

# **Mobility Coordination Committee**

## **By-laws**

### **ARTICLE I - NAME**

The name of this body shall be the Mobility Coordination Committee, hereinafter referred to as the MCC.

### **ARTICLE II – AUTHORIZATION**

The Committee is governed by the CAMPO Executive Board, reporting to the CAMPO Technical Coordinating Committee (TCC). CAMPO staff supports the committee. The Committee has no prescribed authority beyond serving as a coordinating body in the region. Each jurisdiction works together to implement the goals outlined in the latest adopted Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) to coordinate transportation services in the CAMPO planning area and to give technical oversight to the developing regional Mobility Management Program.

### **ARTICLE III - PURPOSE**

The purpose of establishing the Mobility Coordination Committee was to create the infrastructure and an organization to manage and guide ongoing coordination activities in the urbanized area and to assign this group responsibility for implementing goals and recommendations identified in the adopted 2018 locally CPT-HSTP. The 2018 Plan recommendations are presented in three tiers that lay out the implementation goals across short, medium, and longer-term timeframes. (See Section 6 of the 2018 [CPT-HSTP](#))

Consisting of staff level stakeholders and, the MCC will provide policy recommendations, be a sounding board for regional stakeholders, and help provide oversight to transportation agencies/providers while deploying the recommendations outlined in the adopted CPT-HSTP.

Other goals for the MCC shall be to:

1. Guide updates to the CPT-HSTP as required and needed.
2. Implement and build the regional Mobility Management Program.
3. Assist CAMPO in providing oversight, support, and guidance to the regional Mobility Manager.
4. Assist CAMPO in establishing a cooperative work plan that ensures the Mobility Manager works closely with the region's public transportation providers and meets with other agency staff that work with individuals that need transportation.
5. Support funding and provide an opportunity to coordinate and give feedback on mobility projects and coordination of regional transportation programs and transit services within the CAMPO service and adjacent areas.
6. Make recommendations to local governments and member boards including, but not limited to, the Capital Area Metropolitan Planning Organization (CAMPO), the City of Raleigh/GoRaleigh, the Town of Cary/GoCary, the Kerr Area Rural Transit System (KARTS), Harnett County/Harnett Area Rural Transit System (HARTS), Johnston County Area Transit System (JCATS), GoTriangle and the North Carolina Department of Transportation (NCDOT) on issues of concern affecting elderly, disabled and low-income persons within the CAMPO planning area.
7. Undertake other mutually agreed upon tasks to enhance mobility and coordination within the Raleigh/Cary urbanized and outlying areas.

## **ARTICLE IV - MEMBERS**

### **Section 1 - Membership:**

The MCC shall consist of one or more professional staff persons from transit provider agencies or jurisdictions within the CAMPO planning area, and invited stakeholders including from CAMPO's local jurisdiction members, NCDOT, Durham Chapel Hill Carrboro MPO (DCHC), Central Pines Regional Council, and human service agencies. Each agency may designate one or more persons as alternate members of the committee. Each member present shall have been appointed by his/her respective local government, agency, or organization to participate on the MCC. Based on membership criteria outlined in Article IV Section 2, the initial MCC membership shall include representatives from the following agencies:

#### **REGULAR VOTING MEMBERS**

- Capital Area Metropolitan Planning Organization (CAMPO)
- Town of Apex/GoApex
- Town of Cary/GoCary
- GoTriangle
- Harnett Area Rural Transit System (HARTS)
- Johnston County Area Transit/Community & Senior Services of Johnston County (JCATS/CSS)
- Kerr Area Rural Transit System (KARTS)
- Town of Morrisville
- City of Raleigh/GoRaleigh
- Town of Rolesville
- Town of Wake Forest
- Wake County/GoWake Access

Regular voting members must be in good standing to cast votes per Article IV Section 2.

Persons invited to participate in MCC meetings shall include but are not limited to representatives from the following agencies:

#### **INVITED AGENCIES MEMBERS**

- City of Creedmoor
- County of Chatham
- County of Franklin
- County of Granville
- County of Harnett
- County of Johnston
- Town of Angier
- Town of Archer Lodge
- Town of Bunn
- Town of Clayton
- Town of Coats
- Town of Franklinton
- Town of Fuquay-Varina
- Town of Garner
- Town of Holly Springs

