

Transit Board Members Committee Officer Election July 23, 2012

Office	Candidate
Chair	Fred Daniels
Vice Chair	Rosa Navejar
Secretary	Valarie McCall
Region I Rep.	David Stackrow
Region II Rep.	Marcel Acosta
Region V Rep.	Randall Chrisman
Region VI Rep.	Carol Herrera and Ed Hildreth

- The committee may first vote to approve the slate of unopposed candidates.
- Region VI committee members (and only they) may cast votes for the Region VI Representative.

From the committee bylaws ...

Voting Procedure for Election of Officers

Candidates for the office will be invited to make a presentation of up to three minutes in length. After the candidates have spoken, questions will be taken from the floor. After the questions are over, the voting procedure shall be as follows:

- APTA staff will distribute ballots, one per transit system present.
- **Each transit system will have one vote.** The voting will not be weighted by system size. Each system will be allowed sufficient time to caucus and reach a decision.
- The secretary (if not running for office), other elected officers not running for office, the chair of the Board Support Subcommittee, and APTA staff shall oversee the voting procedures and elections. This group shall collect the ballots and tally the results.
- **A majority of the casted ballots will constitute a winning candidate.**



**AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
TRANSIT BOARD MEMBERS COMMITTEE**

Standing Rules for Officer Election Procedures

July 2009

1. Two weeks prior to the election, APTA staff will provide qualified candidates a letter of instruction. The letter of instruction will advise each qualified candidate of any campaign speech constraints (no personal attacks, etc.) and how much time each candidate will be allowed to address the audience – three minutes according to the committee bylaws.
2. On the day of the election, the APTA staff will prepare, maintain, and have available an alphabetized list of all transit agencies certified to vote in the election.
3. Upon arrival, each transit agency board member registers as “present” with the APTA staff using the alphabetized list (as mentioned above).
4. After successfully registering, each transit agency will be provided with one ballot that contains the name of the transit agency.
5. APTA staff should explain (or provide in written form attached to the ballot) to the transit agency representatives how and when the ballot is to be completed. APTA staff should also explain (or include in written form) consequences (if any) of not following voting instructions as outlined in the bylaws.
6. One board member from each transit agency shall be delegated as the “official representative” of a particular transit agency’s board and will be responsible for completing and casting the agency’s ballot by giving the sealed ballot to the APTA election official.
7. The APTA staff will report to the chairman of the meeting the number of agencies qualified and present to vote. This information will be verified via the information recorded on the master roster (as above).
8. Immediately prior to the candidates beginning their campaign speeches, APTA staff will announce the rules that will apply to the election to the audience (such as plurality vote vs. majority vote).
9. After announcing the election rules and prior to the beginning of the speeches, APTA staff should advise the candidates by what means they will know their allotted speaking time has been used (e.g.; from the back of the room, APTA will display a yellow placard signaling the candidate that he/she has 30 seconds remaining followed (in 30 seconds) by display of a red placard indicating that time is expired and speaking should cease). All signaling of the candidates should be done with the utmost discretion, outside the knowledge or purview of the audience.

When all campaign speeches have been presented, APTA staff should announce that the agencies that are qualified and certified to vote should do so. APTA staff should again verbally describe how the ballot is to be completed and by who.

10. When the allotted voting time is over, APTA staff, the chair of the board support subcommittee, the committee secretary (if not running for office), and other elected committee officers who are not candidates will collect and count the ballots. APTA staff shall call the name of each voting transit agency – by APTA region – to collect ballots.
11. The ballots should be counted in a semi-private fashion, in full view of the audience.
12. APTA staff and the chair of the board support subcommittee will report the results of the election to the assembly.
13. The voting results should be recorded in the minutes of the business meeting. Ballots should be sealed back into their (respective) numbered envelopes and preserved in a fashion that would facilitate a confidential recount, if necessary.
14. The act of a recount, if requested, should be performed in the presence of a representative of each candidate that was involved in the election.
15. The election may be held at a separate, second committee meeting during the Transit Board Members Seminar in July.



AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
TRANSIT BOARD MEMBERS COMMITTEE BYLAWS
 October 2011

ARTICLE I: NAME OF COMMITTEE AND PURPOSE OF GUIDELINES

The name of this committee is the Transit Board Members Committee of the American Public Transportation Association (APTA.) The purpose of these guidelines is to set forth the objectives of the committee and to establish guidelines to assist the committee in achieving these objectives.

ARTICLE II: COMMITTEE OBJECTIVES

The objectives of the Transit Board Members Committee are to:

1. Aid the members of transit boards and commissions in carrying out their obligations as policy makers for public transportation systems in an efficient and effective manner.
2. Provide a forum through which the members of all transit boards and commissions may express their views on the policy and direction of APTA, to which it is expected and desired that APTA will expend every reasonable effort in implementation.
3. Guide and encourage the talents of the APTA staff to support and enhance the goals of the individual members of APTA and the boards that they represent.
4. Act as a spokesman and ombudsman for the interests of all properties represented by APTA in the functions of their boards; be responsible to the reasonable requests of transit system members for support in their local functions; and monitor and report on the fiscal responsibility of the operation of APTA.
5. Develop and implement strategies that promote members of the Transit Board Members Committee for key positions on the APTA Executive Committee, the APTA Board of Directors, and other policy groups of APTA.

ARTICLE III: MEMBERSHIP

- A. **Eligibility.** A transit board member or commissioner of either an APTA transit system member or an APTA government agency member in good standing is eligible for membership in the committee and is eligible to remain as a member while serving as a governing board member of the APTA member.

- B. **Procedure.** To join the committee, an eligible transit board member shall send a letter, fax, or e-mail requesting committee membership to the staff advisor of the transit board members committee. As a courtesy, transit board members should notify their board chair and/or CEO as to their intent to join the committee. This letter, fax or e-mail must include the mailing address, telephone number, fax number, and e-mail address to which communications pertaining to the committee are to be sent.

ARTICLE IV: OFFICERS AND EXECUTIVE COUNCIL

- A. **Officers.** The officers of the committee shall include a chair, vice chair, secretary, and up to eight regional representatives (one from each of the eight regions.)
- B. **Duties and Responsibilities.** The duties and responsibilities of each officer are:
1. **Chair.** The chair shall have overall responsibility for the committee subject to the APTA bylaws and the direction provided by the committee members. He/she shall preside at all committee meetings; create, rename or discontinue subcommittees and other working groups – except for the Board Support Subcommittee; appoint the chairs – except for the Board Support Subcommittee; and serve as an ex-officio member of all subcommittees and working groups. Through membership on the APTA Board of Directors in a designated position for the chair of the Transit Board Members Committee, the chair shall ensure that the interests of transit board members are communicated to the APTA Board of Directors and Executive Committee.
 2. **Vice Chair.** The vice chair shall, in the event of the absence, disability, or resignation of the chair, act for the chair and also carry out other responsibilities as may be assigned.
 3. **Secretary.** The secretary shall be responsible for keeping adequate minutes of all committee meetings. The secretary shall report on executive council actions at meetings of the committee.
 4. **Regional Representatives.** The regional representatives shall be responsible for representing before the committee the interests of transit board members serving transit systems in the APTA region they represent. They shall also be responsible for increasing the participation in committee activities of transit board members in the APTA region they represent.
- C. **Eligibility.** All members of the Transit Board Members Committee, who have served at least one year as a transit system board member, shall be eligible for office and shall be eligible to continue in office while serving as a transit board member. Each regional representative must be a transit board member of a transit system located in the region he or she represents.

A person elected to one of the offices or to the regional representative positions must be a policy maker/board member in good standing. No emeritus status membership shall apply.

