

LOWER RIO GRANDE VALLEY REGIONAL PUBLIC TRANSPORTATION ADVISORY PANEL BYLAWS AND OPERATING PROCEDURES

I. PURPOSE

1. The purpose of the Lower Rio Grande Valley Regional Public Transportation Advisory Panel (RTAP) is to improve the coordinated delivery of public transportation in the Lower Rio Grande Valley of Texas. The goals of the RTAP are to:
 - A. Generate efficiencies that encourage and increase public transportation ridership growth,
 - B. Improve customer/rider satisfaction,
 - C. Foster cooperation and coordination between stakeholders,
 - D. Share resources and knowledge, and
 - E. Advocate for regional objectives.

2. The RTAP is an advisory group only and does not have authority over its member organizations. At no time will a decision by the RTAP be legally binding on its members.

3. Each member of the RTAP will work for the good of regional coordination.

4. The RTAP will report to the Board of Directors of the Lower Rio Grande Valley Development Council. All RTAP projects must be approved by that Board.

II. MEMBERSHIP ELIGIBILITY

1. The RTAP will be composed of stakeholders who have an interest in promoting public transportation in the region. Recommended membership may include, but is not limited to, representatives of the following agencies:
 - A. Public transportation agencies,
 - B. Private transportation agencies,
 - C. Human service agencies,
 - D. Workforce boards,
 - E. Metropolitan Planning Organizations,
 - F. Veterans groups,
 - G. Aging and disability service agencies,
 - H. Adult day care and assisted living organizations,
 - I. Medical transportation agencies,
 - J. Universities and educational institutions

- K. Elected Officials, and
- L. Municipalities and counties.
- M. Other Interested Parties

2. RTAP member organization must submit the name and contact information of their representative (one per organization) and alternate(s) to the Lead Agency to be included in the membership rolls. This information should be updated immediately if a change occurs.

III. MEETINGS

1. Regular meetings will be held on a bimonthly basis, or as necessary. The Lead Agency is responsible for establishing the date, time, and location, and giving notice (including an agenda) to all members and the general public at least one (1) week before the date of the meeting.
2. Meetings will proceed in an orderly fashion, giving all members an opportunity to be heard and following *Robert's Rules of Order*.
3. Special meetings may be held at any time when called by a majority of the RTAP.
4. Minutes of the meetings shall be kept and shall be submitted to members at the next meeting for approval.

IV. VOTING

1. A simple majority of voting members (51%) will constitute a quorum. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
2. All official action shall require a simple majority of the votes represented by the members present at a meeting during which a quorum has been established.
3. Voting members shall include those listed in Exhibit A.
4. A representative of the Texas Department of Transportation will serve as an ex officio, non-voting member.
5. Voting members will be in ex-officio status after missing three (3) consecutive meetings.
6. Members with ex-officio status wishing to regain voting privileges must attend three (3) consecutive meetings before voting privilege is reinstated by majority vote.

7. New membership can request voting privileges at any meeting and can be granted with majority vote.

V. ATTENDANCE

1. The Lead Agency will keep records of attendance of all meetings. Voting members who have missed two consecutive meetings shall be informed of their absences by letter. They will be asked if they wish to change their member representative due to the absences.

2. There will be a one-month grace period where the member entity can appeal an ex-officio status. Members then vote to enforce the status or not.

VI. RESPONSIBILITES

1. The Lead Agency will be elected for a two-year term. *(Amended 8-18-2010)*

2. The lead agency will responsible for administrative support to the RTAP including but not limited to the following:

- A. Minute taking and reporting
- B. Scheduling meetings
- C. Distribution of agendas
- D. All federal and state required reporting
- E. Regional grant development

3. The lead agency shall present to the RTAP for review all federal and state required reporting and regional grant development prior to submittal.

VII. OFFICERS

1. Officers shall consist of a Chair, Vice Chair and Secretary. *(Amended 8-18-2010)*

2. The RTAP shall elect a Chair, Vice-Chairperson and Secretary for a two-year term after adoption of these by-laws. Subsequently, every two years, these positions will be filled via election by the membership. *(Amended 8-18-2010)*

3. The Chair will be responsible for conducting meetings, reporting RTAP activities to the Executive Board of the Lead Agency, and representing the RTAP to the general public. *(Amended 8-18-2010)*

4. The Vice-Chair will be responsible for conducting meetings when the Chair is not present. The Secretary will be responsible for conducting meetings when neither the Chair nor Vice-Chair is present.

5. An officer of the RTAP may be removed through a majority vote of the membership. Notice of the proposed removal action must be given at least one meeting in advance of the proposed vote for removal. Notice can be given by any member who must state his/her reasons for such action.

VIII. COMMITTEES

1. Together, the Chair, Vice-Chair, and Secretary will serve as the Executive Committee.

2. In addition to conducting meetings, the Executive Committee will have the following functions:

- A. Recommend major objectives and goals to the RTAP,
- B. Recommend resolutions and initiatives to the RTAP, and
- C. Direct and oversee regional mobility management activities

3. Executive Committee meetings may be scheduled by that Committee as necessary and recommendations or proposed action items will be presented to the general RTAP membership for a final vote.

4. Members may create additional standing and ad hoc committees as needed.

IX. CONFLICT OF INTEREST

1. Any member of the RTAP who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the RTAP, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the RTAP to voluntarily excuse him/herself from discussion and voting on said matter.

X. AMENDMENTS

1. These Bylaws shall be in full force and effect at such time as they have been approved by a 51% vote of the membership.
2. These Bylaws may be revised by approval of 51% of the votes of the membership. Changes in the Bylaws must be presented at least one meeting before the meeting in which a vote will take place. No Bylaw change shall be made that has not been presented for discussion at a previous meeting.