

**BYLAWS OF THE  
CENTRAL MARYLAND REGIONAL TRANSIT AGENCY  
RIDERS' ADVISORY COUNCIL**

**ARTICLE I: NAME**

The name of the advisory group shall be the Regional Transportation Agency of Central Maryland (RTA) Riders' Advisory Council (RAC).

**ARTICLE II: MISSION**

**A. MISSION STATEMENT**

The RAC exists to actively seek input from a broad range of riders and organizations with an expressed interest in public transit on service and accessibility issues that affect fixed route and Mobility service; advise the Central Maryland Transportation & Mobility Commission (CMTMC) on ways to resolve such issues in order to improve services; and recommend possible solutions to the CMTMC, based on public input and informed deliberation, so that RTA can effectively address the diverse needs of the riding public.

**B. ROLES AND RESPONSIBILITIES**

1. The RAC will serve in an advisory capacity to the Commission and members shall:
  - a. Regularly attend and actively participate in scheduled RAC meetings;
  - b. Provide quarterly reports to the Commission on its activities;
  - c. Attend, listen, and/or speak at public outreach events to learn and represent riders' perspectives.

**ARTICLE III: MEMBERSHIP**

**A. COMPOSITION**

1. The RAC shall be composed of 8 members appointed by the jurisdictions: two members from each of the four signatory jurisdictions in the Transit Service Area (TSA), or eight at-large members from the TSA.
2. Members of the RAC will reflect the diversity of the riding public based on age, gender, race, and disability in the TSA. Members should also reflect a cross-section of the fixed-route and paratransit riders.

**B. APPOINTMENT**

1. Individuals interested in being a member of the RAC are required to submit an application to the RAC Staff Coordinator.

2. The applications will be presented to the Commission for approval. Commissioners may choose to interview the candidates and all decisions by the Commission are final.

### **C. TERM OF OFFICE**

1. Length of Term – Each RAC member shall serve for a period of two years or until they resign or are replaced. The Commission may choose to renew a member’s two-year term if it so chooses. There is no limit on the number of renewals the Commission can execute.

### **D. TERMINATION OF MEMBERSHIP**

1. Membership to the RAC may be terminated at a regular meeting of the Commission. RAC membership may be terminated for any of the following behaviors/actions:
  - a. Failing to attend regular meetings for two consecutive quarters or missing three-quarters of regular meetings within any twelve-month period.
  - b. Engaging in a pattern of disruptive behavior at meetings or repeatedly making disparaging comments regarding fellow members, members of the public or RTA staff. The RAC may recommend in writing that the Commission terminate a RAC member’s term for the actions listed above.
2. The termination will be effective upon approval by the Commission.

## **ARTICLE IV: OFFICERS**

### **A. CHAIRPERSON**

1. The RAC shall elect a Chair from its membership annually. The RAC Chair shall be nominated and elected without regard to jurisdiction. A majority vote of members present shall be necessary to elect a RAC member to be the Chair.
2. The RAC Chair shall lead meetings and keep order; present reports to the Commission; prepare and sign all correspondence, reports, and other communications of the RAC; and shall rule on preliminary matters of a procedural nature.

### **B. VICE-CHAIRPERSON**

1. The Vice-Chairperson shall have all the powers and responsibilities of the Chairperson, in their absence.

### **C. OFFICERS’ TERM OF OFFICE**

1. Election of officers shall occur in the December meeting of each calendar year.
2. Members appointed to the RAC at-large shall be considered members from the signatory jurisdiction of their primary residence for the purpose of establishing eligibility to serve as an officer of the RAC. At-large members are eligible for officer positions.
3. The officers of the RAC shall serve for one year and shall begin serving immediately upon their election at the first December meeting of each calendar year. No person shall serve as Chair for more than three one-year terms, except that in the event the RAC fails to elect a Chair and Vice-Chair(s) at the election in December of the calendar year, the existing Chair or Vice-Chair shall continue to serve until successors are elected.

4. A vacancy in any office shall be filled by a special election held by the RAC at the next meeting following the announcement of the vacancy and shall be for the unexpired term.

## **ARTICLE V: STAFF SUPPORT**

### **A. RAC STAFF COORDINATOR**

The General Manager shall designate an RTA staff member to serve as the RAC Staff Coordinator.

### **B. STAFF COORDINATOR DUTIES**

The RAC Staff Coordinator will work with the RAC officers to: prepare meeting notices, agendas, and postings as required; organize meetings; and track and ensure response to written requests for information initiated by the RAC.

### **C. RTA WEBSITE**

RTA shall provide a specific place on its external public website for use by the RAC. The RAC Staff Coordinator shall take all necessary steps within a reasonable time to post RAC- provided information on that website.

## **ARTICLE VI: MEETINGS**

### **A. FREQUENCY AND PARTICIPATION**

The RAC shall hold one regular meeting per quarter. Attendance and participation in RAC meetings are expected of RAC members.

### **B. MEETING FRAMEWORK**

Meetings will be conducted in accordance with these bylaws and Robert's Rules of Order. In case of conflict, these bylaws shall take precedence over Robert's Rules of Order.

### **C. OPEN TO PUBLIC**

Meetings are open to the public and held at a location in the TSA. The RAC shall follow the provisions of Maryland's Open Meetings Act. The general public is invited to attend all RAC meetings. All persons attending are expected to maintain order and decorum and refrain from disturbing the orderly process of the meeting. The Chairperson may impose a reasonable time limit for speaking on those who wish to make an oral presentation to the RAC.

### **D. POSTING AGENDAS**

Meeting agendas shall be posted on RTA's website in the same manner as agendas posted for meetings of the Commission. At least three days prior to a RAC regular meeting, an agenda shall be posted on the RTA website.

### **E. CANCELLATION**

The RAC may cancel a regular meeting at any prior meeting by a majority affirmative vote of members. Notice shall be provided to the public of the cancellation and the new meeting date if it is rescheduled.

## **F. QUORUM**

A majority of the approved members of the RAC must be present in order to constitute a quorum necessary for the transaction of business of the RAC. No decision of the RAC shall be valid unless a majority of members present and voting concur, unless otherwise expressly stated in these bylaws.

## **ARTICLE VI: AGENDAS, MINUTES, AND STANDARDS OF CONDUCT**

### **A. AGENDAS**

1. The RAC Staff Coordinator will prepare an agenda for quarterly meetings.
2. The RAC Staff Coordinator shall be responsible for distributing the final agenda and preparing or compiling the associated agenda materials for each meeting. Agenda materials shall normally be provided to the members at least three business days prior to each meeting.

### **B. MINUTES**

Minutes of each RAC meeting shall be prepared by the RAC Staff Coordinator and distributed to members together with the agenda for the next meeting, including:

1. The date, time, and place of the RAC meeting;
2. The names of the RAC members present;
3. A record of all the actions considered by the RAC, identifying the mover and seconder;
4. The disposition of the action;
5. The time of adjournment.

### **C. STANDARDS OF CONDUCT**

The RAC Chair is responsible for maintaining order in the meeting and the following standards will be observed.

1. Any RAC member desiring to speak shall address the Chair, and, upon recognition of the Chair, shall speak only to the question under debate.
2. Members of the public will have an opportunity to provide comments during RAC meetings. The Chair may invite RTA staff members, Commission members, consultants, community organizations, or other parties to make presentations or comment before the RAC. RAC members and members of the public are expected to conduct themselves in a respectful and courteous manner.