

MCTS Transportation Advisory Board  
Senior Enrichment Center  
November 29, 2017 at 3:00 pm

**AGENDA**

- I. Introductions
- II. Minutes from October 18, 2017 Meeting
- III. Financials
- IV. New Business
  - a. Revision to By-Laws
  - b. SSP (System Safety Plan)
  - c. Annual CTP Grant
  - d. CCP (Community Connectivity Plan)
- V. Adjourn

# Moore County Transportation Advisory Board By-Laws

## **ARTICLE I: TITLE**

The name of the organization shall be: Moore County Transportation Advisory Board (hereinafter MCTAB).

## **ARTICLE II: PURPOSE**

The purpose of MCTAB is to assist the Moore County Transportation Services (hereinafter MCTS) in accomplishing its stated goal to provide safe and efficient transportation to the citizens of Moore County and promote community support for and participation in the MCTS department. The MCTAB functions include:

1. Making recommendations to the Moore County Board of Commissioners regarding the MCTS system;
2. Overseeing transportation for the clients of the human service oriented agencies located in Moore County in order to fulfill the County's fiduciary responsibilities to citizens by the most effective means;
3. To provide advice and support to the MCTS Manager regarding policy, planning and development of operational procedures and practices consistent with program policies.

## **ARTICLE III: MEMBERSHIP**

### **A. Board Composition**

1. The composition of MCTAB shall include representation from all segments of the community.
2. The following will serve as ex-officio members of MCTAB: a representative of the Moore County Board of Commissioners, the MCTS Manager and the Moore County finance officer or his/her designee.
3. MCTAB shall have a minimum of twelve (12) and a maximum of fifteen (15) voting members.

### **B. Terms**

1. MCTAB Members shall be appointed by the County Board of Commissioners and shall serve a three (3) year term which expires in June of the third year following appointment.
2. MCTAB Members, who have been appointed to fill a departing member's term, shall be entitled to be considered for reappointment thereafter.
3. When the County Commissioner member of the board ceases to be a County Commissioner for any reason, his or her appointment as a member of the board shall also cease and the Board of County Commissioners, during its next meeting shall appoint another Commissioner to the MCTAB.
4. MCTAB Members may serve **2 consecutive terms not including filling an unexpired term.**

C. Attendance

1. Members of the MCTAB are ~~be expected and required~~ to attend all regular meetings of the Board except for occasional, unavoidable conflicts. **A MCTAB's member who consistently misses meetings may be removed for cause by the Board of Commissioners.**

D. Vacancies

1. The MCTAB or the Moore County Board of Commissioners may recommend persons to fill vacancies. Upon approval of the MCTAB and the Moore County Board of Commissioners, the person(s) appointed shall serve the unexpired portion of the term.

E. Orientation

1. New MCTAB Members shall receive orientation to educate them regarding the nature and purpose of MCTS, the role of MCTAB and their responsibility to the organization.

F. Compensation

1. MCTAB Members will serve without compensation.

**ARTIVLE IV: OFFICERS**

A. The officers of the Moore County Transportation Advisory Board shall be:

1. Chairperson
2. Vice-Chairperson
3. Secretary

B. The MCTAB Members will nominate officers from the membership as needed. Officers will be elected by majority vote of the MCTAB Members and each will serve a one-year term.

**C. MCTAB Officers may serve up to two (2) consecutive terms of office.**

D. Election of MCTAB Officers will be held at the MCTAB May meeting. Officers will assume the duties of their position at the following MCTAB meeting.

E. Vacancies of the MCTAB Officers may be filled by a vote of the majority of the remaining members then in office. An officer so named shall hold office for the term of his predecessor.

F. The Chairperson shall:

1. Ensure that MCTAB fulfills an advocacy role on matters involving matters related to the MCTS organization and operations.
2. Preside at all MCTAB meetings.
3. **Call Special Meetings. Special meetings require 48 hour notice.**

G. The Vice-Chairperson shall:

1. Assume the responsibilities of the Chairperson in his/her absence
2. Assist the Chairperson in his/her duties as requested.

H. The Secretary shall:

1. Keep accurate records of the acts and proceedings of all MCTAB meetings.
2. Assure that the minutes of all MCTAB meetings are taken and that the minutes are maintained by the Manager of MCTS and the secretary.

3. Distribute a copy of the minutes of the last MCTAB meeting to all Members and Officers of MCTAB and one copy to the Clerk to the Board of Commissioners within two weeks of the last scheduled meeting.

**ARTICLE V: COMMITTEES**

- A. The Chairperson, with the approval of MCTAB, shall appoint committees as needed.

**ARTICLE VI: MEETINGS**

- A. Meetings shall be held quarterly, during the months of February, May, August and November on the third Wednesday.
  1. Members shall be notified in writing and/or email at least seven (7) days in advance of the meeting. **If a Special Meeting is called, members shall be notified by email and by telephone number on record at the time of the Special Meeting. Special meetings require 48 hour notice.**
  2. The notice shall include the proposed agenda.
  3. Additional meetings can be called by a simple majority vote.
- B. A quorum shall consist of a majority of voting members.
- C. Meetings shall be open to the public.
- D. **Roberts Rules of Order shall be followed.**

**ARTICLE VII: AMENDMENTS**

- A. Amendments to the By-Laws require a simple majority vote of the voting members.
- B. Members of MCTAB shall receive written notice and a copy of the proposed amendments at least seven days prior to the meeting.

Adopted November 22, 2006  
 Revised (adopted) February 21, 2007  
 Revised (adopted) November 3, 2014  
 Revised (adopted ) November 21, 2017