

# BYLAWS

LYNX

TRANSIT ADVISORY COMMITTEE

Revised: May 20, 2013

## **ARTICLE I: PREAMBLE**

### Section 1: Authorization

As authorized by the LYNX Board, a Transit Advisory Committee is established to advise LYNX staff on issues related to seniors and persons with disabilities; such as, coordinated transportation, accessibility of service, quality of service, service improvements, the Americans with Disabilities Act (ADA) and community awareness. LYNX services include paratransit, fixed route, flex services, carpool, vanpool, and bicycle/pedestrian access. All members and meetings of the Transit Advisory Committee shall be in accordance with applicable law, shall be duly scheduled, subject to public notice and open to the public, to the extent required by, and in accordance with, Florida law; including Government in the Sunshine Law.

## **ARTICLE II: NAME, MISSION, AND OBJECTIVES**

### Section 1: Name

The name of this committee shall be the Transit Advisory Committee (TAC), hereinafter referred to as “the Committee” or the “TAC.”

### Section 2: Mission

The mission of the Transit Advisory Committee is to support independence through mobility by advocating community awareness, funding needs, as well as promoting transit availability for all residents and visitors.

### Section 3: Objectives

The Committee shall serve in an advisory capacity. The objective is to assist LYNX staff in achieving the highest quality in public transit and paratransit service accessibility for Orange, Osceola and Seminole Counties. The functions of the Committee shall include, but not be limited to, the following major tasks:

#### A. Program Implementation

The Committee shall assist LYNX staff in the development and implementation of mobility goals. The Committee shall assist in evaluating ADA issues including service area, quality of service and capacity constraints.

#### B. Service Delivery

For the purpose of system monitoring, the Committee shall provide a forum for system users to express concerns related to LYNX services and facility accessibility. These issues will include convenience and reliability of the overall system, equipment safety, driver attitude and driver performance. For the purpose of quality

assurance, a Committee member shall participate in sensitivity training sessions for paratransit, flex services, and fixed route new operator training.

C. Marketing and Public Relations

The Committee shall pursue marketing strategies that encourage local funding participation through promoting community awareness of mobility goals through the development of educational programs and materials in accessible formats. The Committee shall assist LYNX staff in applying for private, Federal, State and local government resources to increase the funding for transportation services.

D. Reporting

The Committee Chairperson or designee shall provide the LYNX Board of Directors with a Committee update each quarter.

**ARTICLE III: COMPOSITION - QUALIFICATION AND TERMS**

Section 1: Members

The Committee will consist of a maximum of eleven (11)-voting members. Each committee member will have an alternate who will sit in for them at the meetings should the regular member be unable to attend. The committee member will select their own alternate and have voting privileges while sitting on the committee. Members will be recruited from the general public. Notice of openings will be advertised on the LYNX website and in paratransit, flex services, and fixed route vehicles. Interested qualified candidates shall submit a letter of interest to the Transit Advisory Committee, c/o Manager of Paratransit Operations, 455 North Garland Avenue, Orlando, Florida, 32801 or via email to TAC@golynx.com.

Section 2: Eligibility

To be eligible for consideration, the applicant must be a system user, twenty-one years of age, a senior and/or person with a disability or be a representative of a social or community service organization representing that population, and a resident of LYNX' tri-county service area. From the letters of interest, a committee of three TAC members and two LYNX staff will select qualified applicants based on sensitivity to various modes of service, disabilities, age, sex, race and jurisdictional representation. This committee will then interview the selected candidates and make a recommendation of appointment to the LYNX Chief Executive Officer. The LYNX Chief Executive Officer must approve the resulting candidate(s).

Section 3: Conflict of Interest

In order to preclude actual or perceived conflict of interest, no person who is employed with an agency that plans, operates or oversees a public transportation system within the LYNX service area shall be eligible to become an appointed member of the Committee. No elected official(s) may serve on the Committee.

Section 4: Terms

Members may serve for three (3) year terms with a maximum of three (3) consecutive terms. The term will begin at the new member's first notified meeting. Terms of committee members in good standing shall be automatically renewed.

Section 5: Membership Resignation or Withdrawal

Members may resign via a letter of resignation to the chairperson with a copy to the LYNX Executive Director. Membership will be withdrawn for any of the following reasons:

- A. Two (2) consecutive absences or three (3) absences in a twelve month period;
- B. Any serious misconduct that includes, but is not limited to, a criminal conviction or moral turpitude.
- C. The use of slurs, derogatory comments or any other conduct, directed at or based upon another person's race, origin, sex, religion, disability or age;
- D. If a member ceases to use any of LYNX services or ceases to be the representative of the community/social service agency;
- E. Failure to perform assigned duties.

