

# **Central Maryland Transportation & Mobility Commission Bylaws**

Adopted December 5, 2017

Amended February 27, 2018

Attest:

A handwritten signature in black ink that reads "Clive Graham". The signature is written in a cursive, slightly slanted style.

Clive Graham, Administrator, Howard County Office of Transportation

**Contents**

- Definitions..... 1
- Authority..... 3
- Article 1 Commission Mission and Responsibilities ..... 3
- Article 2 Commissioners..... 3
  - A. Responsibilities of Commissioners ..... 3
  - B. Appointment ..... 4
  - C. Term..... 4
  - D. Removal..... 4
  - E. Compensation ..... 4
  - F. Ethics ..... 4
  - G. Liability Insurance..... 4
- Article 3 Executive Board..... 4
  - A. Responsibilities of the Chairperson..... 5
  - B. Responsibilities of the Vice-Chairperson ..... 5
- Article 4 Executive Secretary ..... 5
- Article 5 Commission Meetings ..... 5
  - A. Open Meetings..... 5
  - B. Location and Time of Meetings..... 5
  - C. Quorum..... 5
  - D. Public Notice ..... 5
  - E. Notice to Commissioners..... 6
  - F. Actions..... 6
  - G. Voting ..... 6
  - H. Parliamentary Procedures ..... 6
  - I. Closed Sessions ..... 6
- Article 6 Committees ..... 6
  - Riders’ Advisory Council ..... 6
- Article 7 Bylaw Amendments..... 7

## Definitions

Term	Definition
Central Maryland	The area of fixed-route and paratransit service being provided through the RTA. Initially, this area includes Western Anne Arundel County, Howard County, Northern Prince George’s County and the City of Laurel.
Central Maryland Transportation and Mobility Commission (Commission or CMTMC)	Representatives of the Parties, responsible for advancing the Parties' cooperative efforts to maintain an efficient and effective coordinated regional bus system in central Maryland.
Contract Manager	The individual who is employed by Howard County and is responsible for the contract between Howard County and the Contractor.
Contractor	The entity that is providing transportation management services for the Regional Transportation Agency of Central Maryland.
Corporation	<p>The organization that provides transportation services for the Parties to the Transit Service Area.</p> <p>The legal name of the organization is Transit Management of Central Maryland, Inc. TCMC does business as the Regional Transportation Agency of Central Maryland, or RTA</p>
Executive Secretary of the Commission or Executive Secretary	The person responsible for providing notice of Commission meetings, attending meetings, maintaining a record of meetings and other business, and providing other assistance to the Commission.
Jurisdictions	The counties and city that are represented on the Commission: Anne Arundel County, Howard County, Prince George’s County, and the City of Laurel
Memorandum of Understanding (MOU)	The agreement signed by the Parties setting forth the understandings that govern the Parties' cooperative efforts to maintain an efficient and effective coordinated regional bus system throughout central Maryland which is known as the Regional Transportation Agency of Central Maryland
Parties	The signatories to the Memorandum of Understanding: Anne Arundel County, Howard County, Prince George’s County, and the City of Laurel

Regional Transportation Agency of Central Maryland (RTA)	The brand name for the fixed-route and paratransit services being provided through the Commission and operating in the Transit Service Area.
Riders' Advisory Council	A committee that is established to receive input from riders on operational and accessibility issues that affect the quality of public transit service in the Transit Service Area.
Transit Service Area (TSA)	The jurisdictions or portions thereof that are receiving transportation services through the RTA.

## **Authority**

The Central Maryland Transportation and Mobility Commission (Commission or CMTMC) adopts these Bylaws to conform to the requirements set forth in the Memorandum of Understanding (MOU) between the parties to maintain an efficient and effective coordinated regional bus system in central Maryland. The MOU is incorporated into and made a part of these Bylaws as Appendix A.

The MOU sets forth obligations of the Commission, the Contract Manager, and the Parties.

