

**BYLAWS OF THE
CAPITAL AREA REGIONAL TRANSIT COORDINATION COMMITTEE**

NAME AND PURPOSE

- 1.1 Name: The name of the committee is the Capital Area Regional Transit Coordination Committee (the “RTCC”).
- 1.2 Purpose: The RTCC has been established to ensure that the benefits of the State’s public transportation resources are maximized through coordination of services throughout the CAPCOG region of Texas that consist of Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis and Williamson counties.
 - a) To improve the delivery of transportation services.
 - b) To generate efficiencies in operation that can lead to increased levels of service.
 - c) To enhance customer service/satisfaction.
 - d) To encourage cooperation and coordination.

MEMBERS

- 2.1 Members: The RTCC is comprised of representatives from throughout the region to provide direction and oversight throughout the planning process. Members include:
 - Three (3) Representatives from Public Transportation Authorities and Rural Transit Districts
Including a representative of Hill Country Transit District as an ex officio, non-voting member (1)
 - One (1) Representative from Intercity Transportation Providers
 - Two (2) Representatives from Agencies that Fund Public Transportation for the General Public
 - Four (4) Representatives from Client Transportation Providers Including TxDOT MTP (1)
 - One (1) Representative from Recipients TxDOT Elderly and Disabled Transportation Systems (5310) to Provide Client Transportation
 - Four (4) Representatives from Health and Human Service Agencies that Fund or Purchase Transportation for Clients
 - Two (2) Representatives from Regional Transportation Planning Organizations
 - One (1) Representative from Elected Officials, Local Governments

- One (1) Representative from Agencies that Provide Services for Clients Who Need Transportation
- Two (2) Representatives from Advocates for Those Who Use or Need Public Transportation and Advocates for Transit Coordination
- Two (2) Representatives from Users of Public Transportation – Urban and Rural
- One (1) Representative from Interested General Public
- One (1) Representative from University Transportation Provider
- One (1) Representative from Private Sector Providers
- One (1) Representative from Faith-Based Transportation Provider
- One (1) Representative from Sponsor of Volunteer Driver Programs
- One (1) Representative from Student Transportation
- One (1) Representative from Business Community

TOTAL: ~~30~~ 29 Voting Members, 1 ex officio non-voting member.

2.2 Attendance: Representatives are expected to attend all meetings.

2.3 Member Proxy:

- a) Written notice is required for members represented by proxy.
- b) A letter can also authorize a permanent proxy for a member.

OFFICERS

3.1 Officers: The officers of the RTCC consists of a Chairman and a Vice-Chairman.

3.2 Election: Election of a Chair and Vice-Chair will occur at the first meeting of the calendar year.

3.3 Terms: Officers serve one-year terms, beginning on the date of election.

3.4 Duties of Officers:

- a) Chairman – The Chairman shall call meetings of the RTCC to order and shall act as Chairman of such meetings.
- b) Vice-Chairman – The Vice-Chairman shall conduct the duties of the Chairman in the event of the Chairman’s absence.
- c) In case the Chair and Vice-Chair are absent or unable to perform their duties, the RTCC may appoint a Chair pro tem.

MEETINGS

- 4.1 Meetings: Regularly scheduled meetings are to be held on ~~the last Tuesday of each month~~ a quarterly schedule. Schedule will be determined annually based on member availability and meeting calendar will be posted on RTCC website.
- 4.2 Special Meetings: Special RTCC meetings may be called upon request.
- 4.3 Notice: Written notice, including an agenda, of each meeting shall be prepared and mailed, or electronically transmitted, or hand delivered to each RTCC member at least (5) business days before the meeting date.
- 4.4 Open Meetings: All meetings of the RTCC shall be open to the public.
- 4.5 Conduct: Except where these bylaws require otherwise, *Robert's Rules of Order* shall govern the conduct of RTCC meetings.

QUORUM

- 5.1 Quorum: One-third of the total voting membership, excluding vacancies, constitutes a quorum for conducting RTCC business.

VOTING

- 5.1 Voting: All actions and recommendations of the RTCC shall be approved by a simple majority of the voting members present.

AMENDMENTS

- 6.1 Amendments: The RTCC may recommend an amendment to these bylaws at a regular or special meeting.