

BYLAWS OF THE

**STARK COUNTY MOBILITY
COORDINATION COMMITTEE**

Article I
Authorization

Name

The name of this organization is the Stark County Mobility Coordination Committee (Coordination Committee) which works in conjunction with the Stark Area Regional Transit Authority (SARTA) and the Stark County Area Transportation Study (SCATS) and their respective boards and staff.

Origin

The Coordination Committee was created to assist in planning and other efforts concerning transportation programs in Stark County as the result of Federal rules and regulations promulgated under the Safe, Accountable, Flexible, Effective, Transportation Equity Act (SAFETEA-LU) Highway Funding Bill signed into law on August 10, 1995 by President Bush.

SAFETEA-LU required the establishment of a “locally developed, coordinated public transit-human services transportation plan” (coordinated plan) in order for communities to be eligible for Federal Transit Administration (FTA) programs for underserved populations: the Elderly Individuals and Individuals with Disabilities program (Section 5310); the Job Access and Reverse Commute (JARC) program (Section 5316); and the New Freedom program (section 5317).

On January 23, 2007 SARTA sponsored an informational and planning meeting, inviting approximately 342 groups and individuals representing for-profit and non-profit organizations, transportation providers, social service agencies and organizations, governmental entities and others. The Coordination Committee resulted from this meeting and efforts to develop the coordinated plan, as well as procedures to assist in awarding funding, where and when available.

Mission Statement/Purpose

The purpose of the Coordination Committee is to assist in the coordination of transportation services and providers to meet the needs of the Stark County community through a wide range of transportation solutions.

To achieve these purposes, the Coordination Committee and/or its Sub-Committees shall perform the following functions:

1. Serve as a forum for community involvement in efforts to meet its stated purpose;
2. Work to continually identify needs and gaps in transportation services for the Stark County community;
3. Study and recommend policies, grant recommendations, and other actions to the respective Boards and Staff of SARTA and SCATS as needed;
4. Evaluate and comment on requests from the respective Boards and Staff of SARTA and SCATS;
5. Disseminate information about plans and/or decisions as needed;

6. Develop and promote cooperation with citizen groups and others;
7. Evaluate and provide recommendation in awarding grants under the JARC and New Freedom programs, and others as appropriate.

Governmental Partnership

SARTA is the regional governmental entity established under Ohio Revised Code to meet public transportation needs in the Stark County area. It was created in December of 1997 when the Canton municipal transit system expanded countywide as the result of the passage of a sales tax increase to fund operations. SARTA is operated by a staff and managed by a Board of governmental representatives appointed by various political jurisdictions. SARTA is the “designated recipient”, as approved by the Governor, of Federal Transit Administration funds for the JARC and New Freedom grant programs. As such, it is responsible for:

1. conducting an area-wide competitive selection process for the grant funding programs;
2. certifying a fair and equitable distribution of funds resulting from the competitive selection process;
3. certifying that projects selected for funding were derived from a locally developed, coordinated public transit-human services transportation plan;
4. certifying that the locally developed plan was developed through a process that included representatives of public, private, and non-profit transportation and human service providers and participation by the public;
5. managing all aspects of grant distribution and the oversight of subrecipients through a management plan that meets FTA requirements;
6. submitting reports as required by the FTA.

As part of this process, SARTA utilizes the Coordination Committee to evaluate and provide recommendations in awarding grants under the JARC and New Freedom grant programs. The Coordination Committee is also informed as to progress in the 5310 Specialized Transportation Program that is managed by the Ohio Department of Transportation (ODOT) Transit Office.

SCATS is the Metropolitan Planning Organization (MPO) designated by the governor to perform transportation planning in Stark County. SCATS primary objectives are to develop a long-range Transportation Plan and a Transportation Improvement Program (TIP). SCATS is managed by staff and a Policy Committee made up of representatives of local governmental entities appointed by various political jurisdictions.

The Transportation Plan shows transportation and transit project proposed to meet the transportation needs of Stark County for 20-30 years into the future. The TIP is the schedule of highway, transit, and other projects related to the long-range plan that will be implemented within the next four years.

SCATS is also responsible for establishing and monitoring the development and implementation of the multi-year TIP program of local government sponsored transportation system improvement projects within available programmatic budgets in accordance with Federal Highway Administration and FTA requirements. Projects approved for FTA funding must be included in the SCATS TIP and the State TIP. Projects awarded JARC and New Freedom funding are programmed into this process by SCATS, whose Policy Committee is responsible for approving local and state-wide projects for inclusion in the plans.

The **Federal Highway Administration (FHWA)**, **Federal Transit Administration**, and **ODOT** are the regulatory agencies that implement laws enacted on the Federal and State level, respectively, and have oversight authority over SARTA and SCATS.

Revocation of Delegated Recommending Authority

As the “designated recipient”, SARTA is responsible for the management of the JARC and New Freedom grant funds suballocated to Stark County by ODOT and FTA. SARTA can, at its discretion, alter procedures in order to comply with FTA and other regulations and directions.

