

Bylaws

Region Four Regional Transportation Coordination Council

Article I: Name, Jurisdiction, and Location

Section 1 – Name. The name of this organization shall be the Region Four Regional Transportation Coordinating Council, hereinafter called Region 4 RTCC (R4RTCC).

Section 2 - Jurisdiction. The R4RTCC shall function in the geographic region of residents of the Counties of Becker, Clay, Douglas, Grant, Ottertail, Pope, Stevens, Traverse and Wilkin that are located in the Region 4 Economic Development Region identified by the State of Minnesota.

Section 3 – Location. The R4RTCC official office to conduct its affairs is at the West Central Minnesota Communities Action (WCMCA).

Article II: Purpose and Duties

Section 1- Purpose of the R4RTCC is to:

- Help identify unmet personal mobility needs of the West Central Minnesota residents, and facilitate the development of transit services that are responsive to those needs,
- Advocate for high quality transit services which are safe, efficient, effective, reliable, and responsive to the mobility needs of the West Central Minnesota residents,
- R4RTCC responsible for efficient coordination of transportation services through a network of existing public, private, and non-profit transportation providers is exactly what this region has been searching for and was identified in the regions 2017 Local Human Service Transit Coordination Plan.
- Increase access to services and centers of commerce,
- Stakeholders focus on improving mobility for individuals who have a disadvantage in meeting transportation needs
- Define and break down barriers by creating a mobility management system utilizing existing public, private and non-profit transportation providers.
- Remedy the lack of availability of transportation alternatives,
- Help facilitate public awareness of available transit services within the region,
- Advise the West Central Minnesota Communities Action Leadership team, WCMCA's Board, MNDOT Office of Transit and Active Transportation and the Minnesota Council on Transportation Access (MCOTA) on planning, policy, and other matters related to the provision of transit services.

Section 2. Major Duties of WCMCA include:

- Serve as a "champion" for regional transportation coordination council planning.
- Develop communications systems and promote cooperation among all of the partners required for coordinated transportation planning.
- Bring order and direction to efforts to meet regional transportation need.

Article III: Membership

Section 1. The R4RTCC may be comprised of representatives from throughout the West Central Minnesota service area and may include representatives from:

- Area Agency on Aging
- Workforce Development
- Human Service Agencies
- Transportation and Human Service Advocates
- Veteran Service Organizations
- MN Continuum of Care Coordinators
- Health Care Systems
- Centers for Independent Living
- Public Transportation Providers
- Private Transportation Providers
- County Commissioners/
- Tribal Representation
- WCMCA Board Member

Other entities as deemed appropriate by the West Central Minnesota Communities Action.

Section 2. The R4RTCC Advisory Board may be selected with these criteria:

- Knowledge of local transit needs and systems
- Authority to influence rules, funding or programs
- Policy, transit, design, funding, or process expertise
- Representative of transit users (age, location, income)
- Representative of transit providers (size, funding, client base)
- Representation across geographic areas

Section 3. The membership of the R4RTCC will consist of representatives from the above Agencies. Formal meetings may be capped at 25 voting members. There may be a cap of 3 representative per agency if needed. Members of the R4RTCC will be appointed by the R4RTCC's affective recommendations to the West Central Minnesota Communities Action.

Section 4. The term of each member of the R4RTCC may be ~~three~~ years, except for the terms of the first members, which may be staggered terms of two and three years in equal proportions. Members may serve no more than six consecutive years, with the exception of the State representatives.

Section 5. When a member dies, resigns, is removed, or no longer meets the criteria by which he or she qualifies for R4RTCC membership, the R4RTCC may ask the appropriate constituency to nominate a member to serve for the duration of the unexpired term, subject to ratification by the R4RTCC.

Section 6. An R4RTCC represented Agency who does not attend three consecutive regularly scheduled meetings and whose absence does not receive prior excused status from the chairperson, may be removed from the

R4RTCC Advisory Board.

Section 7. All vacancies that occur prior to the end of a term in office may be filled by a majority vote of the members present at a duly called R4RTCC meeting. The Agency elected to fill a vacancy may serve in that capacity for the remainder of the involved term of office.

Section 8. An R4RTCC Advisory Board Agency Representative may designate a substitute from that Agency to attend any R4RTCC Advisory Board meeting in his or her stead. That R4RTCC will be counted as present for that meeting.

Article IV: Officers

Section 1. The officers of the R4RTCC will be a chairperson, vice-chairperson, and secretary. No two officers may be nominated by any one constituency.

Section 2. The officers of the R4RTCC will be elected for ~~two~~-year terms annually by the members of the R4RTCC at its annual meeting in January. No member may serve more than two consecutive ~~two~~-year terms in any single office.

Section 3. An R4RTCC representative who does not attend ~~four~~ consecutive regularly scheduled meetings and whose absence does not receive prior excused status from the chairperson, shall be removed from the R4RTCC.

