

# **OPERATING PROCEDURES FOR THE PUBLIC TRANSIT COMMITTEE of the Toledo Metropolitan Area Council of Governments (TMACOG)**

## **ARTICLE I. COMMITTEE AUTHORIZATION**

The Public Transit Committee is established in Section X of the Transportation Council Operating Procedures.

## **ARTICLE II. PURPOSE**

The Public Transit Committee is a subcommittee of the Transportation Council. The Committee's overarching goal is expressed by the regional Transportation Vision Statement, adopted at the first TMACOG Transportation Summit:

*All Transportation stakeholders in our region working together to achieve a sustainable and integrated intermodal transportation system to enhance our quality of life and our competitive position in a global economy.*

The Committee shall operate as a collaborative volunteer committee supported by a professional staff person. It is responsible for implementing the portion of the transportation program applicable to public transportation. It works with the Transportation Council to maintain communication on public transit issues among and between TMACOG standing committees and subcommittees, other transportation stakeholders, and the broader regional community.

## **ARTICLE III. DUTIES AND RESPONSIBILITIES**

The Public Transit Committee has the following functions and responsibilities:

- A. Recommends to the Transportation Council actions, projects, programs and policies that will support improvement in public transit transportation in the region. This includes recommendations regarding:
  - 1. the TMACOG Annual Work Program,
  - 2. the Regional Transportation Plan,
  - 3. as appropriate and as related to public transit projects, the bi-annual TMACOG Transportation Improvement Program,
  - 4. the ranking of projects for the S. 5310 federal funding program to improve transportation for elderly and disabled citizens, and
  - 5. the establishment and activities of a mobility manager for Lucas County.
- B. Oversees and participates in completing the public transit portions of the Annual Work Program;
- C. Coordinates regional participation in identifying public transportation needs, including accessibility needs in relation to public transportation;
- D. Promotes favorable regulations and legislation for public transportation;
- E. Actively engages public transportation consumers in the decision-making process;

- F. Advocates for:
1. Recognition and support of public transit transportation as the co-equal to all other major modes of transportation;
  2. Public transit improvements that provide expanded personal mobility and accessibility in the TMACOG region;
  3. Linkages between public transit and other forms of personal transport to create a fully multimodal integrated transportation system.

#### **ARTICLE IV. MEMBERSHIP**

Members shall be appointed annually by the Chair of the Transportation Council. Membership of the Committee shall be constructed to provide a definitive opportunity for transportation stakeholders and the general public to participate in and provide input to the planning process.

#### **ARTICLE V. MEMBERS TERM OF OFFICE**

The term of office for each member of the Public Transit Committee will begin upon appointment by the Transportation Council Chair and will conclude at the Winter General Assembly following appointment. A member may be reappointed at the discretion of the Transportation Council Chair.

#### **ARTICLE VI. QUORUM**

A quorum shall exist when a simple majority of the Public Transit Committee's members are present at any duly called and scheduled meeting of the Committee. In addition, a Committee member must be physically present at a meeting to be counted towards a quorum or to cast a vote on any action items.

#### **ARTICLE VII. COMMITTEE LEADERSHIP**

- A. There shall be a Committee Chair and a Vice Chair.
1. The term of office for the Chair and Vice Chair shall be one calendar year. The Committee shall elect these officers after nominees are recommended by the Committee and opportunity is given for the committee members to make additional nominations. It is preferred that the Chair be a consumer who is public transportation-dependent. The election shall be held at the first committee meeting of the calendar year.
  2. The Transportation Council Operating Procedures provide that the Committee Chair will be a member of the Transportation Council, and that in the absence of the Committee Chair at a duly scheduled meeting of the Council, the Vice Chair may represent the interests of the committee and vote.

#### **ARTICLE VIII. DURATION OF COMMITTEE**

The Public Transit Committee is a Standing Committee of the Transportation Council pursuant to Section X of the Transportation Council Operating Procedures.

#### **ARTICLE IX. ACCOUNTABILITY**

The Committee reports to and is responsible to the Transportation Council. Periodic reports will be made as requested.

## **ARTICLE X. FUNCTIONAL RESPONSIBILITIES**

- A. The Public Transit Committee shall meet at least quarterly during the year to undertake its regular business and review the progress of any subcommittees, or at the call of the Chair when business dictates a more frequent schedule.
- B. The Committee Chair is hereby authorized to appoint additional subcommittees and work groups as needed to carry out the mission and purposes of the Public Transit Committee. These subcommittees shall have a discrete, defined objective and shall cease to exist upon completion of that objective or at the pleasure of the Chair. These subcommittees and work groups must operate within the overall policies of TMACOG.
- C. All committee activities will comply with TMACOG's policy on the Ohio Open Meetings Act.

## **ARTICLE XI. PARLIAMENTARY AUTHORITY**

Except where otherwise specified in these procedures or agreed to by a unanimous vote of voting members present at a Committee meeting, the rules contained in the most recent edition of *Robert's Rules of Order* shall govern Committee proceedings in all cases where they are applicable and not inconsistent with the TMACOG Bylaws.

## **ARTICLE XII. AMENDMENTS**

These operating procedures may be amended by a majority vote of the Public Transit Committee at a regular meeting or a meeting specifically called for this purpose. Any such amendments shall become effective only after ratification by the Transportation Council.

- Recommended by the Public Transit Committee February 24, 2016 and approved by the Transportation Council on March 2, 2016.
- Recommended by the Public Transit Committee August 22, 2018 to modify Article VI. Quorum, and approved by the Transportation Council on September 5, 2018.