

**FAIRFIELD COUNTY COORDINATED PUBLIC TRANSIT-HUMAN  
SERVICES TRANSPORTATION PLAN  
ADVISORY COMMITTEE  
BY-LAWS**

***PREAMBLE***

These by-laws are hereby established to govern the Fairfield County Coordinated Public Transit-Human Services Transportation Plan (hereinafter referred to as (COORDINATED PLAN) and the Fairfield County Coordinated Public Transit-Human Services Transportation Plan Advisory Committee (hereinafter referred to as Advisory Committee (TAC)).

***ARTICLE I –MEMBER QUALIFICATIONS***

*Leadership Qualities*

TAC members must attend meetings (minimum one meeting quarterly), actively participate, lead activities taken on by the TAC, and interact with members of their community.

*COORDINATED PLAN Stakeholder*

A TAC member must be a stakeholder of the COORDINATED PLAN, that is, someone who has transportation needs for either themselves or a representative of an organization and/or entity utilizing public transportation. A COORDINATED PLAN stakeholder is defined as someone who can interpret transportation needs, transportation services, and/or is familiar with COORDINATED PLAN transit services.

*Member Profile*

Rather than focusing on each member's age, gender, race, etc. the important thing should be that as a whole, the TAC must reflect the community-at-large. It should have diverse representation as to age, gender, race, disability, transit dependence, availability to participate in TAC activities, and service area representation.

*Knowledge*

TAC members must be knowledgeable and able to communicate about the COORDINATED PLAN and public transit in general.

*Communication*

TAC members must be good communicators and listeners, and be able to promote COORDINATED PLAN and public transit within their communities

## ***ARTICLE II - OBJECTIVES***

COORDINATED PLAN through its lead agency and Advisory Committee will establish travel mode alternatives for residents of Fairfield County as well as surrounding areas through coordinated and expanded inter-county transit services and ride-sharing programs.

COORDINATED PLAN provides limited county-wide transit management functions. To carry out these responsibilities, COORDINATED PLAN must determine the demand for services, develop new services, and support appropriate regulations. It must coordinate financial support and evaluation of service options.

## ***ARTICLES III - MEMBERS***

**Members:** The Advisory Committee shall consist of no less than sixteen members: three (3) Fairfield County residents appointed by the TAC; four (4) members who shall serve as representatives of Government entities; four (4) members representing transportation providers; five (5) members representing local human service agencies.

Each person appointed shall serve until his/her successor is appointed and qualified. Each member shall be appointed for a term of three (3) years, commencing January 1, 2010; except that eight (8) of the initial appointments shall be for a term of one (1) year; eight (8) of the initial appointments for a term of three years. Any vacancy occurring on the Advisory Committee shall be filled for the unexpired term in the same manner as the original appointment. Existing Advisory Committee members may make recommendations to the TAC regarding vacant Advisory Committee seats.

Each member representing an entity or organization will have the right to send a scribed designee in his/her place. Member must inform the TAC prior to the scheduled meeting of the intent to send a designee as well as the name of the designee. The designee present shall have afforded the same rights associated to the member (entity/organization) of whom they are representing.

**Compensation:** Advisory Committee members shall receive no compensation.

**Absence:** Upon the absence of any member for three (3) consecutive meetings, unless excused by the Advisory Committee, the position shall be considered vacant and a new appointment made by the TAC.

**Membership:** The Advisory Committee membership shall be representative of Fairfield County Coordinated Public Transit-Human Services Transportation Plan's concerns regarding public transit.

## ***ARTICLE IV - OFFICERS***

The officers of the Advisory Committee shall be a Chairperson, Vice-Chairperson, and Secretary. The Chairperson shall preside at all meetings of the Advisory Committee and perform all the duties incident to the office and such other and further duties as may from time to time be required or requested by the Advisory Committee. The Vice-Chairperson shall, in the absence of the Chairperson, perform all duties and responsibilities prescribed to the Chairperson. The Secretary shall perform all duties incident to the office, such as take and transcribe minutes of the Advisory Committee meetings and such other duties as required or requested by the Advisory

Committee and/or Chairperson. Officers shall be elected for a period of one (1) year, to be elected by the Advisory Committee at its first regular meeting each year.

#### ***ARTICLE V - MEETINGS***

The Advisory Committee shall hold bi-monthly meetings at a pre-arranged time and date with a minimum requirement of four (4) meetings per year. Special meetings may be called by the Chairperson. Each member shall be notified of the date and place of each meeting by the Secretary. All meetings shall be public meetings.

#### ***ARTICLE VI - VOTING***

There shall be no minimum members required for the transaction of business; however a quorum of nine (9) members shall be necessary for any issue requiring a vote. Official business shall require the approval of a majority of those members present. A member may disqualify him or herself from discussion or voting in the event of believed prejudice by reason of financial or other interests. The member would still qualify for the purpose of a quorum. Designees attending on behalf of a member will qualify for the purpose of a quorum as well as a vote.

#### ***ARTICLE VII - MINUTES***

The Advisory Committee shall keep a record of all meetings and these shall become public record. The Chairperson and Secretary shall sign all minutes, thereby certifying their accuracy.

#### ***ARTICLE VIII - PURPOSE AND DUTIES***

**Purpose:** To supervise the development and operation of the Fairfield County Coordinated Public Transit-Human Services Transportation Plan.

**Duties:** The Advisory Committee shall advise on the development of by-laws and policies for the COORDINATED PLAN in conjunction with the lead agency. The Advisory Committee shall recommend commitments or contracts relating to the COORDINATED PLAN. The Advisory Committee shall hold regular monthly meetings to carry out their responsibilities and perform all other duties incident to these responsibilities.

#### ***ARTICLE IX - AMENDMENTS***

These by-laws may be amended by a majority vote of the TAC at any regular meeting of said TAC. The Advisory Committee may submit recommendations to the TAC for the amendment of these by-laws.

**MEMBERS**

Name/Title \_\_\_\_\_ Signature: \_\_\_\_\_

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

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