Section 4. Any officer may be removed with or without cause by the R4RTCC by a vote of the majority of all R4RTCC members. The matter of removal may be acted upon at any meeting of the R4RTCC provided that notice of intention to consider said removal has been given to each R4RTCC member and to the officer affected at least five days previously.

Section 5. A vacancy in any office may be filled at any time by a majority vote of the R4RTCC for the unexpired portion of the term.

Section 6. The chairperson will be the chief officer of the R4RTCC. It will be the duty of the chairperson to preside at meetings of the R4RTCC and have general supervision of the affairs of the R4RTCC. He or she will execute on behalf of the R4RTCC all instruments in writing that may be authorized by the R4RTCC for the proper and necessary transaction of the business of the R4RTCC.

Section 7. It will be the duty of the vice-chairperson to act in the absence or disability of the chairperson and to perform such other duties as may be assigned to him or her by the chairperson or the R4RTCC. In the absence of the chairperson the execution by the vice-chairperson on behalf of the R4RTCC of any instrument will have the same force and effect as if it were executed on behalf of the R4RTCC by the chairperson.

Section 8. The secretary will be responsible for ensuring that R4RTCC Meeting minutes at each monthly meeting are taken and submitted to WCMCA RTCC Staff within one week of meeting date.

WCMCA shall appoint an assistant secretary, not necessarily a member of the R4RTCC, who will perform specific duties and assume specific responsibilities of the secretary as set forth under the general direction of the secretary or chairperson.

Section 9. Any officer of the R4RTCC in addition to the powers conferred to him or her by these guidelines will have such additional powers and perform such additional duties as may be prescribed from time to time by the R4RTCC.

Article V: Meetings & Quorum

Section 1. An annual meeting of the R4RTCC shall immediately precede the first regular R4RTCC meeting of

each fiscal year, for the purpose of electing officers and members. In addition to its annual meeting, the R4RTCC shall hold regular meetings at least once each fiscal year at such place as may be designated in the notice of the meeting. The fiscal year begins on July 1 of each calendar year and ends of June 30 of the following calendar year.

Section 2. The R4RTCC shall meet monthly, in addition to special meetings convened by the chairperson or at the request of 14 R4RTCC members.

Section 3. WCMCA Staff (FCS Special Projects Coordinator) shall give written notice of each regular meeting at least 10 days prior to the meeting date. In the event that a special meeting is called, WCMCA Staff (FCS Special Projects Coordinator), shall give written and verbal notice to all R4RTCC members at least 72-hours in advance of the meeting. Written notices may be sent electronically. Members may attend meetings either in person or telephonically.

Section 4. Fifty-one percent of a variety of Agency representatives from the R4RTCC (which includes recognized agency alternates) shall constitute a quorum. Proxy voting is permitted. For meetings lacking a quorum, business can be conducted, however all actions must be approved at the next regular meeting having a quorum present.

Section 5. Roberts Rules of Order will be the authority for all questions of procedure at any meetings of the R4RTCC. The R4RTCC shall make decisions on a consensus basis and shall validate those decisions with a vote.

SECTION 5. At all meetings of the R4RTCC, each member present shall be entitled to cast one vote on any motion coming before the meeting. A majority of the members must be present at a duly called meeting to constitute a quorum.

SECTION 6. A simple majority affirmative vote of R4RTCC members present at a duly called meeting is required to pass a motion before the R4RTCC.

SECTION 7. Initial R4RTCC members shall have the authority to appoint an alternate with voting authority. Alternates for future R4RTCC members shall be selected using the same selection process used for regular members. Alternates shall be approved by the R4RTCC at the annual meeting, or as soon thereafter as practical. Proxies – assigning the voting authority of a R4RTCC member to another person, whether a member or non-member – shall not be permitted.

Article VI: Sub-Committees

The Committee may establish a sub-committee to deal with general or specific areas of concern. Members of such sub-committees shall be volunteer or appointed by the chairperson and approved by the membership of the advisory board.

Article VII. Staff

Staff of the R4RTCC shall be those persons hired, contracted, or otherwise designated by WCMCA, and shall be assigned as needed and as resources are available to support their functions. Hiring, supervision, compensation and management of staff resources of the R4RTCC shall be accomplished utilizing policies and practices adopted from time to time by WCMCA.

Article VII: Amendments and Parliamentary Procedure

These bylaws may be amended or repealed, in whole or in part, by a majority vote of the West Central Minnesota Communities Action. A copy of these bylaws and all subsequent amendments shall be available for review upon request by the Minnesota Department of Transportation.

Updated Bylaws Adopted: April 27th, 2020

I hereby agree to join the R4RTCC Advisory Board:

Printed Name / Agency

Signature

Date