Article II **Organization**

Membership

Membership is open to any person, agency, organization, corporation, or business, whether for-profit or non-profit, with an interest in passenger transportation needs and service gaps in the Stark County community. These needs and service gaps, while primarily related to transportation within Stark County, can also include meeting the needs of the Stark County community to areas outside of the corporate limits of Stark County.

Voting Privilege

For voting purposes, a person, agency, organization, corporation, or business is considered to be a voting member ***on attending their third meeting and must maintain an attendance rate of at least 60% of meetings held thereafter to remain a voting member.*** Only one (1) representative per agency, organization, corporation, or business is eligible to vote on each motion.

Officers

The officers consist of a Chairperson and a Vice-Chairperson elected from the membership to two-year terms.

- A. *Chairperson* - Presides at all Coordination Committee meetings, makes reports, or designates others to make reports, as necessary to SARTA and SCATS. In consultation with the Coordination Committee accepts volunteers and/or appoints committees and related chairpersons, as needed, and represents the Coordination Committee or designates an alternative to represent the Coordination Committee before other bodies and committees as directed and needed.
- B. *Vice-Chairperson* - Performs duties of Chairperson when Chairperson is absent.

Election and Term of Office

Elections will be held in December from a slate of candidates presented by the nominating committee or nominated from the floor at the previous meeting. Officers will be elected to a two-year term. The term of office will begin on the first day of the month following the election. A report of the Nominating Committee will be made at the meeting prior to the election of officers.

Vacancies

If the office of Chairperson becomes vacant, the Vice-Chairperson will become Chairperson. If the office of Vice-Chairperson becomes vacant, the Coordination Committee will, at its next meeting, elect a successor to fill the unexpired term.

Special Committees/Task Forces

Special committees and task forces may be formed, on an ad hoc basis, by the Coordination Committee, as necessary, to carry out various Coordination Committee work assignments. All meetings of these groups will be considered an opportunity for citizens to participate in the planning process.

Nominating Committee

The Coordination Committee Chairperson will appoint a Nominating Committee composed of at least three (3) Coordination Committee members at the second meeting of their term of office. The immediate past Coordination Committee Chairperson will serve as chairperson of this committee. In the event the past Chairperson is unable or ineligible to serve, the Coordinating Committee will select a chairperson for the nominating committee from the voting members of the committee. A slate of officers will be presented by the nominating committee at the regularly scheduled monthly meeting prior to the election. Additional nominations may be made from the floor at that meeting.

Evaluation Committee

The Coordination Committee as a whole appoints, by majority vote, at minimum, a three-member subcommittee to review grant application for each grant program. Members, representatives of members, or employees of members who have submitted an application for funding cannot serve on the subcommittee reviewing that application. The subcommittee reviews applications and makes recommendations to the Coordination Committee as a whole. The Coordination Committee then takes action on the Evaluation Committee recommendations and sends the results to the respective SARTA and SCATS boards.

Article III **Meetings**

Scheduling

A meeting schedule will be set by the Coordination Committee at its first meeting of the year and may be revised as needed at its regularly scheduled meetings. Notice and agendas of all meetings will be sent via mail, regular and/or electronically, to a mailing list including members of the news media and current members of the Coordination Committee at least one week prior to meetings. Meeting locations, dates and times will also be shown on the SARTA website.

The Coordination Committee intends to hold six (6) bi-meetings per year. Special meetings can be held at the call of the Chairperson, Vice-Chairperson or five (5) Coordination Committee members and require one week notice. All meetings are open to the public. Minutes will be

taken at all meetings and will be available to the public upon request. SARTA, as the designated recipient approved by the Governor, has agreed to assist the Coordination Committee by maintaining records, meeting minutes, mailing and member lists, the distribution of agendas and minutes, and other assistance to the Coordination Committee as needed.

A week, as defined for the purpose of providing meeting notices, means seven calendar days. Notices sent by US Mail are defined as having met the proper notification period if postmarked nine days before the meeting, irrespective of the time actually required by the Postal Service for delivery.

Actions

Meetings will be conducted according to Roberts Rules of Order, as revised. Action at any Coordination Committee meeting can be taken by resolution or motion and can be adopted by a majority of voting members present. For voting purposes, a person, agency, organization, corporation, or business is considered to be a voting member ***on attending their third meeting and must maintain an attendance rate of 60% in order to remain a voting member.*** Only one (1) representative per agency, organization, corporation, or business is eligible to vote on each motion.

Reports of relevant actions taken by this committee will be made at the SARTA Board and SCATS Policy Committee meetings as necessary.

Resolutions

Each resolution will be introduced by a member of the Coordination Committee in written or published form. Each resolution will not contain more than one subject. Resolutions included in the mailed agenda require a majority approval of voting members present for passage. Resolutions introduced at a meeting require a 2/3 majority approval of voting members present for passage.

Article IV

Bylaws

Adoption

The Proposed Bylaws will be made available with the meeting notice for the meeting where they will be considered. The Bylaws can then be adopted by a majority of voting members present.

Amendment

Proposed amendments to these Bylaws will be reviewed and presented to the Coordination Committee. The text of the proposed amendment(s) to the Bylaws must be available to all members with their meeting notice. Amendments to these Bylaws require a 2/3 majority approval of voting members present at the meeting where the amendment is considered for passage.