

**REGIONAL COORDINATION COUNCIL FOR COMMUNITY TRANSPORTATION
REGION 7 – BY LAWS**

Article I: Name

The name of the Council shall be the Region 7 Regional Coordination Council for Community Transportation (hereinafter called the Council or RCC). These bylaws shall provide the procedures for conducting the business of the Council.

Article II: Purpose

Region 7 includes: (Nashua Region specific boundaries to be determined).

Established by its founding members, the Council is organized to:

- To recruit, select (with approval from the State Coordinating Council), guide, assist, monitor, and if necessary replace the Regional Transportation Coordinator (RTC), an organization which will be responsible for the day-to-day coordination of community transportation in the region.
- Help develop, implement, and provide guidance to the coordination of shared ride transportation options within Region 7 so that as resources allow (1) seniors, persons with disabilities and human service agency consumers can safely access local and regional transportation services to get to locations within the region and between regions; and (2) municipalities, human service agencies and other organizations can purchase such shared ride coordinated transportation services for their citizens, clients, and customers and (3) qualifying individuals, not working through an agency, would have the option to purchase/order transportation services.
- Provide feedback to the State Coordinating Council for Community Transportation (SCC) relative to the policies that this Council has established.
- To educate the community, including elected officials at the federal, state, county and local levels, on the need for funding of these coordinated transportation services, as well as,
- To investigate additional funding sources via available resources, for example, federal funds such as New Freedoms, JARC, various grants and other funding sources.

In addition to actual service delivery options, the focus of the Council's mission will encompass transportation options such as mileage reimbursement, subsidy programs, volunteer driver programs, and vehicle sharing, as well as related functions such as travel training, information referral, call-center functions, vehicle procurement, insurance and maintenance, training, and technological support.

Article III: Membership of the Council

III.1 Membership Eligibility Criteria

The Council shall be composed of organizational and citizen members as follows:

- Organizational members — Any of the following organizations are automatically a member of the Council upon formal adoption of the Council’s Memorandum of Understanding by that governmental unit or organization, and formal acceptance by the Council:
 - Any public, private non-profit, or for-profit organization based in Region 7 which currently funds, arranges or provides such transportation services for its citizens, clients or customers;
 - Any regional public transportation agency or state/regional agency involved in the planning or provision of public/passenger transportation in Region 7. The agency will have the right to choose the person who will be their representative;
 - Organizations representing groups of consumers and constituents that would be positively affected by such mobility and access improvements in Region 7.

Each organizational member shall designate one representative and up to two alternate representatives to the Council.

- Citizen members — Citizen members must be residents of New Hampshire and take an active interest in improving mobility for seniors and persons with disabilities. There shall be at least 1 citizen member on the Council. At the initiation of any term, citizen membership on the Council shall equate to no more than 10% of the total organizational members. The term of each citizen member shall be two years. Citizen members may serve multiple terms, but must submit an application at the end of each term. Applications to be a citizen member must be submitted to the Secretary no later than the Councils regular _____ meeting. Appointed by the Chair, the Membership Committee will review the applications and recommend the appropriate number of citizen members, to be voted upon by the council at the Council’s regular ____ meeting. Citizen members have voting rights but do not have the right to designate an alternate.

III.2 Rights and Responsibilities of Membership

Each member is afforded one full vote on any decision put to a vote. Each organizational member’s vote can be cast by his/her representative or alternate representative. Citizen members must be present at meetings to vote.

To be in “good standing,” a member (1) must attend at least 75% of the regular monthly meetings, and miss no more than two consecutive regular monthly meetings in a calendar year; and (2) must participate in some facet of the Council’s work program. The Chair may determine if a missed meeting is excused; an excused miss shall not count as non-attendance.

III.3 Annual Membership Dues

There may be annual membership dues to cover the administrative costs and other business of the Council, the amount to be determined annually. Membership dues for any citizen member are voluntary.

Article IV: Executive Committee

IV.1 Officers and Terms of Office

The Officers of the Executive Committee shall be as follows:

- • Chair
- • Vice Chair
- • Treasurer
- • Secretary

The term of each officer shall be one year. Officers may serve multiple terms.

IV.2 Election of Executive Committee and Operating Year

The Council's operating year shall begin at the regular _____ meeting.

Officers will be elected by majority vote on an annual basis at the Council's regular _____ meeting.

