

1/18/01

BJCTA Paratransit Advisory Committee

Bylaws

Article XI Advisory Committee

The Board of Directors of the Birmingham-Jefferson County Transit Authority (BJCTA) herein creates a Paratransit Advisory Committee whose sole role shall be that of advocates for transit serving in an advisory capacity to the Board of Directors.

Section 1: Objectives

The Advisory Committee shall advise the Board of Directors on issues involving public transportation for the physically and mentally challenged community; and transmit suggestions to the Board concerning service and policy and act as advocates of transportation in the community.

Section 2: Membership

The Paratransit Advisory Committee shall be composed of duly qualified electors and residents of the metropolitan area of the BJCTA, riders, or representatives of organizations and professionals with interest in transportation services provided by BJCTA for the physically and mentally challenged. Members of the advisory committee **shall not have the right to sue or be sued. There is no limit to the number of persons who may serve on this committee.**

Section 3: Officers and Members

The Advisory Committee shall be volunteer representatives and serve without pay. The Advisory Committee shall have no authority to act or obligate the Birmingham-Jefferson County Transit Authority 's Board of Directors or its officials in any manner unless granted by the Board of Directors.

Appointment to the committee- *one designated representative from each of the following: Each service subscription agency, the Blinded & Veterans Association, National Federation of the Blind, Easter Seals of the Birmingham Area, United Cerebral Palsy, Birmingham Independent Living Center, Alabama Rehab Services, Alabama Institute for the Blind, Mental Retardation Developmental Disabilities of Jefferson County, The ARC of Jefferson County, Jefferson Blount, St. Clair Mental Health, Vocational Rehab, The Department of Human Resources, The Jefferson County Office of Senior Citizens, Positive Maturity, The Birmingham and Jefferson County School Systems. Three (3) citizen paratransit/VIP users, (Interested persons are to submit letters), one member from each municipality served by BJCT. Three members appointed by the Jefferson County Commission.*

The members serve for a term of (2) years from the date of the appointment or selection and may be reappointed for (1) additional term. The appointment of new members shall be open during the month of October.

The persons serving shall compliment the Board of Director's goals and objectives as they relate to the operations of public transit for the mentally and physically challenged.

- (1) The Advisory Committee shall elect a Chair, Vice Chair and Secretary. Elections of officers shall occur during the month of September with the elected officers being concurrent with the fiscal year (October 1 through September 30) for the BJCTA. Election of officers shall be a simple majority after presentation from the nominating committee. Nominations may also be taken from the floor after the nominating committee has read the slate of candidates. No officer shall be elected for more than two (2) consecutive terms for the same position.
- (2) At the beginning of each fiscal year the Paratransit Advisory Committee shall set a schedule for monthly meetings: and establish a schedule for public meeting(s) in conjunction with Transit Advisory Committee of BJCTA. The meeting(s) shall be advertised and the public invited for comments on issues related to transit. The Board shall be informed of major issues addressed at each public hearing.
- (3) The Chair shall set the agenda and preside at each regular meeting of the Advisory Committee. Conduct such business, as the membership shall direct, call monthly meetings, appoint special committees, and ex-officio members.
- (4) The Vice Chair shall assist at the request of the Chair and perform the duties of the Chair in the absence or inability of the Chair to perform.
- (5) The Secretary shall record the activities of the Advisory Committee at each meeting and report these activities in the form of written minutes at the next meeting.

Section 4. Yearly Review

The Advisory Committee shall submit written reports on paratransit related projects as requested by the Board of Directors. Once a year, the committee will review the BJCTA's estimated ADA eligible "Open Door Ridership" statistics. The committee shall also review and comment on BJCTA's yearly update of their ADA Compliance Plan.

Section 5: Meetings

Meetings shall be the third (3rd) Thursday of each month at 2:30 p.m. at a time and place agreeable to the committee and BJCTA. Agendas shall be prepared by the Chairperson and submitted before each meeting. All meetings are open to the public.

Section 6. Procedural Rules

Quorum

- a. A quorum is a simple majority of those present and eligible to vote. (Each organization and individual entity represented has one vote). If an organization has more than one member on the committee only one vote will be counted as the agency vote.
- b. If a committee member is absent from a meeting but sends a proxy, the Advisory Committee shall advise the chair and the vote shall be counted.

- c. All actions of the committee, unless otherwise stated herein, shall require a simple majority.
- d. These bylaws may be amended by request of a member, approval of the Paratransit Committee and the BJCTA.

Section 7. Termination

The following shall be a reason for termination from membership on the advisory committee:

- a. At the request of the appointing authority.
- b. Conduct which conflicts with the objectives and policies of the Birmingham-Jefferson County Transit Authority.
- c. Absence from three (3) consecutive scheduled meetings without valid cause.
- d. Resignation (written notification to the committee or BJCTA and the appointing authority).

These bylaws shall become effective upon approval by the Birmingham-Jefferson County Transit Authority's Board of Directors.

Adopted _____, 2001

Chairman _____ Paratransit Authority Committee

Attest, Secretary _____

Birmingham-Jefferson County Board of Directors

Chairman: _____, BJCTA

Approved: _____

Attested: _____