically be for four years. Terms will begin on January 1 and end on December 31, four years' later. The General Manager/CEO will set terms, however, 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 will be a Chair and a Vice Chair. These Officers will perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the MAC. The Officers may serve as liaisons to other SacRT advisory bodies and the SacRT Board of Directors.

- A. Chair. The MAC will elect from its membership a Chair who will preside at all meetings of the MAC. The MAC Chair or his or her designee will 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 Council.
- B. Vice-Chair. The MAC will elect from its membership a Vice Chair who, in the absence or inability of the MAC Chair to serve, will have all of the powers of the Chair and will perform all of those duties. The MAC Vice-Chair will perform such other duties from time to time as may be requested by the MAC Chair.

Section 2. Nomination Procedure, Time of Elections.

- A. Nominations. The Nominations Committee will be established biennially at the odd-year September meeting and will consist of three MAC members. The MAC Chair will appoint the Chair of the Nominations Committee at this meeting. The Chair of the Nominations Committee will then appoint two additional MAC members to serve on the Nominations Committee. The Nominations Committee serves a single purpose, is not perpetual, and will be dissolved once its specific task is completed.

The Nominations Committee is responsible for creating a slate of proposed Officers (MAC Chair and Vice-Chair) from the MAC membership, one per position. The Nominations Committee will poll each MAC member as to his or her interest in running for the MAC Chair or Vice-Chair or recommending another MAC member to be consider as a nominee for an Officer position. Nominees selected for the slate must agree to accept the nomination.

The Nominations Committee will create a slate according to the following:

1. If the nominee for the MAC Chair is a disability representative, then the nominee for the MAC Vice-Chair must be a senior representative. If the nominee for the MAC Chair is a senior representative, then the nominee for the MAC Vice-Chair must be a disability representative.
2. Each nominee must have been a member of the MAC for at least twelve consecutive months prior to his or her nomination.

The Nominations Committee will report its proposed slate of Officers at the MAC's odd-year October meeting and/or in the November meeting agenda package.

- B. Elections. The election of the Officers will be held at the odd-year November meeting. The MAC members at this meeting may also make nominations from the floor for any of the offices. If the elected MAC chair is a disability representative, then the elected Vice-Chair must be a senior representative. If the elected MAC Chair is a senior representative, then the elected Vice-Chair must be a disability representative. The elected Officers will begin their term of office at the January meeting of the following even-year.

Section 3. Ballot Election, Term of Office. The MAC Chair and Vice-Chair will be elected by an accessible ballot to serve for two years, or the balance of their MAC membership if less than two years. Those elected may serve beyond two years if successors have not been elected. The intent of the Council, when practicable, is to alternate the category of the member (senior or person with a disability) in the MAC Chair and MAC Vice-Chair each election, except when a current officeholder is eligible and willing to run for a second two-year term in the same position.

Section 4. Office Holding Limitations. The MAC Chair and Vice-Chair will not be eligible to serve for more than two consecutive two-year terms in the same office except that the SacRT General Manager/CEO may, in his or her discretion, allow a MAC Chair or Vice-Chair to serve one additional term. Individuals who have served two consecutive terms may be re-elected to office after a one-year absence from office.

Section 5. Removal. The MAC Chair or Vice-Chair can be removed from office upon a vote of two-thirds of the Council membership present at a Regular or Special meeting. The removal vote will be by an accessible ballot.

ARTICLE V – MEETINGS

Section 1. Regular Meetings. Regular Council meetings will be held monthly . Times and locations of Regular meetings will be set by resolution adopted by the MAC. A Regular meeting may be canceled by the MAC Chair or a majority vote of the MAC membership. The MAC's annual cycle of meetings will begin with the January meeting and conclude with the December meeting each year. The January meeting will include review of the annual work plan. SacRT staff will develop the annual work plan in consultation with the MAC.

