

Transit Advisory Council Bylaws

SECTION 1. Declaration of Policy

The Board of County Commissioners of Carroll County hereby finds and declares that:

- A. WHEREAS, on August 20, 2015, the County Commissioners designated the Transit Advisory Council (hereafter "TAC") an appointed board.
- B. WHEREAS, the TAC will act in the capacity of an advisory board to the Board of County Commissioners of Carroll County in business related to the TAC's mission. The mission of the TAC is to advocate for and assist with the implementation of the Carroll County Transportation Development Plan.
- C. WHEREAS, the TAC is required to review the bylaws every three years to ensure the bylaws are current and meet the needs of the TAC;
- D. WHEREAS the TAC has documented the review in its minutes;
- E. WHEREAS, if the TAC wishes to amend their bylaws the approval of the County Commissioners is required.

SECTION 2. Membership

- A. The TAC membership shall consist of no more than seven (7) voting members appointed by a majority of the Board of County Commissioners. The TAC shall provide a list of names of nominees to the Board of County Commissioners from whom the Board may select appointees or the Board of County Commissioners may nominate their own appointees in compliance with Title VI. Voting members may be comprised of representatives of the five county district communities, including but not limited to:
 - 1. Riders representing one or more of the categories below:
 - a. Senior
 - b. Disabled Rider
 - c. Veteran
 - d. General Public
 - 2. Local stakeholders with an interest in local transit (i.e. Caring Carroll)
 - 3. Community Partners (i.e. Access Carroll, Carroll Hospital, Human Services Programs of Carroll County, Inc.)
- B. All voting members may vote unless otherwise specified.
- C. In addition to voting members, the TAC may be comprised of Ex-Officio (non voting) representatives from essential community entities that have a direct interest and role in the county transit services. Ex-Officio members may represent the following:

1. A senior representative or department head of the:
 - a. Carroll County Public Transit System;
 - b. Department of Economic Development;
 - c. Local Health Department;
 - d. Carroll County Planning Department;
 - e. Local department of social services;
 - f. Department of Citizen Services representing Carroll County Government;
 - g. Department of Public Works, representing Carroll County Government
 2. One Ex-Officio Member of the Maryland Transit Administration.
 3. A Representative Commissioner from the Board of County Commissioners
- D. Each voting member of the TAC shall be appointed for a term of three (3) years.
- (1) Each voting member of the TAC shall be eligible to serve two consecutive terms. Those members desiring to serve another term shall advise the Department of Public Works Administrative Assistant of their intentions, in writing.
 - (2) Persons interested in serving on the voting membership of the TAC shall submit their intentions to the Department of Public Works Administrative Assistant in writing.
 - (3) A list of all persons interested in serving on the TAC shall be submitted to the full TAC, for approval prior to submission to the Board of County Commissioners for selection for appointment.
 - (4) Any vacancy in the voting membership of the TAC may be filled in the same manner in which the original appointment was made. The Person appointed to fill the vacancy shall serve the balance of the unexpired term.
- E. Each Ex-Officio member of the TAC shall be appointed with an ongoing term as so determined by their representative organization.
- E. Each member of the TAC shall be at least eighteen (18) years of age.
- F. Each member of the TAC shall serve without compensation.
- G. A member may resign at any time by giving written notice of such resignation to the Chair of the TAC, who will then notify the Department of Public Works Administrative Assistant.
- H. A member may be removed for incompetence, misconduct, failure to perform the duties of the position, failure to disclose a conflict of interest, fraud, poor attendance, or other cause by the Board of County Commissioners. Poor attendance is defined as missing three (3) consecutive meetings.

SECTION 3. Staff of TAC

- A. The Staff of the TAC shall include the Transit Grants Coordinator and the Department of Public Works Administrative Assistant. The Transit Grants Coordinator will act as staff liaison and the Administrative Assistant shall take minutes.

SECTION 4. Officers

- A. The officers of the TAC shall be a Chair and a Vice-Chair. The Chair shall be a voting member of the TAC and shall be elected by a majority vote of the members of the TAC. The Chair shall serve a term of two (2) years and preside at all meetings of the TAC. The duties of the Chair are as follows: facilitate all scheduled TAC meetings and set agenda in partnership with the Department of Public Works.
- B. The Vice Chair shall be a voting member of the TAC. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair and when so acting shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform such other duties as may be assigned from time to time by the TAC or the Chair.

