

BY-LAWS FOR THE CHEROKEE COUNTY TRANSIT

ADVISORY BOARD

ARTICLE I: NAME AND PURPOSE

Section 1 Name: The name of this Board is the Cherokee County Transit Advisory Board, also referred to as the CCTB.

Section 2 Purpose: The purpose of this Board, which was appointed by the Cherokee County Board of Commissioners.

1. To assist in the coordination and development of transportation services that will increase mobility options and choices for citizens and to promote the development of Cherokee County's Community Transportation Program, otherwise known as Cherokee County Transit.
2. To assist in the development, update and implementation of the Cherokee County Transportation Services Plan, as amended.
3. To work with agencies, organization and units of local government to maintain a coordinated and cost-effective approach to the delivery of transportation needs in Cherokee County.
4. To make funding and policy recommendation related to the delivery of transportation services.
5. To provide the public with information regarding transportation services and resources available to address transportation needs in Cherokee County.
6. Perform other functions and responsibilities as may be requested or prescribed by the Cherokee County Board of Commissioners.

ARTICLE II: BOARD MEMBERS

Section 1. Number and Composition: The board shall consist of neither not less than eight (8) persons nor more than twenty-five (25) persons. Membership shall be composed of representatives identified in the current Community Transportation Program Policy issued by the North Carolina Department of Transportation-Public Transportation Division. In addition, the Board shall include representation from the following areas.

- * CORE HUMAN SERVICE AGENCY AND PROGRAM REPRESENTATIVES
- * EMPLOYMENT SECURITY COMMISSION
- * CIVIC ORGANIZATION
- * PRIVATE CITIZENS
- * CHAMBER OF COMMERCE/ECONOMIC DEVELOPMENT
- * BUSINESS/INDUSTRY
- * LOCAL ELECTED OFFICIALS AND OR STAFF
- * PRIVATE TRANSPORTATION PROVIDERS
- * FAITH COMMUNITY LEADERS

Members representing specific agencies, organizations, or other groups shall be appointed by the director or other authorized person associated with that agency or organization. Members not representing specific agencies, organizations, or other groups shall be nominated by a subcommittee of the Cherokee County Community Transportation Advisory Board.

Section 2. Tenure: Each member shall serve a term of three (3) years and may be invited to serve for additional terms to maintain representation from their agency or department. Vacancies shall be filled to maintain representation. The Board or Director of the applicable agency appointee may appoint a delegate to represent the organization on the Board. The delegate shall have full voting privileges.

Section 3. Compensation: No Board member shall be entitled as a right to compensation for attendance at meetings of the Community Transportation Advisory Board or for other services rendered to the Board in his or her capacity as a Board member or as a member of any committee of the Community Transportation Advisory Board.

Section 4. Meetings: The Community Transportation Advisory board shall meet quarterly or as necessary at a time and place to be decided by the Board. The Chairman or any two Board members who give the Chairman written notice of a desire to call a meeting may call additional meetings.

Section 5. Notice: Each Board member shall receive (5) days notice of the time and place of a meeting of the Community Transportation Advisory Board, unless the Board sets the time and place of regular meetings and all Board members are informed of the same. Special meetings may be held on no less than one (1) day's notice. Notice shall be either in person, e-mail or by telephone by the Chairman or by someone authorized by the Chairman. If any Board member attends any meeting without protesting the lack of prior notice, such attendance shall be deemed a waiver of the notice of the meeting.

Section 6. Quorum: Not less than half of the board members present at any meeting of the Community Transportation Advisory board constitute a quorum. If a quorum is present at the start of the meeting, the quorum shall be maintained even if Board members leave before the meeting is scheduled to be adjourned.

Section 7. Attendance: Any member of the board who accumulated more than three (3) unapproved absences in a twelve (12) month period shall lose his/her status as a member of the board and shall be replaced.

Section 8. Committees of the board: There shall be such committees as the Community Transportation Advisory Board may determine. The Community Transportation Advisory Board shall determine the composition and duties of such communities. The committees may include non-board members. Further, a Consumer Advisory Group shall be a committee if the Cherokee County Community Transportation Advisory board composed of five (5) passengers who utilize Cherokee County Transportation services. In addition, any remaining agencies that contract with County for transportation services that are not otherwise represented on this Board as described in Section 1 shall be invited to participate on the Consumer Advisory Group.

Section 9. Resignation: Any Board Member may resign at any time by giving written notice of his or her resignation to the Board.

ARTICLE III: OFFICERS

Section 1. Officers: The Community Transportation Advisory Board shall have a Chairman, Vice Chairman, and a Secretary. All officers shall be members of the Community Transportation Advisory Board. A nominating committee may be established to provide recommendations for each office.

Section 2. Chairman: The chairman shall preside at all meetings of the Community Transportation Advisory Board. The Chairman shall sign all official documents/correspondence as authorized by the Board, shall make reports to the Board and shall perform such other duties as are incident to his or her office or are properly required of him or her by the Community Transportation Advisory Board. Such duties shall include representation and attendance at other meeting and functions relating to transportation services as may be deemed appropriate or necessary.

Section 3. Vice Chairman: The Vice Chairman, in the absence of the Chairman, shall preside at all meetings of the Community Transportation Advisory Board. In the absence of the Chairman, he or she shall perform all duties as may be assigned to him or her by the Community Transportation Advisory Board or delegated to him or her by the Chairman.

Section 4. Secretary: The Secretary shall keep minutes of all meetings and shall transmit those minutes for typing. The Secretary shall also perform such other duties as are incident to his or her office or properly required of him or her by the Community Transportation Advisory Board.

Section 5. Removal of Officers: Any officer may be removed from office by a two-thirds (2/3) vote of the members then in office whenever the Board in its judgment decides that it is in the best interest of the Community Transportation Advisory Board to do so.

ARTICLE IV: MISCELLANEOUS PROVISIONS:

Section 1. The Fiscal Year: The fiscal year of the Community Transportation Advisory board shall commence on the first day of July and end on the last day of June.

Section 2. Delegation of Authority: Authority to sign specific documents may be delegated to officers or staff (other than the Chairmen) as approved by the Community Transportation Advisory Board.

Section 3. Amendments: These by-laws, in whole or in part, may be amended or repealed by a two-thirds (2/3) vote of those board member then in office, provided that notice or copies of the proposed amendments have been mailed to the directors at least five (5) days prior to such meeting.

Section 4. Board of Commissioners: As required or as the Cherokee County Board of Commissioners may deem necessary; the Board of Commissioners may direct the Community Transportation Advisory Board regarding matters relating to it and may overrule or re-direct actions of the Community Transportation Advisory Board as deemed necessary.

Section 5. Inconsistencies: In case any revisions of these by-laws or any amendments thereto shall be inconsistent with the laws of the State of North Carolina, the laws shall govern.