

# **Ann Arbor Transportation Authority LOCAL ADVISORY COUNCIL BY-LAWS**

## **Purpose of the Local Advisory Council (hereafter referred to as LAC) is to:**

1. To provide input, review and comment on the Vehicle Accessibility Plan as required by the Michigan Department of Transportation (MDOT).
2. To generate discussion, interpretation, and recommendations to the Board regarding any senior adults and persons with disabilities related issues of a significant nature.
3. To work with the AATA staff as directed by the AATA Board toward the achievement of the organization's goals and objectives.
4. To report regularly to the AATA Board of Directors the activities, actions and recommendations of the Council.

## **Authority**

The authority of the LAC is expressly derived from the Americans with Disabilities Act of 1990, within the transportation subsection. This states that every transportation system shall have an advisory committee representing persons with disabilities. This committee shall meet on a regular basis, not less than 4 times a year. This standard is exceeded by the AATA LAC which meets 11 times per year.

The accessibility plan is submitted in compliance with Section 10e (18) of the Michigan Transportation Fund Act (MLC 247.660e) (“Act 51”) and the administrative rules for Michigan’s Comprehensive Transportation Fund which require input from seniors as well as persons with disabilities.

The authority of the LAC is derived from the action of AATA according to mandates stated above.

## **Executive Committee: Appointment, term, and membership**

The Executive Committee of the LAC shall consist of no less than six (6) nor more than ten (10) members appointed by the Board. Of these, at least two (2) members shall be 60 years of age or older, two (2) members who are transit challenged and one (1) member representing the Area Agency on Aging 1-B, totaling five (5). The remaining 1 to 5 members may consist of representatives of human services agencies, civic organizations and others who have an interest in public transportation services. No members shall be employees of AATA.

The Executive Committee members shall serve for a two-year term, and may be reappointed for one additional two-year term. If an individual serves two consecutive terms, an interval of one year must pass before a member is eligible again for appointment. All Executive

Committee members shall be residents within the AATA service area, or be an agency representative whose agency serves residents of the AATA service area.

Executive Committee members will vote on items required by state statute or administrative rules.

Members of the Executive Committee shall be elected to the positions of First Chairperson and Second Chairperson by majority vote of the Executive Committee. Elections will occur each September, with terms effective in October. At least one of these officers shall report to the AATA Board on behalf of the LAC.

Each Executive Committee member has one vote to cast for each action before the LAC. The Chair casts the deciding vote when a tie exists. All members of subcommittees shall be appointed by the Chair.

Any Executive Committee member who wishes to resign shall do so in writing to the LAC. If an Executive Committee member misses three meetings per term without explanation, the Executive Committee will recommend removal to the AATA Board of Directors. At this time a letter will be sent to the individual explaining why this action was taken. The Executive Committee members will then recommend a suitable replacement to the AATA Board of Directors.

A quorum is defined as more than 50% of the Executive Committee. A quorum is not necessary for the approval of LAC minutes.

Responsibilities of the Chairperson include:

1. To facilitate each meeting of the LAC.
2. To attend AATA Board meetings and report LAC activities.
3. To set agenda items for the LAC meetings.

In the event that the First Chair is unable to fulfill any of these responsibilities, the Second Chair will step in. In the event that neither the First nor Second Chair is able to fulfill these responsibilities, any suitable member of the Executive Committee can be asked to fulfill the task at hand.

## **General Membership**

Any qualifying individual who wishes to attend the meetings of the LAC is eligible to become a non-voting member after attending two LAC meetings. Membership will continue as long as the individual attends one meeting per year. A member may resign at any time by stating his intention to do so. General membership does not vote. Membership may be revoked by a majority vote of the Executive Committee for a pattern of violation of the conduct portion of the Guide to Public Participation at AATA LAC Meetings.

## **LAC Meeting Times**

Regular meetings will be held on the second Tuesday of the month from 10 AM until Noon, excluding July. It is the responsibility of the AATA to notify members of the Executive Committee of any cancelled and rescheduled meetings.

## **Liaison and Support**

An AATA Board member shall be appointed by the Board Chair to attend LAC meetings and serve as a liaison between the LAC and the AATA Board.

The AATA Executive Director shall designate a staff member who will:

1. Attend LAC meetings and be responsible for minutes, record keeping, and mailing of notices and minutes;
2. Secure monthly meeting facilities and assure transportation for committee members;
3. Provide the LAC Executive Committee members with AATA Board packets and other relevant information.

Adopted by the LAC Executive Committee on: December 8, 2009