SECTION 5. Meetings, Voting

- A. The TAC shall meet bi-monthly and maintain minutes to document attendance and business conducted at the meeting. In order to conduct business a quorum shall be present, consisting of at least 51% of voting members present (simple majority).
- B. The TAC may establish subcommittees at its discretion. TAC subcommittees shall meet as determined necessary and report any business to the full TAC at bi-monthly meetings and will have a standing report on the agenda of the TAC.
Subcommittees established are:
 - 1. Executive Committee
 - 2. Patron Experience
 - 3. Transportation Development Plan (TDP)
- C. Written notice of all meetings shall be given by update to the county website and by the TAC email listing. Notice shall be given at least seven (7) days in advance of all regular meetings.
- D. Each voting member is entitled to one vote. Unless specified otherwise, all votes shall be by simple majority.
- E. Any one or more members of the TAC may participate in a meeting by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute attendance in person at a meeting.

SECTION 6. Conflicts of Interest

- A. Members of the TAC are expected to act objectively without being or appearing to be motivated

by private gain with respect to any action upon a matter before the TAC. It is the responsibility of every TAC member to declare his/her interest in a matter before the TAC.

B. A conflict of interest is defined as:

- (1) Solicitation or acceptance of gratuities, favors, services or anything of monetary value that benefits or favors the member in the performance of their official duties.
- (2) Participation in the selection or award of a procurement or contract for services where, to the member's knowledge, any of the following has a financial or other substantive interest in any organization which may be considered for an award:
 - (a) The TAC member;
 - (b) Any member of the TAC member's family;
 - (c) A business partner of the TAC member; or
 - (d) Any person or organization which employs any of the above or with whom any of the above has prospective employment.
- (3) Casting a vote on the provision of services to be provided by the TAC member or any organization that the TAC member directly represents.
- (4) Voting on any matter, which would provide direct financial benefit to the TAC member.

C. Prior to discussion of any matter over which the TAC or any of its subcommittees has a review or on which it will take a vote, the following procedures will be followed:

- (1) The member shall declare his/her interest in the matter.
- (2) Any person present at a meeting may raise a possible conflict of interest of any member and provide reasons for the claim. The TAC shall decide by a majority vote whether or not the claim raised constitutes a conflict of interest.
- (3) After an interest has been disclosed or raised and substantiated, the member shall not participate in the discussion or vote on the matter.

D. Members with actual or perceived conflicts of interest shall be prohibited from serving on any procurement, grant, or financial committees.

E. Members of the TAC are subject to the provisions of the Carroll County Ethics Ordinance and Open Meeting Act policies.

F. Members of the TAC are subject to all policies established by the Carroll County Board of County Commissioners (i.e. County's policy that only allows for intra-county transit services with the exception of the Veteran's Shuttle).

SECTION 7. Amendments

A. If changes in this Resolution are needed, such amendments shall be proposed and approved by a

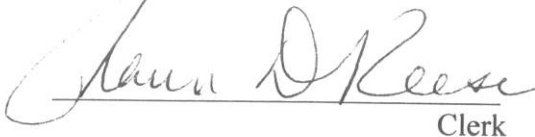
simple majority of the voting TAC membership. Such amendments shall then be submitted for approval to the Board of County Commissioners.

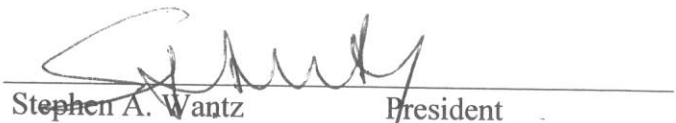
- B. Approval by the Board of County Commissioners is necessary before any amendments may take effect.

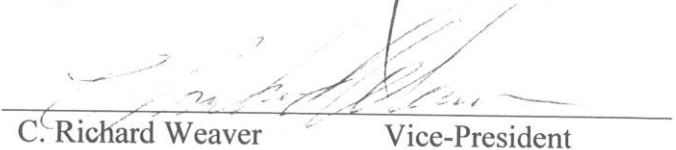
ADOPTED, this 15th day of December 2016

THE COUNTY COMMISSIONERS OF CARROLL
COUNTY MARYLAND, a body corporate and politic of
the State of Maryland

ATTEST:


Clerk


Stephen A. Wantz President


C. Richard Weaver Vice-President


Dennis E. Frazier Secretary


Richard S. Rothschild


J. Douglas Howard

Approved for legal sufficiency:


County Attorney