

# BYLAWS OF MASON COUNTY TRANSIT ADVISORY BOARD

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## I. INTRODUCTION

The Mason County Transit Advisory Board (MCTAB) is a volunteer advisory group to the Mason Transit Authority (MTA). It shall be composed of people residing within the boundaries of the Authority and will serve to broaden communications between the community, the MTA Authority Board, and the MTA General Manager. MCTAB shall serve the MTA Authority Board, the MTA General Manager, and the MTA constituency by investigating issues confronting any of the three and making recommendations to the proper entity.

## II. OBJECTIVES

MCTAB promotes and facilitates public involvement in the planning process by reviewing and making recommendations on Mason Transit Authority issues and projects.

## III. MEMBERSHIP

- A. MCTAB shall be composed of not more than sixteen volunteer regular members. MCTAB Members are selected to represent a broad cross-section of Mason County, both geographically and socio-economically.
- B. Membership Definitions:
  - 1. Regular Member – One who lives within the boundaries of MTA, who has applied and been approved by MCTAB and MTA, and who holds voting rights.
  - 2. Associate Member – One who is a non-voting individual but is interested in the service and development of Mason Transit.
  - 3. Honorary Member – A former member of MCTAB with in perpetuity status, and who holds a non-voting status.
- C. All residents living within the boundaries of the MTA are eligible for membership in MCTAB. Interested persons are required to complete an application for any level of membership, and meet with MCTAB's nominating committee.
  - 1. The nominating committee consists of the MCTAB Chair, a rotating MCTAB member-at-large and the MTA General Manager (or representative). All applications for membership to MCTAB will first be reviewed by this group. Review by this committee may be conducted by phone, electronically, or in person.

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2. Upon consensus of the nominating committee, the new potential MCTAB member will attend a MCTAB meeting prior to formal acceptance. Their application will have been reviewed by all MCTAB members.
  3. MCTAB members will vote to accept the recommendation of the nominating committee. The final acceptance will be made through a vote of the MTA Authority Board.
- D. If the MCTAB Chair determines that a MCTAB member has a conflict of interest (i.e., he/she or their immediate family has a financial interest in an issue before MCTAB) they may ask that member to refrain from any discussion and/or vote on said issue.
- E. Membership appointments are for two-year terms. Members may re-apply by submitting a new application 60 days prior to their term expiration, subject to a vote of MCTAB membership and re-appointment by the MTA Authority Board.
- F. Any member/alternate who accumulates three (3) consecutive or six (6) cumulative absences during his/her term, not excused by the Chair for good and sufficient cause, can be removed from MCTAB membership by a vote of the membership at a meeting. Any member/alternate may attend a meeting via electronic means so long as electronic participation is available and can be accomplished.
- G. Any member of MCTAB may be removed by a vote of the MTA Authority Board upon its' own motion and vote or upon recommendation as the result of a two-thirds vote by MCTAB.
- H. Committees: Standing committees may be formed or deleted at the discretion of the membership by a simple majority vote. The current standing committees and their responsibilities are:
1. Membership Committee: Actively recruits new members, assesses representation to keep in balance and communicates with potential members to maintain interest.
  2. Ad Hoc and/or Special Interest: Formed on an "as needed" basis. Includes officer nominating committee.

### IV. OFFICERS

- A. The Officers of MCTAB shall include a Chair, Vice-Chair, and if elected, a Recording Secretary.

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- B. The Chair will preside at all MCTAB meetings. The Chair will prepare a meeting agenda prior to all meetings, and will run the meetings. The Chair, or his/her appointed representative, will attend all MTA Authority Board meetings.
- C. The Vice-Chair shall assume all of the Chair's roles and responsibilities in the absence of the Chair.
- D. The Secretary shall record the minutes of each meeting, prepare the minutes for approval at the next meeting, and serve at the pleasure of the Chair.

### **V. OFFICER ELECTIONS AND VOTING**

- A. The Chair, Vice-Chair and Recording Secretary have a term of one year, and shall be members of the Advisory Board elected by the members by majority vote at a regular or special meeting of the Advisory.
- B. The Officers shall be elected from the members at the first meeting in December of each year. In the event a position becomes vacant, the members shall elect a new officer at the next regular meeting to serve until the next December meeting.

### **VI. RESPONSIBILITIES OF MTA AUTHORITY BOARD, MCTAB, AND MTA STAFF**

- A. MTA Authority Board Responsibilities to MCTAB:**
  - Approve new members to MCTAB.
  - Recommend issues, along with the MTA General Manager, to be reviewed by MCTAB.
  - Review, respond, and when appropriate, approve MCTAB recommendations.
  - If and when necessary request dates on which reports shall be issued by MCTAB.
  - Provide staff and financial support to MCTAB activities as MTA Authority members deems appropriate.
- B. MCTAB Responsibilities:**
  - Review and make recommendations to the MTA Authority Board on issues and projects, understanding that those recommendations are advisory only and are not binding upon the MTA Board.

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- Provide and facilitate direct involvement of the public in the planning process as directed by the MTA General Manager or MTA Authority Board.
- Upon the request of MTA Authority Board or the MTA General Manager, submits timely written issue and project reports.

### **C. MTA Staff Responsibilities to MCTAB:**

- Assign a staff member responsible for coordination between MCTAB, the MTA Authority Board and the MTA General Manager.
- Provide MCTAB with information and support services.
- Involve MCTAB in the development and implementation of public participation programs.
- Facilitate the flow of communications between the MTA Authority Board, the MTA General Manager and MCTAB.
- Publicize the activities of the MCTAB throughout the MTA service area.
- As appropriate and with the MTA General Manager or MTA Authority Board approval, provide funding for MCTAB activities, events and travel.

## **VII. MCTAB OPERATION**

- A. MCTAB shall hold regular monthly meetings on a set day and time as agreed by said members and approved by the MTA Authority Board. The quarterly joint meeting with the MTA Authority Board will be considered a "regular" meeting for that month and does not require a separate, later meeting. The meeting schedule and sites will be determined for the coming year no later than December of the previous year.
- B. All meetings shall be open to the public.
- C. Special meetings may be called by two of MCTAB officers with ten (10) days advance notice to MCTAB members as to time, place, and agenda. The foregoing notice requirements may be waived at a special meeting by a two-thirds vote of all members.
- D. A quorum shall consist of a majority of eligible voting members. A simple majority vote of the quorum present shall prevail. In the event of a tie vote, the motion shall be tabled until the next meeting.

**VIII. HONORARY BOARD MEMBER APPOINTMENT**

MCTAB may nominate and elect former members of MCTAB for Honorary Board Member status. Such status shall be to acknowledge exemplary service, and once elected, said status shall continue in perpetuity. Honorary Board member status shall be non-voting.

MCTAB may also select to provide acknowledgment of such status in an official documentation, the official MTA website, or other recognition, including presentment of a certificate or other means to commemorate such election as Honorary Board Member.

**IX. AMENDING BYLAWS**

- A. The bylaws may be amended by the MTA Authority Board upon its receipt of proposed changes that have been approved by the MCTAB membership
- B. The bylaws may also be amended by the MTA Authority Board, upon its own motion, at a regular meeting or a special meeting called for that reason. Notice of such an agenda item shall be given to MCTAB officers at least two (2) weeks prior to the regular or special meeting.

Adopted November 10, 2009

Amended September 17, 2013

Amended by MCTAB February 25, 2014

Adopted by Mason Transit Authority Board March 18, 2014

Amended by MCTAB August 26, 2014

Adopted by Mason Transit Authority Board September 16, 2014