- Town of Knightdale
- Town of Lillington
- Town of Wendell
- Town of Youngsville
- Town of Zebulon
- Central Pines Regional Council
- Durham Chapel Hill Carrboro MPO
- Kerr-Tar RPO
- N.C. Dept. of Transportation – IMD
- N.C. Dept of Transportation - Planning
- N.C. Universities
- Triangle Area RPO
- Upper Coastal Plain RPO
- Wake County Regional Centers
- Veterans Administration
- Various Human Service agencies and non-profit organizations

## **Section 2 – Membership Voting Criteria:**

Voting privileges shall be extended to regular member transit agencies or jurisdictions who provide transit services and/or contribute funding to directly operated fixed route, ADA paratransit, demand response and/or micro-transit services in the region. All invited member agencies and jurisdictions are encouraged to participate in MCC agendas development, meetings, and discussions. Invited regional agency members whose transit service and/or funding is impacted by MCC recommendations, has attended three (3) consecutive quarterly MCC meetings and operated transit service or provided funding services for a minimum of one year, with operating funding obtained for three consecutive years, may petition the MCC requesting consideration to become a voting member. The agency will submit a request to the CAMPO MCC Secretary. The Secretary will review the request to determine if basic criteria for voting consideration are met and provide a recommendation to the MCC. The MCC membership will vote on the petition at the next regular meeting. Each regular voting member agency shall be able to cast one (1) vote on all matters for which voting is called for, irrespective of the number of persons present at that meeting representing that agency. Each agency voting member must be in good standing, active membership status meeting the membership criteria and attendance criteria per Article IV Section 2 and Article VI Section 4 before being able to cast a vote.

It is within the authority of the MCC's initial voting membership to expand the committee's permanent voting and non-voting membership to include additional members deemed eligible as outlined in the 2024 Mobility Management Program Memorandum of Understanding. An expansion of permanent voting membership shall be considered an amendment to the bylaws subject to the provisions of Article VII of these bylaws. Each added member agency's representative(s) shall be by action of the designated authority of each member.

## **Section 3 – Administration:**

The Capital Area MPO shall serve as the administrative staff to the MCC. The Capital Area MPO shall appoint a Secretary to the MCC.

## **ARTICLE V - OFFICERS**

### **Section 1 - Officers Defined:**

The officers of the MCC will consist of a Chair and a Vice-Chair serving two-year terms. The Chair and Vice-Chair shall each be a representative from one of the regular voting member agencies on the MCC. A member of the Capital Area MPO staff shall serve as Secretary for the MCC per Article IV Section 3.

### **Section 2 - Duties of Officers:**

Duties of the Chair include, but shall not be limited, to:

- Preside over all full meetings of the MCC.
- Decide all points of order or procedure.
- Work with the Capital Area MPO to draft meeting agendas.
- Hold quarterly and call special meetings of the MCC, as needed.

The Vice-Chair shall conduct the duties of the Chair in the event of the Chair's absence.

Duties of the Secretary include, but shall not be limited, to:

- Take responsibility for administrative items affecting the full MCC Committee.
- Maintain the work program/Implementation Schedules.
- Assist with policy development and research.
- Prepare and distribute MCC meeting minutes.
- Maintain the MCC document library.

Should neither the Chair nor Vice-Chair be able to preside at a meeting, the Secretary will serve as the Chair of the meeting. Should the Secretary also be unavailable, the meeting will be rescheduled at a time agreeable to the majority of regular members.

### **Section 3 - Election of Officers:**

The MCC shall elect a Chair and Vice-Chair at the first meeting of even-numbered years beginning in 2024. Officers are eligible for consecutive terms, and no consecutive term limit shall be applied.

## **ARTICLE VI - MEETINGS**

### **Section 1-Regular Meetings:**

Meetings will be held on a quarterly basis on dates, times, and locations to be determined by the Chair with input from MCC members. Meeting notices and agendas are to be e-mailed in sufficient time for them to have been received by each MCC member, but not later than seven (7) days prior to the meeting date. In addition to electing a Chair and Vice Chair, the MCC shall adopt a regular, annual meeting schedule including subcommittee meetings at the first MCC meeting of the year.

### **Section 2 - Special Meetings:**

Special meetings may be called by the Chair, or at the request of any regular member petitioning the Chair. Whenever possible, at least seven (7) days notice shall be given. In no event shall a special meeting be called with less than forty-eight (48) hours notice.