Section 2. Standing Committee Meetings. All Standing Committee meetings will be scheduled and held as needed, but not less than once each calendar year for each committee. Times and locations of Standing Committee meetings will be set by the SacRT Staff Liaison in consultation with the Standing Committee Chairs . A scheduled 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 MAC Chair or by a majority vote of the MAC membership. SacRT 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. MAC meetings will be conducted in public to the extent required by the Ralph M. Brown Act (Government Code §54950 et seq.). For meetings open to the public as required by the Ralph M. Brown Act, meeting agendas will be posted by SacRT 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 must be present at a meeting to 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 will be by motion passed by a majority of the members present and voting.

Section 8. Adjournment. The MAC may adjourn any meeting to a time and place specified in the motion of adjournment.

ARTICLE VI – EXECUTIVE COMMITTEE

Section 1. Committee Composition. The Officers of the MAC, immediate past MAC Chair, and the Chair of each MAC Standing Committee will constitute the Executive Committee. In the absence of the Chair of a Standing Committee, the Vice Chair of that Standing Committee will serve on the Executive Committee, subject to availability. The immediate past MAC Chair will serve on the Executive Committee for one year following the end of his or her term of office in an advisory capacity. The Executive Committee will include the SacRT Staff Liaison, who will serve as Secretary to the Committee.

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

ARTICLE VII – OTHER COMMITTEES

Section 1. Standing Committees. Two Standing Committees will be established and will report to MAC as a whole. The scope of work for the Standing Committees will be guided by the annual work plan for the MAC. The "Access/Infrastructure Standing Committee" will address physical access to SacRT services for persons with disabilities and seniors and the "Training, Communications, and Policies Standing Committee" will address program access to SacRT services for persons with disabilities and seniors. The Chair and Vice Chair of each Standing Committee will 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, task forces, and Special meetings to the Executive Committee as needed to carry out the annual work plan. These ad-hoc committees and task forces will be charged with investigating, addressing, and making recommendations on specific emergent or critical specialty issues as needed. Ad-hoc committees and task forces will sunset immediately after their charge is completed. Each MAC member will serve on at least one Standing Committee.

Section 2. Standing Committee Chairs and Vice-Chairs. The Standing Committees' Chair and Vice-Chair will be elected for a two-year term by nominations from the floor and a majority vote by the Committee:

- A. Standing Committee Chair. Each Standing Committee will elect from its membership a Chair who will preside at all of its meetings. The Standing Committee Chair, or his or her designee, will 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 Council.
- B. Standing Committee Vice Chair. Each Standing Committee will elect from its membership a Vice Chair who, in the absence or inability of the Chair to serve, will have all of the powers of the Chair and may 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 3. Nominations Committee. A Nominations Committee will be established biennially in odd years to coincide with the expiration of the terms of the MAC Chair and Vice-Chair. This committee will be responsible for reviewing and recommending Officers of the MAC as set forth in Article IV, Section 2.

Section 4. Other Committees; Chair's Ex-Officio Committee Membership. Other committees, standing or ad-hoc, may be appointed by the MAC Chair, or the Standing Committee Chair(s), as the MAC or the Executive Committee may from time to time deem necessary to carry on the work of the MAC. The MAC Chair will be an ex-officio member of all committees except the Nominations Committee. The MAC Chair and Vice-Chair must not be a member of the Nominations Committee.

ARTICLE VIII – LIAISON WITH SACRT

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

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised will govern the 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 the MAC may adopt.

ARTICLE X – AMENDMENT OF BYLAWS

These Bylaws may be amended or repealed at any time by majority vote of the SacRT Board of Directors after consultation with, or by recommendation of, the MAC. A recommendation to the SacRT Board of Directors for amendment of these Bylaws is achieved by a two-thirds vote of the MAC members present at any Regular MAC meeting, provided that notice of such proposed amendment has been presented in substance or completed text in writing to the MAC Chair and read by the Chair or his or her designee at a Regular MAC meeting prior to the time the proposed amendment is voted upon.

ARTICLE XI – TERM OF COUNCIL

The MAC will remain in existence until discharged by action of the SacRT Board of Directors.

Date Amended _____