



A Program of



BYLAWS

PARATRANSIT COORDINATING COUNCIL

Marin County, California

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November, 2016



BYLAWS
OF THE
MARIN COUNTY PARATRANSIT COORDINATING COUNCIL (PCC)

ARTICLE I NAME

Section 1. The name of this organization shall be the Marin County Paratransit Coordinating Council (PCC) hereinafter called PCC.

ARTICLE II PURPOSE

Section 1. The purpose of the PCC is to advise the Board of Supervisors, Metropolitan Transportation Commission, Association of Bay Area Governments, Marin County Transit District, CALTRANS, Golden Gate Bridge, Highway & Transportation District, and other appropriate funding sources in the expenditure of all available revenues and to improve the availability of transportation services for the special needs population groups. The PCC is to be responsible for the development and implementation of transportation programs designed to solve the transit problems of people with disabilities, elderly, and other transit dependents in coordination and cooperation with appropriate public private and non-profit agencies, and paratransit operators within the established boundaries of Marin County.

ARTICLE III FUNCTION

Section 1. The PCC shall work to increase cooperation, coordination, and the availability and effectiveness of special transportation services within Marin County, to include but not be limited to minimizing overlap and duplication in the use of resources at the planning, policy management, and service delivery levels.

Section 2. The PCC shall review all paratransit proposals submitted requesting Federal, State, and/or local transit monies and make recommendations on these proposals to the Marin County Transit District, Golden Gate Bridge Highway & Transportation District, Sonoma-Marin Area Rail Transit, Marin County paratransit operators, the Metropolitan Transportation Commission, appropriate County of Marin agencies and departments and other appropriate funding agencies.

Section 3. The PCC shall be a forum for the discussion of common goals and recommended actions affecting all paratransit services throughout Marin County. This coordination is intended to result in increased utilization of transit services and reduced costs, by means of shared vehicles, joint maintenance, insurance pooling, central scheduling and dispatching, coordinated fare structure, and other coordinated actions.

Section 4. The PCC shall develop an annual work program and shall encourage the use and development of appropriate transit services for those who are transit dependent; channel input and suggestions to existing paratransit services in the County; keep informed of the needs of transit dependent people.

Section 5. The PCC shall be available to advise groups and/or agencies applying for Federal, State, and/or other appropriate funds for paratransit services; continue to be aware of potential funding sources; disseminate transportation information to as wide an audience as possible within the County and at the same time will coordinate with other groups which have a local and/or regional interest in transportation.

ARTICLE IV MEMBERSHIP

Section 1. The PCC and its voting members shall consist of representatives of transportation providers, representatives of human service

agencies, consumers of transit services, agencies, organizations and individuals, whose interests are consistent with the purpose of the PCC. The PCC shall seek a balance in this representation.

Section 2. Each participating agency, organization, and/or individual shall name its representative and may designate one alternate. Each member of the PCC shall have one vote. An alternate may serve on committees and shall assume that right to vote when acting on behalf of the member representative. Alternates may only represent designated members for one fourth (1/4) the number of regularly scheduled meetings, as defined in Article VII, Section 1.

Section 3. Organizations, agencies and individuals wishing to become voting members of the PCC shall submit an application to the chairperson of the PCC. Membership applications may be submitted at any time. Additions and deletions to the voting membership roster must be made at a regular meeting by a majority vote of at least a quorum present and voting.

Section 4 Included in the composition of the PCC as ex-officio nonvoting members are:

- (a) California Department of Transportation (CALTRANS)
- (b) Metropolitan Transportation Commission (MTC)
- (c) Golden Gate Bridge Highway & Transportation District
- (d) Marin County Transit District

Section 5. Members, who have three (3) unexcused absences from regularly scheduled meetings during any one calendar year may be removed as voting members of the PCC. After two unexcused absences the individual, or the agency represented by that member, shall receive a warning notification that upon a third unexcused absence, the membership will be terminated. Organizations, agencies, or individuals wishing to be reinstated as voting members of the PCC shall follow the procedure

described in Article IV, Section 3. Excused absences can be granted by the Chairman or Staff after notification of the member's inability to attend. In emergency situations, subsequent notification within one week of the meeting date is acceptable.

ARTICLE V OFFICERS

Section 1. Elective Officers

- (a) Elective officers shall be chairperson a vice-chairperson, and a secretary.

Section 2. Procedures for Election of Officers

- (a) The nominating committee shall present a slate of nominees at the general meeting occurring in October or November each election year.
- (b) Nominations may be made from the floor with the consent of the nominee, at the next meeting following the October or November general meeting, after which the nominations shall be closed.
- (c) The PCC shall hold its election of officers by voice ballot each election year at the next regular general meeting that follows the October or November general meeting. Newly elected officers shall assume office at the next regular meeting.