### **Section 3 – Sub-Committee Meetings/ Working Groups/ Work Shops:**

Subcommittees, as needed, are recommended by the Chair and MCC members and serve as working groups for the MCC. Subcommittees are led by a Subcommittee Chair and supported by a Subcommittee Vice Chair who will both be elected annually at the first meeting of the Subcommittee each calendar year. Each Subcommittee's Chair and Vice Chair are collectively responsible for completing a Subcommittee Work List every six months per the MOU and the MCC Subcommittee Operating Guidelines. The work of the subcommittees is dependent on active support from MCC members with meetings typically being held on a monthly or bi-monthly basis. Members shall participate in and support the subcommittees as outlined in this Article VI Section 3. Additional Subcommittees responsibilities and roles are outlined as follows:

#### **1. Americans with Disabilities Act (ADA) Services Subcommittee**

The ADA Subcommittee is made up of planning and operations staff from all regional transit provider and funding agencies or jurisdictions. The group is collectively responsible for coordinating and addressing all ADA recommendations outlined in the adopted CPT-HSTP or other ADA coordination activities as needed.

#### **2. Community Transportation (Rural) Services Subcommittee**

The Community Transportation (CT) Subcommittee addresses all goals affecting the coordination of rural human services and public transit. This subcommittee takes the lead on recommending MCC membership of other transportation stakeholders from various agencies – human services transportation providers working with the rural areas to join the MCC and participate on the CT subcommittee to help coordinate services and advance the CPT-HST plan recommendations.

The MCC may choose to hold workshops from time to time. Notice for all subcommittee meetings and workshops shall be provided in the manner as regular meetings of the Committee.

### **Section 4 - Attendance:**

Each member is expected to attend each regular meeting and each special meeting provided at least seven (7) days notice is given of the latter. Any member agency absent from three (3) consecutive meetings will lose active membership status, will not be considered a member in good standing, and thus will not be counted towards a quorum. Active membership and good standing status shall be immediately reinstated upon attendance at a regular meeting.

### **Section 5 - Agenda:**

The agenda is a list of considerations for discussion at a meeting and are developed using the Subcommittee Work Lists outlined in Article VI Section 3. Any regular member of the Committee can place items on the agenda prior to its distribution, so long as they are presented to the Secretary prior to distribution of the agenda to the MCC membership. Any invited agency may request to place items on the agenda prior to its distribution with the approval of the Chair. Additional items may be placed on the regular agenda following discussion of the last item on the regular agenda if a majority concurrence of the present and eligible regular voting membership is received.

### **Section 6 - Quorum:**

A quorum of the MCC shall be required to hold a meeting. Any regular or special meeting will be cancelled without a quorum present. A quorum shall consist of a majority of voting members in good standing being present, as depicted in Article IV, Section 1 and Article VI, Section 4, herein.

### **Section 7 - Voting Procedures:**

Each regular member agency shall be given one (1) vote on all matters for which a vote is called for. The Chair may vote on any matter as the representative from his/her agency.

The Chair may call for a vote on any issue, provided that a motion has been made and seconded and such motion is generally within the purposes of the MCC as set forth in Article III herein and provided the issue is on the agenda as outlined in Article VI, Section 5. A majority vote of the regular members present at the meeting vote shall be sufficient for approval of matters coming before the MCC. By approval of a majority of the remaining regular members present, one or more voting members may withdraw from voting on an issue due to a conflict of interest. If the voting member and the alternate abstain, the voting member shall be considered to have voted in the affirmative.

In the absence of any direction from these rules or other duly adopted voting procedures pursuant to certain approval actions, Robert's Rules of Order will designate procedures governing voting. Any vote or resolution will be non-binding for any affected agency, and a statement indicating such will be included on any resolution. One function of the MCC is to provide an oversight and advisory role for the regional mobility management program and manager and to implement recommendations of the adopted regional CPT-HSTP.

The MCC will generally not vote on matters involving local agency decisions. However, the MCC reserves the right to make a communal recommendation when those decisions have the potential to significantly affect (positively or negatively) regional mobility or services.

### **ARTICLE VII- APPROVAL/AMENDMENTS TO RULES OF PROCEDURE**

Initial adoption and any subsequent amendment to these By-laws/rules of procedure shall require the affirmative vote of at least a majority of the MCC's regular members, at a regular meeting, provided that written notice of the proposed amendment has been received by each member at least thirty (30) days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the Mobility Management Program Memorandum of Understanding adopted by each regular member, any locally adopted regulation, or any State statute.

All MCC regular members agreed to the 2024 Mobility Management Program Memorandum of Understanding, on \_\_\_\_\_.

The MCC members approved these Bylaws on \_\_\_\_\_.

The CAMPO Executive Board approved and endorsed the MOU and By-laws on \_\_\_\_\_.

\_\_\_\_\_  
Chair  
MCC

\_\_\_\_\_  
Secretary  
MCC