Nominations for officers must be given to the Secretary no later than at the Council's last regular meeting of the calendar year.

IV.3 Responsibilities of the Executive Committee

The Chair, or in the event of his/her absence, the Vice Chair, shall preside at all meetings of the Council; but neither shall be deprived of his/her right to vote.

The Chair or Vice Chair shall have such other powers and perform such other duties as may from time to time be voted by the Council, including the establishment of committees and appointment of committee members as may be necessary or convenient for carrying out the business of the Council.

The Treasurer shall be responsible for collection of annual dues (if any) and disbursement of funds for the conduct of Council business.

The Secretary shall be responsible for disseminating information to Council members, writing Council correspondence, keeping meeting attendance records, and taking minutes of meetings.

Collectively, the Chair, Vice Chair, and Treasurer shall comprise the Executive Committee. The Chair, Vice Chair, and Treasurer must be members in good standing. It is not required that the Secretary be a member of the Council.

IV.4 Vacancies

If an officer vacates an office for any reason (non-attendance, resignation), the Chair (or Vice Chair if the vacancy is the Chair) shall declare the vacancy at the next regularly scheduled meeting. The Chair (or Vice Chair if the vacancy is the Chair) can wait until the next nomination/election period or may accept nominations from the floor at the meeting at which the vacancy has been declared. If nominations from the floor are accepted, voting will take place at the next scheduled meeting.

IV.5 Removal of Officers

Members, by 2/3 vote of members present, may remove an officer. An officer under consideration for removal should have the opportunity to be advised and be able to speak to the concerns of the membership.. Such matters and discussions should take place in an executive session. The officer under consideration for removal may be given a 30-day period to correct any deficiencies before the vote is taken.

Article V: Meetings of the Council

V.1 Regular Meetings

The Council shall meet monthly on _____ from ____ to ____ or on another date and/or at another time at the call of the Chair. The Council may vote at a prior meeting not to hold the next regular monthly meeting. The Chair may also cancel a regular monthly meeting.

At the regular meetings, the Council may take such actions, pass such resolutions, or conduct such other business as are on the agenda or may otherwise be properly brought before it.

V.2 Special Meetings

The Chair, or in the event of his/her absence, the Vice Chair may call a special meeting of the Council as required and shall call a special meeting at the request of one-third (1/3) of the members. Business at special meetings shall be limited to the subjects stated in the call for them.

V.3 Information Meetings

The Chair may call an informational meeting as may be required for the presentation and dissemination of reports, analyses, or other data, and for the informal discussion thereof by the Council. No formal action by the Council shall be taken at such meetings. Resolutions may be introduced and discussed at such meetings, but formal debate and action on such resolutions may take place only at future regular or special meetings.

V.4 Meeting Notice and Agenda; Open Meetings

Not less than seven days advance notice in writing of regular or informational meetings shall be given to all members. Not less than three business days advance notice in writing of special meetings shall be given to all members. Such notices shall contain the time, place, proposed agenda, proposed resolutions on substantive matters, and the substance of any matter proposed to be voted on.

All meetings of the Council shall be subject to New Hampshire's Right-to Know Law, RSA 91-A.

All meetings of the Executive Committee shall be posted three business days in advance, and shall be open to all Council members in good standing.

V.5 Quorum

Fifty (50%) of the membership constitutes a quorum.

V.6 Structure and Conduct of Meetings

Parliamentary discretion for the conduct of meetings shall be vested with the Chair. Council procedures shall provide an opportunity for all members to be heard on any given issue and for the efficient conduct of business.

V.7 Public Participation at Meetings

Any person is welcome to attend all regular and special meetings of the Council, excluding any required executive sessions, and be permitted to address the Council under direction from the Chair.

There shall be two separate opportunities for public comment in these meetings — the first shall be specific to agenda items, the second specific to other business. The Chair shall dictate when these opportunities shall occur in the agenda. Each public comment shall be limited to 3 minutes. This limit may be extended at the discretion of the Chair.

Prior to these meetings, any person wishing to comment at the meeting must first provide a written synopsis of the comment, along with his/her name, address, and contact information to the Secretary, who in turn will submit these written synopses to the Chair.