Section 3. Duties of Elective Officers

- (a) It shall be the duty of the chairperson to preside over all meetings of the PCC, and to appoint chairpersons of standing committees and any other committee as shall be necessary.
- (b) It shall be the duty of the vice-chairperson to assist the chairperson in the execution of that office and to preside at meetings in the absence of the chairperson.

- (c) It shall be the duty of the secretary to maintain an accurate attendance list of the voting members, and other duties as designated by the Chair.

Section 4. Term of Office

- (a) Officers shall serve for a term of two years. In the occurrence of an officer withdrawing or leaving, the PCC shall fill that position for the remainder of the term by an election to be held at the next meeting following published notice to that effect. In the event there are only three or less meetings, the chairperson can appoint a member to serve out the balance of the term.

ARTICLE VI COMMITTEES

Section 1. Executive Committee

- (a) Shall be composed of the three elective officers, the immediate past Chairperson and chairpersons of all standing committees and shall meet as needed.
- (b) Shall recommend policy and transact any business referred to it.
- (c) Shall be empowered to take emergency action between general meetings of the full PCC. Any such actions taken must be ratified at the meeting immediately following the special meeting.

Section 2. Standing Committees

- (a) Standing **and ad-hoc** Committees may be appointed at the beginning of the year and shall consist of a Budget Committee to review and make recommendations to the full PCC, a Membership/Bylaws Committee to expand Council membership and review Bylaws, a Consumer Affairs Committee to review issues of complaints, safety, public awareness and outreach, and a Legislative

Committee Grant Review and Nominating Committees shall be appointed when needed.

- (b) Chairpersons of each standing committee shall serve for one year.

ARTICLE VII MEETINGS

Section 1. The PCC shall meet bi-monthly on a regularly scheduled basis in addition to any special meetings convened by the chairperson. The Marin County Transit District shall provide staff for council meetings.

Section 2. The Transit District shall give written notice of each regular meeting of the PCC to each council member in accordance with the Brown Act. Regular meetings must be noticed through the posting of an agenda at least 72 hours before the meeting. Members may request that a copy of the agenda and “all documents constituting the agenda packet” be mailed to them. They will be mailed when the agenda is posted or when it is distributed to a majority of the legislative body, whichever is first. The agency may charge a fee for mailing the materials, not to exceed the cost of providing the mailing service. In the event that a special meeting is called, the Transit District shall give written notice to all council members at least 24 hours in advance of the said meeting. Whenever possible, the Transit District shall also provide for notice of the meetings to the public by publication in newspapers of general circulation in Marin County.

Section 3. Council members requesting that items be placed on the agenda shall submit such items to the chairperson two weeks prior to a meeting. Each agenda will contain an open time for public expression where unannounced new business may be discussed other than items covered by special meetings (Section 6, Paragraph (c)). No action on business may be taken by the PCC however until the next regularly scheduled meeting.

ARTICLE VIII QUORUM

Section 1. **Fifty (50) percent** of the voting members shall constitute a quorum authorized to transact business duly presented at a meeting of the PCC. In case of a tie vote, the chairperson shall cast the deciding vote.

ARTICLE IX PARLIAMENTARY PROCEDURE

Section 1. The rules contained in Robert's "Rules of Order" shall govern the proceedings of the PCC to the extent they are not inconsistent with these bylaws.

ARTICLE X AMENDMENTS CORRECTIONS OR CHANGES IN THE BYLAWS

Section 1. These bylaws may be amended repealed or altered, in whole or in part by a 2/3 majority vote at any duly organized meeting of this PCC provided that a copy of any amendment proposed for consideration shall be mailed to the last recorded address of each member at least fifteen (15) days prior to the date of the meeting.

Section 2. The bylaws should be reviewed annually and revised as needed.

ARTICLE XI CONFLICT OF INTEREST

Section 1. Members of the PCC who receive compensation from or have a fiduciary interest in any program funded by the Transit District must abstain from voting on funding of that particular program, as per County policy.

Section 2. Members of the PCC who serve as volunteers or members of the Board of Directors of programs funded by the Transit District are requested not to vote on funding of the particular program with which they are involved. This does not preclude any member of the PCC from serving on review committees which consider

funding of programs prior to official vote of the full PCC, except those members cited above who receive compensation from or have a fiduciary interest in programs funded by the Transit District.

Section 3. Determination of Conflict

In the event the member declares the existing conditions relative to a conflict of interest, he/she shall request a ruling on the validity of the conflict of interest, he/she shall request a ruling on the validity of the conflict. A majority of a quorum present shall determine if a conflict of interest does exist. If it does he/she shall be permitted to participate as any other member, but shall not be permitted to vote.

Section 4. Dismissal

Failure to comply with the provisions concerning conflict of interest shall be grounds for the immediate dismissal from the PCC. A motion to dismiss must be adopted by a two-thirds (2/3) vote of the quorum present at that meeting.