MARC and KCATA

Bylaws for the

Mobility Advisory Committee

Bylaws of the Mobility Advisory Committee provide rules and guidelines for conducting business by committee members and other interested parties participating in the planning, programming, advocacy and actions for sustaining, expanding, improving and coordinating mobility, accessibility and transit in the Kansas City region.

I – Name

The name of the committee shall be the Mobility Advisory Committee, hereinafter referred to as MAC. The MAC shall be co-administered by the Mid-America Regional Council (MARC) and the Kansas City Area Transportation Authority (KCATA).

II – Purpose

The MAC shall function as a sub-committee of the Regional Transit Coordinating Council (RTCC), and act as the advisory body to the RTCC on matters involving mobility, accessibility and transit for the following populations: older adults, persons with disabilities, persons of low-income, veterans and other groups with special transportation needs. All work plans, tasks and programming will be derived from the committee’s purpose statement. The purpose of the committee is as follows:

The MAC is to have specific functions that include but are not limited to the following:

- Advise the RTCC on mobility and ADA compliance issues.
- Maintain and expand the amount of appropriate, affordable and convenient service throughout the region.
- Facilitate coordination among funders, service providers and area local governments.
- Help define and implement a mobility management system that is tailored to the Kansas City region.
- Evaluate and prioritize the Federal Transit Administration (FTA) Section 5310 Program Projects and any other available funding sources.

Whereas, mobility management is defined to mean:

- Affordable, convenient service throughout service areas;
- Easily accessible customer-focused information services about transportation systems;
- Streamlined processes for complementary ADA paratransit eligibility, trip scheduling, service provision and travel training;
- Regional performance metrics and safety standards; and
- Sustainable funding and coordinated process for efficient service operations.
III – Duties

The MAC is to meet bi-monthly on opposing months that the RTCC meets as to establish dialogue between the MAC and the RTCC. Meetings will rotate location between MARC and KCATA. All meetings are open to the public and interested parties are encouraged to attend any and all meetings. The committee as a whole is to harness their knowledge of what the service needs of underserved populations are in a manner that works towards providing appropriate, affordable transportation services to all.

This includes but is not limited to:

- Planning and implementing projects that benefit underserved populations;
- Developing needs statements and communicating those statements effectively to interested parties;
- And advocating for equal accessibility and mobility for disadvantaged populations by raising awareness of existing transportation opportunities and issues.

In order to carry forth the mobility management vision and meet the purpose put upon the MAC selected members will be asked to partake in defined voting and programming exercises.

IV – Rules of Procedure

In order to have a vote or conduct a programming exercise the MAC must meet quorum, which is 50% or more of current membership base. Elected alternates may participate on behalf of members. All decisions are decided by simple majority. The meetings will be an open discussion format, in which attendees will be encouraged to participate.

V – Chairs

The committee will have two co-chairs. One chair shall be appointed by MARC and one chair by the KCATA. The chairs are to serve two year terms and there are no term limits. The co-chairs will have the privilege and responsibility of representing the MAC on the RTCC.

The chairs function are to oversee meetings, and work with the administration staff to build agendas, work plans and work groups. On occasion, chairs may be asked to participate in meetings with MARC and/or KCATA staff to help develop proposals, funding recommendations and other duties of MAC.

If a co-chair misses three meetings in one calendar year that chair is placed on probation and no longer allowed to participate in motions or programming exercises. Committee members will approve the dismissal of the chair. The chair may appeal the probation, and upon approval of the committee that chair will be allowed to resume their member responsibilities. If it is decided by the committee that the chair is no longer fit to perform his/her duties a special appointment will be done to name a new co-chair.
VI – Members

In addition to the co-chairs, the committee is to have no more than 20 and no less than 11 member organizations/agencies at any given time. A member is an organization, local governmental authority or agency that is associated with special transportation in some capacity. Each member organization is allowed one representative and one alternate. Only one vote on motions or participation in programming exercises is allowed per member organization/agency. A programming exercise pertains to any motion or vote that may affect how funds are programmed by either KCATA or MARC on services for older adults, persons with disabilities, persons or low income and/or other populations as the committee is directed.

The members should represent multiple organizations, areas of the region and disciplines, but all should work with disadvantaged populations. At any given time there should be at least one member organizations that works with each older adults, persons with disabilities, persons of low income and veterans. There should be representation from both states, Kansas and Missouri, as well as at least four counties that make up the Kansas City region. Members should be derived from one of the following disciplines: transportation providers, service providers, underserved populations, service funders/philanthropic organizations or local governmental authority.

Each member is to serve a term of two years. There is not a limit on how many terms a member can serve. After each term, members will be asked to continue on as committee members. If there is another organization interested in being a member that organization must notify MARC and/or KCATA of their interest by the October meeting of that calendar year. If there is an open seat the co-chairs may assign the new organization a spot on the membership roster and request approval from committee members. If all seats are filled there will be an election to choose which organizations will represent that specific discipline. Only the existing committee members and nominee(s) will be allowed to vote. Elections and/or reappointments are to occur at the first meeting of each calendar year.

If a member misses three meetings in one calendar year that member is placed on probation and no longer allowed to participate in motions or programming exercises. Committee members will approve the dismissal of a fellow member. The member may appeal the probation, and upon approval of the committee that member will be allowed to resume their member responsibilities. If it is decided by the committee that the member is no longer fit to perform his/her duties the seat will remain vacant until the first meeting of the next calendar year.

VII – Administrative Staff

The MAC shall rely on staff provided by MARC and KCATA staff and shall assist the co-chairs, committee members and any subcommittees/work groups/task forces in fulfilling their duties and responsibilities.

VIII – Subcommittees

MAC may establish subcommittees and work groups with membership appointed by the co-chairs. Subcommittees are to be formed when it is necessary to investigate and report on specific subject areas that are of interest to the committee. Subcommittees shall set its own meeting schedules to complete a given assignment in a timely manner. Upon completion of a given assignment subcommittees will automatically dissolve.
IX – Adoption and Amendment

The bylaws shall be adopted by a majority vote of the MAC members and endorsement from the RTCC. Any amendment will be brought before the committee for discussion as part of a regularly scheduled meeting. The bylaws may be amended by a majority vote of the committee members at a scheduled regular meeting, and then submitted to the RTCC for final approval.