**ARTICLE IV: LEADERSHIP DUTIES AND SUPPORT**

Section 1: Support

- A. An authorized LYNX Designee will coordinate each session.
- B. LYNX staff will provide administrative support for the Committee including meeting minutes, mailing minutes to members, and other related duties. All public information shall be available in accessible formats, as needed.

Section 2: Chairperson/Vice Chairperson

- A. A Chairperson and a Vice-Chairperson will be elected by voting Committee members at each November meeting pending the verification of a quorum. The Chairperson and Vice-Chairperson may serve multiple terms and are elected by a simple majority.
- B. Their terms of office will be for one (1) full calendar year, commencing at the subsequent meeting in January.
- C. The meetings will be conducted by the Chairperson.
- D. In the absence of the Chairperson or if the Chairperson vacates the seat, the Vice-Chairperson will serve.
- E. The Chairperson will appoint any subcommittee members and function as the chairperson of said subcommittees. The subcommittee members are not required to be one of the eleven (11) voting members.
- F. Only voting members are eligible to hold elective office of the Committee.

Section 3: TAC Representation on the Transportation Disadvantaged (TD) Local Coordinating Board (LCB)

A. The TAC will annually nominate and approve a member of the Committee to serve as a non-voting member on the Transportation Disadvantaged (TD) Local Coordinating Board (LCB).

**ARTICLE V: MEETINGS**

Section 1 Date and Times

The Committee will meet monthly on the third Wednesday of each odd numbered month commencing as of January 20, 2010. The Committee shall schedule at least one meeting each year in the evening hours to facilitate additional public attendance. The remainder of the sessions will be from 10:00 a.m. to 12:00 p.m. Additional meetings or a change in the regular schedule may be required, as needed. No regularly scheduled meetings will be planned for even numbered months.

Section 2 Location

All meetings, unless otherwise stated, will be held at:

LYNX Central Station  
2nd Floor Board Room  
455 North Garland Avenue  
Orlando, Florida 32801

Section 3 Pledge of Allegiance

The American Pledge of Allegiance shall be recited before the introductions of every TAC meeting.

Section 4 Introductions

The Chair will request an introduction of all committee members after the Pledge of Allegiance and before the approval of the previous meetings.

Section 5 Minutes/Agendas

Approved minutes of the previous meeting will be prepared and mailed to the members the week prior to the meeting. Agendas will be furnished to members prior to the start of the monthly meetings. Future agenda items will be requested of committee members at each meeting and will be agreed upon by the Chairperson and LYNX staff. They will include educational, informational, projects, and public comments. Any Committee member may make recommendations for the agenda before the agenda deadline.

Section 6 Rules of Order

The meetings will be conducted under a workable format of Robert's Rules of Order. Motions presented to the committee will not require a "second". Following discussion on a motion, members may request a modified motion. Members may discuss agenda items with a limit of five (5) minutes of continuous speech per person. Those items not on the agenda may be discussed during the discussion section.

Section 7 Quorum

At all meetings of the Committee, the physical presence of a majority of eleven (11) voting members [or six (6) members] shall be necessary and sufficient to constitute a quorum for the transaction of business. In the event of committee vacancies, a simple majority of the total number of active members shall suffice.

Section 8 Public Comments

A. Attendees who wish to speak on Committee-related matters during the Public Comments Section of the TAC meeting will complete or have completed for them the designated form before the start of the meeting. This form will be

submitted to the Chairperson or the appropriate designee.

- B. Each individual who has signed up to speak, will be allowed a maximum of three (3) minutes.

**ARTICLE VI: PROHIBITED ACTIVITIES**

- A. No individual Committee member shall represent the Committee to the public or at the LYNX Board meeting without permission from the LYNX Chief Executive Officer (or designee) before the representation.
- B. No Committee member will represent LYNX to the public without the consent of the LYNX Chief Executive Officer (or designee) prior to the representation.
- B. No member shall engage in violent, illegal or disruptive behavior while conducting business with LYNX or using LYNX services.

**ARTICLE VII: CERTIFICATION**

**The undersigned do hereby certify that the foregoing is a full, true and correct copy of the Bylaws of this Committee as adopted by the committee the 20<sup>th</sup> day of July, 2011.**

\_\_\_\_\_  
Timothy M. May  
Supervisor of Paratransit Operations

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Date

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Robert Melia, Chair

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Date