

BROWNSVILLE METRO (Revised Feb 2020)

TRANSIT ADVISORY COMMITTEE

By-Laws

Adopted by the City Commission

June 6, 2006

**Revised and
Adopted by the City Commission**

November 18, 2020

TRANSIT ADVISORY COMMITTEE
BY-LAWS

ARTICLE ONE: NAME AND ADDRESS

Section One.

The name of the Committee is the Transit Advisory Committee.

Section Two.

The address of this Committee shall be the address used by the **Brownsville Metro**
(Revised Feb 2020):

755 International Blvd.
Brownsville, Texas 78520. (Revised Feb 2020)

ARTICLE TWO: MISSION AND PURPOSE

Section One. MISSION.

To provide advice and guidance to Brownsville City Commission through staff on the development, implementation and operation of the Paratransit and Fixed Route Service consistent with all State and Federal Rules and Regulations.

Section Two. PURPOSE

1. Monitor the performance of **Brownsville Metro** Quality statistical reports. (Revised Feb 2020)
2. Monitor users through a statistical report of service production for Paratransit and Fixed Route operations in order to determine deterioration due to use or abuse.
3. Review requested and proposed service, policy and procedure changes to assure that user and institutional needs have been addressed.
4. Review individual complaints, incidents and/or suggestions as needed to determine applicability to policies and procedures.
5. Provide support to staff on enforcing policies, procedures, and practices.
6. Provide advocacy support in community program benefits.
7. Provide input to staff on ideas to improve system performance, responsiveness, and productivity.
8. Review the acquisition/development of major facilities or equipment to assure it addresses the needs of the entire community.

ARTICLE THREE: MEMBERSHIP, RESIGNATION, and REMOVAL

Section One.

The Transit Advisory Committee is appointed by The Brownsville City Commission.

Section Two.

Desired membership is no more than seven members this would also be more consistent with the number of members in the city commission.

(Refer to Notice of Public Meeting of the City of Brownsville held October 30, 2007)

These members represent citizens with disabilities, senior citizens, consumers, public agencies and the general community.

Section Three.

Each member is appointed for a term of two calendar years. If a member leaves the committee before his/her two-year term has expired, the replacement appointed in his/her place will serve the remainder of the original member's term plus a two-year term of his/her own. **Members are appointed every June and December by the City Commission.** (Revised Nov 2020)

Section Four. RESIGNATION and REMOVAL

Any Committee Member may resign by giving notice to the City Commission. Resignations take effect when stated in such notice and acceptance is not necessary to make the resignation effective. In case of a resignation or removal the Transit Advisory Committee can recommend a new member(s) to the City Commission once resignation or removal has been noted.

Missing three consecutive meetings without an excuse will result in the removal as a member of the Committee.

ARTICLE FOUR: OFFICERS

Section One.

The appointees elect the **Chairperson** for the Advisory Committee.

The Chairperson shall preside at all meetings of the Committee; call special meetings when necessary; and perform other duties on a needed basis as directed by the Committee. The Chairperson shall hold the position for a one-year term.

Section Two.

The appointees elect the **Vice-Chairperson** for the Advisory Committee.

The Vice-Chairperson shall provide all of the functions and duties with all of the powers in the absence of the Chairperson. The Vice Chairperson shall hold the position for a one-year term.

Section Three.

The appointees elect the **Secretary** for the Advisory Committee.

The secretary shall give all notices in accordance with the provisions of these by-laws or as required by law and be custodian of the Transit Advisory Committee records. The Secretary shall perform all duties incident to the office of the Secretary and such other duties as, from time to time, may be assigned to him or her by the Board of Directors. The Secretary shall hold the position for a one-year term.

Section Four.

Elections of Officers to the Transit Advisory Committee will take place every **January**.
(Revised Nov 2020)

Election of Officers will be through nominations and appointed by majority of votes.
(Revised Nov 2020)

ARTICLE FIVE: MEETINGS, QUORUM

Section One.

Regular meetings of the Committee shall be held on the third Wednesday of the month at 5:30 pm with exceptions as deemed necessary by the Committee. Written notice of the time, place and purpose of the meeting shall be emailed by the staff. Two calls are given to the TAC members; the Friday before and on the day of the meeting. Both calls are to remind them for the upcoming meeting and to confirm if they will be attending.

Section Two. SPECIAL MEETINGS

Special meetings may be held when called by the Chairperson, at the request of a majority of the Committee Members or upon approval of a majority of the Committee.

Section Three. QUORUM

A majority of fifty percent of current membership plus one shall constitute a quorum for the transaction of business at any meeting.

Section Four. PENDING OFFICER.

In the absence of the Chairperson, the Vice-Chairperson shall preside.

Section Five. OPEN MEETINGS

All regular meetings of the Committee shall be open to the public published in accordance with the list contained in the Policies and Procedures Manual.

ARTICLE SIX: COMMITTEES

If any appointees made to any Committee for any reason cannot fulfill their duties for the assigned year. The Transit Advisory Committee will assign someone to complete the remainder of term. (Revised Nov 2020)

Section One. STANDING COMMITTEES

Section One-A. APPEALS COMMITTEE

The Appeals Committee should constitute of two (2) Transit Advisory Committee members as active members, one (1) Transit Advisory Committee member as an alternate member and one (1) Brownsville Metro (B- Metro) staff member.

Section One-B. ELIGIBILITY COMMITTEE

The Eligibility Committee shall be constituted of B- Metro staff members. It shall be the duty of the B- Metro staff members to review the applications for eligibility purpose. B- Metro staff members shall also review the total number of applications and ensure their timely review and response.

Section Two. AD HOC COMMITTEES

It shall be permissible, from time to time, as often as the Committee as a whole shall deem necessary, to form AD HOC Committees to explore particular single issues pertinent to any specific operation of the Transit System. Members of these Committees shall be appointed by the Chairperson and ratified by the rest of the Committee.

ARTICLE SEVEN (Revised Nov 2020): AMENDMENTS

Any proposed amendments to the By-Laws shall be submitted in writing to the Chairperson who will, in turn, see that the proposed amendments are circulated in writing at least ten days before inclusion on the agenda of a regular meeting of the Committee. A majority vote of current members of the Committee shall be required for passage of the proposed amendment. Proxy votes will be accounted for.