

# **LOCAL ADVISORY COUNCIL BY-LAWS**

## **ANN ARBOR AREA TRANSPORTATION AUTHORITY**

### **PURPOSE OF THE LOCAL ADVISORY COUNCIL (HEREAFTER REFERRED TO AS LAC) IS TO:**

1. Provide input, review and comment on the Vehicle Accessibility Plan as required by the Michigan Department of Transportation (MDOT).
2. Generate discussion, interpretation, and recommendations to the Board regarding any senior adults and persons with disabilities related issues of a significant nature.
3. Work with the AAATA staff as directed by the AAATA Board toward the achievement of the organization's goals and objectives.
4. Report regularly to the AAATA 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 four (4) times a year. This standard is exceeded by the AAATA LAC which meets eleven (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 AAATA 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 AAATA.

# LOCAL ADVISORY COUNCIL BY-LAWS

- 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. Term limitations shall not apply to those Executive Committee Members who are representatives of service agencies whose appointments are mandated by these by-laws, AAATA requirements, or state or federal mandates.
- All Executive Committee members shall be residents within the AAATA service area, or be an agency representative whose agency serves residents of the AAATA 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 AAATA 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 AAATA 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 AAATA 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 AAATA 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.

# LOCAL ADVISORY COUNCIL BY-LAWS

## GENERAL MEMBERSHIP

Upon request to the LAC Executive Committee, 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 or denied by a majority vote of the Executive Committee for a pattern of violation of the conduct portion of the Guide to Public Participation at AAATA 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 AAATA to notify members of the Executive Committee of any canceled and rescheduled meetings.

## LIAISON AND SUPPORT

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

The AAATA Chief Executive Officer 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 AAATA Board packets and other relevant information.

# **LOCAL ADVISORY COUNCIL BY-LAWS**

## **BY-LAW AMENDMENTS**

Any LAC member of LAC subcommittee may propose an amendment of these by-laws to the Executive Committee for adoption.

- Notice of intent to amend these by-laws shall be given to the Executive Committee at least three calendar days in advance of the meeting before any vote to amend may be taken.
- Such notice shall be by electronic means and/or by first class mail.
- A copy of the proposed amendments shall be included in the notification.
- At its next meeting the Executive Committee may consider the adoption, rejection or modification of the proposed amendment.
- Adoption occurs by a majority vote of the Executive Committee members present, providing there is a quorum.

**Adopted by the LAC Executive Committee on: November 12, 2013**