

# By-Laws of the Minnesota Council on Transportation Access

September 27, 2023

## Article 1 – Committee Name and Function

### Section 1

Under MN Statute 174.285, the Minnesota Council on Transportation Access is established to study, evaluate, oversee, and make recommendations to improve the coordination, availability, accessibility, efficiency, cost-effectiveness, and safety of transportation services provided to the transit public. "Transit public" means those persons who utilize public transit and those who, because of mental or physical disability, income status, or age are unable to transport themselves and are dependent upon others for transportation services.

### Section 2

The Minnesota Council on Transportation Access shall be called the Minnesota Council on Transportation Access (MCOTA) and shall be referred to hereinafter as "The Council".

### Section 3

The purpose of The Council is to:

- Adopt a biennial work plan that incorporates the activities identified in MS 174.285 Subd.2.
- Coordinate its meeting schedule and activities pursuant to its work plan, to the extent practicable, with legislative committees and divisions with jurisdiction over transportation budget and policy, or appropriate subcommittees.
- Report its findings, recommendations, and activities by January 15 of each year, beginning in 2012, to the governor's office and to the chairs and ranking minority members of the legislative committees with jurisdiction over transportation, health, and human services, and to the legislature as provided under MS 3.195.

## **Section 4**

Remuneration of expenses for members shall be as provided in MS 15.059, subdivision 3. All bank accounts, deposits, and disbursements of funds shall be made by the Commissioner of the MnDOT.

## **Article II – Membership**

The membership of The Council shall consist of 13 members:

- one representative from the Office of the Governor; one representative from the Council on Disability;
- one representative from the Minnesota Public Transit Association; the commissioner of transportation or a designee;
- the commissioner of human services or a designee; the commissioner of health or a designee;
- the chair of the Metropolitan Council or a designee; the commissioner of education or a designee;
- the commissioner of veterans affairs or a designee; one representative from the Board on Aging;
- the commissioner of employment and economic development or a designee; the commissioner of commerce or a designee; and
- the commissioner of management and budget or a designee.

The representatives of the agencies shall act as resource people and liaisons between The Council and their agencies; they are expected to participate in discussion and planning and, in so doing, support the accomplishment of Council purposes.

## **Article III – Term of Service**

The members of The Council shall serve at the pleasure of their appointing organizations.

## **Article IV – Number of Meetings**

The Council shall meet at least six (6) times per year. Regular meetings shall be established at the annual meeting by the Chair and Council membership.

## **Article V – Committees**

Committees may be established by majority vote of the membership of The Council. Their purpose is to identify issues, to make recommendations for Council policy or action and, as appropriate, to participate in the implementation of Council decisions and activities which advance The Council's mission.

## **Article VI – Executive Committee:**

### **Section 1**

The Executive Committee shall consist of the following members:

Officers: Chair

Vice Chair

### **Section 2**

The Executive Committee sets and develops the agenda priorities for full Council approval.

## **Article VII – Duties of Chair**

The Chair shall preside at all meetings of The Council and Executive Committee and shall be an ex-officio member without vote of all Council committees. The Chair will appoint the at-large member to the Executive Committee from the existing MCOTA membership. The Chair shall also act as the liaison with the chairs and ranking minority members of the legislative transportation committees, divisions, and appropriate subcommittees. The Chair shall report as necessary to the legislative transportation committees, divisions, and appropriate subcommittees representing the Council.

## **Article VIII – Duties of Vice Chair**

The Vice-Chair shall aid the Chair in the performance of the Chair's duties and, in the absence of the Chair, shall preside at meetings of The Council and Executive Committee.

## **Article IX – Election of Officers (Chair and Vice-Chair)**

Election of officers shall be by a majority vote of the membership of The Council. The term of Office of the Chair and Vice-Chair shall be for one year. Any remand of officers shall be by 2/3 vote of the membership of The Council.

## **Article X – Annual Meeting**

The Council's Annual Meeting shall occur in September of each year. At this meeting the election of officers will take place and the upcoming schedule for the years meeting will be set.

## **Article XI – Quorum**

A quorum shall consist of a majority of the voting members. All official votes of the council will be recorded in compliance with State Statute (Minnesota’s Open Meeting Law, MS 13D).

## **Article XII – Procedures**

The most recent edition of Robert's Rules of Order shall govern the conduct of business in all cases in which they are applicable and not inconsistent with state law or these by-laws. Where there is a conflict between any provision of these by-laws and Robert's Rules of Order, these by-laws shall prevail.

## **Article XIII – Filling of Vacancies**

Vacancies on The Council shall be filled by the respective Agency/Board.

## **Article XIV. Meetings Conducted Electronically**

The Minnesota Council on Transportation Access may conduct a meeting of its members by telephone or other electronic means so long as the following conditions are met:

1. all members of the council participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;
2. members of the public can hear all discussion and all votes of members of the council and participate in testimony;
3. all votes are conducted by roll call, so each member’s vote on each issue can be identified and recorded.

Each member of the council participating in a meeting by telephone or other electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

## **Article XV – Staff Role**

The Commissioners of the MnDOT and DHS shall have the authority to employ staff to work with The Council. Staff responsibilities shall include, but not be limited to, taking minutes, making announcements, and meeting with the Chair to establish administrative functions, meetings and agendas.

## **Article XVI – Attendance**

Any appointed member not in attendance at 50 percent or more of the scheduled Council meetings within a given calendar year will be subject to replacement upon The Council’s recommendation. Only appointed members or their official proxy are voting members, any other representative of the organization in attendance is non-voting.

## **ARTICLE XVII – Official Proxy**

Agency/Boards may appoint a proxy. Members who expect to be absent from The Council meeting must, prior to The Council meeting, notify the Chair if the organizations' proxy will be the voting member in attendance.

## **ARTICLE XVIII - By-Laws Amendment**

Suggested amendments to these by-laws must be presented in writing at least five working days prior to a regular Council meeting. Ratification shall require a two-thirds majority vote of the membership of The Council.

# Document Revisions

## Change to At Large Member Role

**Proposed March 22, 2017; approved April 26, 2017; Removed November 16, 2022**

[Added At Large Member as Article IX, and renumbered following Articles.]

### Article IX – Duties of the At Large Member of the Executive Committee

The At Large member shall in the absence of the Chair and Vice-Chair, shall preside at the meetings of the Council.

### Article X – Election of Officers: (Chair and Vice-Chair)

Election of officers shall be by a majority vote of the membership of The Council. The term of Office of the Chair and Vice-Chair shall be for one year. Any remand of officers shall be by 2/3 vote of the membership of The Council.

## Change to Article VII – Duties of Chair

**September 2023**

Added “from the existing MCOTA membership” to the sentence about the Chair appointing the at-large member to the Executive Committee.

## Change to Article XIV. Meetings Conducted Electronically

**September 2023**

Removed item #3, ‘at least one member of the council is physically present at the regular meeting location,’ from list of electronic meeting requirements. Item #4 renumbered to #3.

## Formatting Changes

**September 2023**

Updated formatting and heading styles; updated abbreviation for Minnesota Department of Transportation from Mn/DOT to MnDOT