## **Article 1 Commission Mission and Responsibilities**

The mission of the Commission is to advance and promote the interests of the Parties in creating and maintaining efficient, effective, and coordinated regional transit in central Maryland, through services provided by the Regional Transportation Agency of Central Maryland (RTA).

The Commission's responsibilities towards this mission are to:

1. Review and make recommendations on the performance of the RTA.
2. Review and make recommendations on the performance of the Contractor.
3. Solicit input from the public regarding transportation services in Central Maryland.
4. Recommend to the Parties policy and direction for the services provided by the RTA and by the Contractor.
5. Recommend an annual operating budget for the RTA to the Parties.
6. Make recommendations to the Parties on proposed changes in fares or major changes in service<sup>1</sup>.
7. Make recommendations to the Parties on the jurisdictions' Transit Development Plans as they relate to the Transit Service Area (TSA).

## **Article 2 Commissioners**

### *A. Responsibilities of Commissioners*

The responsibility of Commissioners is to advance and promote the Commission's mission.

Commissioners shall become knowledgeable about transit in Central Maryland, and regularly attend and participate in Commission meetings.

New commissioners shall participate in an orientation program developed by the RTA.

Each Commissioner, once each year, is expected to ride an RTA bus in revenue service or take an unannounced, qualified paratransit trip, and report on the experience to the Commission.

---

<sup>1</sup> Such changes are defined in the "Policy on Fare or Service Changes Affecting Regional Transportation Agency Service Area", dated July 13, 2016.

No Commissioner may direct or supervise the Contractor or any Contractor and/or Corporation employee directly or indirectly involved in the RTA. All requests by Commission members intended for the Contractor or for the RTA shall be made through the Executive Secretary.

*B. Appointment*

Each Party shall appoint two representatives to the Commission, as provided in the MOU.

Appointments and reappointments shall be in writing to the Executive Secretary of the Commission.

The Chair of the Riders' Advisory Council shall be a non-voting member of the Commission

*C. Term*

Commissioners shall serve for three year terms. Terms are renewable, and there is no limit on the total number of terms that a Commissioner may serve.

Initial Commissioner terms shall become effective on the date of adoption of these Bylaws.

Should a Commissioner not complete his or her term, the Party that appointed such Commissioner shall appoint a replacement Commissioner.

A reappointment or replacement shall be considered effective on the date the appointment is made to the Executive Secretary.

*D. Removal*

A Commissioner may be removed by a super majority vote (2/3rds) supporting removal if the jurisdiction appointing the Commissioner determines that the Commissioner violated the applicable ethics requirements set forth in Section 2.F below, or is absent from four or more meetings during a 12-month period or from three consecutive meetings.

*E. Compensation*

Commissioners shall serve without compensation.

*F. Ethics*

To the extent permitted by State and local law, Commissioners shall be subject to their respective jurisdictional ethics requirements.

*G. Liability Insurance*

To the extent permitted by State and local law, Commissioners will be covered by their appointing jurisdiction as provided in the Local Government Tort Claims Act, Md. Code Ann., Cts. & Jud. Proc. §§ 5-301 et seq.

**Article 3 Executive Board**

The Commissioners shall elect a Chairperson and a Vice-Chairperson, each of whom shall be voting members, to serve for a term of one year. The initial election shall be held following adoption of these Bylaws. Thereafter, the election shall be held annually during the January Commission meeting. No one jurisdiction may fill more than one executive board position.

*A. Responsibilities of the Chairperson*

The Chairperson is responsible for facilitating the work of the Commission and encouraging the creation of common ground and consensus that promotes and enhances the Commission's mission.

The Chairperson shall preside at Commission meetings and shall rule on matters of a procedural nature.

The Chairperson represents the Commission as a spokesperson to the media, customers and external stakeholders.