Article VI: Voting

No vote on a substantive matter shall be taken unless the issue to be voted on has been listed in the proposed agenda, and timely notice (see Article V.4) has been given to all members. Election of Officers and Citizen Members are considered to be substantive issues. Dues payments or financial commitments of Council members are also considered substantive issues. A quorum must exist before any formal vote is taken (see Article V.5). Each member is afforded one vote on any decision put to a vote and must be present to vote. In the absence of a voting organizational member representative, a designated

alternative may cast the vote if present at the meeting. Otherwise, no proxy voting is permitted.

All decisions put to a vote, with the following exceptions, require a majority vote of all members present to pass. The exceptions which require a 2/3 vote of all members present to pass include changes or amendments to these by-laws (see Article VIII) and officer removals (see Article IV.4).

Article VII: Committees of the Council

On an annual basis, Council shall establish or continue standing committees as may be necessary or convenient for carrying out the business of the Council. Standing committees will be chaired by members of the Council but can include non-Council members. The original Nelson/Nygaard Report included the following standing committees:

- Advocacy Committee
- Consumer Liaison Committee
- Design/Operations Committee
- Finance Committee
- Land Use/Transportation Planning Committee
- Marketing/Public Information Committee
- Regulatory/Policy Committee

The subcommittee has modified the recommendations from the original report as follows:

1. GOVERNANCE COMMITTEE

- WHAT:** Board membership development and maintenance
Write Board job descriptions
Determine training needs of Board
Present slate of new members and officers
Orientation and training
Maintain list of Board members (terms, talents, etc.)
Determine membership needs of organization; recommend ways to meet those needs
- WHO:** One Officer and at least three Council members
- WHEN:** Meet at least four times per year
May/July – By-Laws and training
October/March – Nominating, Slate of Officers

2. FINANCE COMMITTEE

- WHAT:** Review annual audit
Develop financial plans
Invest financial resources
Oversee all financial matters
Project annual fundraising requirements
Review monthly financial reports
- WHO:** Treasurer (Chair), minimum of four Council members
- WHEN:** July – Budget for next year
Monthly – Financial planning, review financial reports, investments
Quarterly – Endowment Committee meets

3. MARKETING, PUBLIC INFORMATION & ADVOCACY COMMITTEE

- WHAT:** Develop marketing strategies to inform the public about RCC/services offered
Plan, review Annual Report
Review, update Agency publications
Initiate, implement specific public relations projects
Develop annual marketing plan
Develop strategies for philanthropic fund-raising to ensure private support for community-based elder services
- WHO:** Board member and at least three Council members
- WHEN:** October, November – Strategies for annual fund development
June - Develop annual marketing plan
February/April - implement specific projects; review Agency publications; sponsorships.

4. DESIGN, OPERATIONS & FACILITIES COMMITTEE

- WHAT:** Review maintenance needs of equipment and facilities
Recommend and prioritize improvements
Develop long range maintenance and development plan
- WHO:** An Officer, 4 members of Council one of whom is a Board member
- WHEN:** January/April priority needs (to budget in next year)
September/November – Review all sites for potential maintenance and repair needs

5. CONSUMER LIAISON COMMITTEE

- WHAT:** TBD
- WHO:** An Officer, 4 members of Council one of whom is a Board member
- WHEN:** TBD

6. LAND USE/TRANSPORTATION PLANNING COMMITTEE

WHAT: Will focus on integrating transportation and land use planning in order to assure that transit is considered.

WHO: An Officer, 4 members of Council one of whom is a Board member

WHEN: TBD

7. REGULATORY/POLICY COMMITTEE

WHAT: TBD

WHO: An Officer, 4 members of Council one of whom is a Board member

WHEN: TBD

Additional standing committees can be established if deemed necessary or convenient to conduct the business of the Council. These committees can be established upon the affirmative vote of the majority of the Council members present at a regular or special meeting.

The Chair, or in his/her absence, the Vice Chair, shall establish ad-hoc committees and appoint committee members as may be necessary or convenient for carrying out the business of the Council. Non-members, because of their special expertise or association with particular issues, and at the discretion of the Chair, may be appointed to ad-hoc committees.

Article VIII: Amendments

These by-laws may be amended by the affirmative vote of 2/3 of the Council present at a regular meeting thereof, if the notice of such meeting has contained a copy of the proposed amendment. Amendments are considered a substantive issue.

Article IX: Effective Date

These by-laws will become effective upon adoption by 2/3 vote of the Council present.