

Citizen Advisory Committee

BY-LAWS

PURPOSE

The purpose of the Committee is to provide and foster meaningful public and user input to Mountain Line Administration and Mountain Line Board of Directors in the planning and monitoring of Mountain Line services as they relate to serving Monongalia County's transportation needs.

ROBERT'S RULES OF ORDER

All proceedings shall be in accordance with newly revised Robert's Rules of Order except when in conflict with the provisions of these by-laws.

MEMBERSHIP

Voting members shall be representatives of the following:

- Morgantown Area Chamber of Commerce Appointee (1)
- Community Living Initiatives Corporation Appointee (1)
- Morgantown Senior Center Appointee (1)
- Monongalia County Senior Center Appointee (1)
- Northern W.V. Center for Independent Living Appointee (1)
- Mountain Line General Manager Appointee (1)
- Persons (Board appointed) from various routes (11)
- WVU Student Administration Appointee (1)
- DHHR Appointee (1)
- Main Street Morgantown Appointee (1)
- Northern W.V. Visitor/Convention Bureau Appointee (1)

TERM OF OFFICE

Agency members' term of office shall be two (2) years with automatic renewals. Authority Board Appointees will have terms of one (1) year with automatic renewals.

The Authority Board, on its own authority, or at the recommendation of the Committee may direct the replacement of a voting member for any of the following reasons:

- Three (3) consecutive unexcused absences or five (5) absences in a twelve (12) month period.

- Misrepresentation at time of appointment with respect to personal use of Mountain Line's service.
- For any serious misconduct which includes, but is not limited to, criminal conviction, or use of slurs, derogatory comments, or any other conduct, whether physical, verbal or written directed at or based upon another's person's race, color, origin, sex, religion, sexual orientation, disability, or age.
- If member does not reside in Monongalia County or on the appointed route.
- Failure to represent the interests of the people of Monongalia County or the Transit Authority in a positive manner.

OFFICERS AND DUTIES

The following officers shall serve for one-year terms commencing at the next regularly scheduled meeting of the Committee after it's formation with all terms being one (1) year beginning on July 1, 2002.

CHAIRPERSON: At the first meeting the Committee shall select from its membership, a Chair, who shall preside at all meetings of the Committee. The Chair shall appoint members to all subcommittees (if subcommittees are formed) and shall serve as ex-officio member to all subcommittees. The Chair shall also perform other duties as may be requested from time to time by the Committee. The Chair shall prepare the meeting agendas for presentation to the Secretary. The Chairperson shall cause such items as directed by the committee to be presented to the Transit Authority General Manager for consideration. The Chair or their designee may make such presentations. The Chair shall designate a Deputy Secretary in the absence of the Secretary.

VICE CHAIR: At the first meeting, the Committee shall select from its membership, a Vice Chair, who, in the absence or inability of the Chair to serve, shall have all of the powers and shall perform all of the duties of the Chair. The Vice-Chair shall perform such other duties from time to time as may be requested by the Committee.

SECRETARY: At the first meeting the Committee shall select from its membership, a Secretary, who shall take and prepare summary minutes each meeting; notify Committee members of the next meeting time and arrange for mailing of the Chair Person's agenda to each; and attend and record summary minutes of any and all Committee and/or sub-committee activities as assigned by the Chair Person.

The Chair, the Vice Chair, and Secretary shall serve at the direction of the Committee and may be removed by a majority vote of the voting Committee members. In the absence of the Chairperson and Vice Chairperson, the voting members shall elect a Chair Pro Tem.

QUORUM, VOTING AND MEETING

- At least five (5) voting members shall constitute a quorum. A quorum must be present at all meetings other than workshops.
- All voting members present must vote on all actions requiring a vote unless there is a stated conflict of interest under the West Virginia State Ethics Act.
- No motion may be approved absent an affirmative vote of a majority of voting members present.
- All meetings of the Committee shall be open to the public and opportunities must be provided for public comment, and stated as such on the Committee's Agenda.
- All regular meetings of the Committee except as noted in the following paragraph, shall be held at the Mountain Line Westover Facility.
- The Committee may adjourn any meeting to a time and place specified in the motion or order of adjournment. If a quorum is not present at any regular or adjourned regular meeting, then members present may adjourn the meeting 15 minutes after the time set for the meeting, noting the adjournment appropriately in the minutes.
- In the event of a change of meeting place or time, appropriate and timely public and Committee notices shall be given.
- Regular meetings of the Committee shall be held on the third Wednesday of every other month, with the time for such meetings to be set by the Committee. Meetings shall be held during the months of January, March, May, July, September, and November.
- A Special Meeting may be called at any time by the Chair of the Committee, or by a majority of Committee members.
- Notices shall be required of all meetings and may be delivered by mail, e-mail, fax, phone or personal delivery. Notice shall be made at least one week prior to the time of the meeting. The notice shall specify the time and place of the meeting and the business to be transacted. Notice of and copies of Agendas of special meetings shall be provided at least 72 hours

in advance. Notice of regular meetings shall not be necessary unless a change in time or location has occurred. Agendas for regular meetings shall be issued by Friday of the week prior to the next meeting.

FUNCTIONS OF THE ADVISORY COMMITTEE

The Advisory Committee shall provide Mountain Line Administration and Mountain Line Board of Directors with input and advice regarding issues that have a greater or different impact on Mountain Line's ridership as a whole. These issues include, but are not limited to:

- Overall system performance
- Signage/Schedule
- Studies and/or Reports
- Other public transit matters as requested by the Mountain Line Board of Directors or Mountain Line's staff.

STAFF SUPPORT

The General Manager shall designate an ADA coordinator or other representative who shall act as an ex-officio, nonvoting liaison between the Committee and the Authority. The ADA coordinator or designee shall transmit meeting notices, agendas, minutes, and other materials for final preparation as requested by the Committee and deemed necessary to perform its duties. All correspondence will be made available in accessible formats upon request. Mountain Line's General Counsel or designee shall advise the committee on all legal matters.

COMPENSATION

Committee members are volunteers and shall serve without compensation of any kind. The Committee or its individual members shall incur no debt or other obligation on behalf of Mountain Line. Mountain Line shall not be responsible for any liability of the Committee or its individual members.

AMENDMENTS

Proposed amendments to these by-laws may be made by a majority vote of those voting members present at any meeting provided that a copy of the proposed amendment has been mailed to each Committee member in advance of the time that proposed amendment is to be voted upon. Such proposed amendments shall not be final unless approved by a majority the Transit Authority Board of Directors as considered at a Regular Meeting of the Authority.

Original Adoption: April 11, 2001

Date of last Amendment: November 9, 2005