*B. Responsibilities of the Vice-Chairperson*

The Vice-Chairperson shall perform all the duties of the Chairperson in the absence or inability of the Chairperson to serve.

**Article 4 Executive Secretary**

The Administrator of the Howard County Office of Transportation or the Administrator's designee shall serve as the Executive Secretary to the Commission. The Executive Secretary, assisted by the Contractor and the RTA, shall provide notice of meetings, attend meetings, maintain a record of meetings and other Commission business, and provide other assistance to the Commission as required.

**Article 5 Commission Meetings**

*A. Open Meetings*

The Commission shall follow the provisions of Maryland's Open Meetings Act.

*B. Location and Time of Meetings*

The Commission will meet at the RTA board room located at 8510 Corridor Road, Savage Maryland 20763, except as may otherwise be scheduled by the Executive Secretary after consultation with the Chair.

The Commission shall normally meet monthly on the fourth Tuesday of the month at 1:00 p.m. The Board normally shall not meet in November, and in December shall meet on the first or second Tuesday.

Special meetings may be held at any time at the call of the Chair in consultation with the Executive Secretary.

*C. Quorum*

A quorum requires the presence of a Commissioner from each Jurisdiction.

*D. Public Notice*

Notifications for the public concerning Commission meetings shall be posted at least one week in advance on the RTA's internet site ([transitrt.com](http://transitrt.com)). Meeting agendas shall be posted not less than 24 hours prior to the meeting.

If the Commission or a Commission Committee holds a meeting for which it is infeasible to provide one week's notice, other advanced notice shall be provided that is reasonable under the circumstances.

*E. Notice to Commissioners*

Information required for Commission meetings shall be provided to each Commissioner electronically or by hard copy no later than four days prior to the Commission meeting.

*F. Actions*

Actions of the Commission shall be expressed by motion or resolution.

*G. Voting*

No action of the Commission shall be effective unless a quorum is present.

Each jurisdiction has one vote.

Each jurisdiction should have both Commissioners present to vote, but if one Commissioner is unable to attend, the present Commissioner may vote for the jurisdiction on behalf of both Commissioners. Proxies are not permitted for voting.

On resolutions and/or actions that are not route-specific to a particular jurisdiction, the resolution and/or motion shall require a majority of the member jurisdictions to vote in the affirmative. Of those jurisdictions voting in the affirmative, the percentage of the sum of their contributions to the RTA's approved total budget for the fiscal year in which the vote takes place must exceed 50 percent in order for the resolution and/or motion to pass.

On resolutions and/or actions that are specific to a particular jurisdiction, only the Commissioners from that jurisdiction shall vote.

*H. Parliamentary Procedures*

Except where inconsistent with the provisions of these Bylaws, Robert's Rules of Order, as may be revised from time to time, shall be the parliamentary requirements at Commission meetings.

*I. Closed Sessions*

Notice and procedures for closed sessions shall follow the provisions of Maryland's Open Meetings Act.

**Article 6 Committees**

The Commission may establish special or ad hoc committees as needed.

*Riders' Advisory Council*

The Riders' Advisory Council (RAC) is a committee that is established to receive input from riders on operational and accessibility issues that affect the quality of public transit service in the TSA and to provide this input to the Commission, the Contractor, the RTA and the Parties.

The intent of the RAC is to provide a forum for the grassroots ridership, including workers, students, seniors, and persons with disabilities.

Each jurisdiction shall appoint two members to the RAC.

The RAC shall provide a report at each Commission meeting concerning its activities and any advisory recommendations.

## **Article 7      Bylaw Amendments**

A super majority vote of the Commission (2/3rds), in a meeting for which advance notice has been given as a regularly-scheduled agenda item, can amend these Bylaws, provided that any amendment that in any way impacts the voting rights of the participating Jurisdictions shall only be made by unanimous vote.

No amendment shall be permitted that in any way permits the Commission to interfere with a Jurisdiction's exclusively internal decision-making.