D. **Terms of Office.** The terms of office are as follows:

1. **The chair, vice chair, and secretary** shall serve one-year terms and shall be eligible for election to a second term. After serving two successive terms, each shall be ineligible for election to that office for two years.
2. **Regional representatives** shall serve two-year terms and shall be eligible for election to a second term. After serving two successive terms, each shall be ineligible for election to that office for two years.

E. **Executive Council.** The executive council for the committee shall be made up of all officers and ex-officio members. Ex-officio members are: the Immediate Past Chair of the Transit Board Members Committee and subcommittee chairs, including the Board Support Subcommittee Chair.

1. **Responsibilities.**

- a. The executive council shall be responsible for planning the activities of the committee to ensure that its objectives are met and for recommending to the committee the creation of all subcommittees. The executive council shall meet at the call of the committee chair or upon the written request of any three members of the executive council at least 15 days prior to the requested meeting date.
- b. The immediate past chair of the transit board members committee shall serve in an advisory capacity.
- c. Subcommittees include:
 - **Membership:** Develop outreach activities to increase committee membership.
 - **Program:** Help develop seminar and webinar programs and other educational activities.
 - **ADA:** Foster a greater understanding of the transportation needs of and resources for people with disabilities. Work with APTA's Access Committee.
 - **Legislative:** Help board members to become better advocates for public transportation. Coordinate with APTA's Legislative Committee and government affairs staff.
 - **Board Support:** Professional development for clerks of the board and board support staff members of APTA member transit systems.

2. **Terms of Service for Ex-officio Members.**

The immediate past chair of the Transit Board Members Committee shall serve until a successor is in place.

ARTICLE V: COMMITTEE MEETINGS AND VOTING

- A. **Meetings.** The Committee shall meet at least three times year — at APTA's Legislative Conference, Transit Board Members Seminar, and Annual Meeting — upon the call of the committee chair or the written request of any three members of the Executive Council at least 15 days prior to the requested meeting date. To minimize travel expense, meetings shall be scheduled so as to coincide with major APTA conferences.
- B. **Voting.** Each transit system member of APTA may have one or more transit board members on the committee; each committee member may make and second motions and have the privilege of the floor. However, voting on matters brought before the committee shall be by transit system, with each transit system represented on the committee accorded one vote. Fractional votes may not be cast.

Where the results of any oral vote are questioned by any member of the committee, a roll call vote by transit system shall be taken. A majority (50 percent plus one) of the eligible votes at a meeting of the committee shall constitute a voting majority. No proxy votes shall be permitted.

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- APTA staff will distribute ballots, one per transit system present.
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- The secretary (if not running for office), other elected officers not running for office, the chair of the Board Support Subcommittee, and APTA staff shall oversee the voting procedures and elections. This group shall collect the ballots and tally the results.
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ARTICLE VI: ELECTION OF OFFICERS AND VACANCIES

- A. **Elections.** Committee officers shall be elected by majority vote at a committee meeting held during the annual APTA Transit Board Members Seminar, usually in July. Voting for regional representatives shall be limited to transit systems within the respective region. Newly elected officers shall assume their duties at the conclusion of the APTA seminar at which they were elected and, subject to Article IV Section D, shall continue in office until their successors are elected.
- B. **Certification of Candidates.** APTA staff shall produce a list of all candidates who satisfy the eligibility requirements of Articles III A and IV C.
- C. **Vacancies.** In the event of a vacancy in the office of committee chair, the vice chair shall fill that vacancy. The secretary shall fill the vacancy in the office of vice chair. Vacancies in any other office, including the regional representatives, may be filled by the chair, and that person will serve until the next Transit Board Members Seminar at which an election will be held at the business meeting. In the absence of a chair and vice chair, the regional representatives will vote to appoint a chair who will serve until the next election.
- Appointed members to the offices or to the regional representative positions will fill out the term until the next business/election meeting of the Transit Board Members Committee; their time in that appointed position does not count against any subsequent term (if that person chooses to run and is elected.)
- D. **Time Frame for Elections.** Candidates interested in running for office must announce their intentions at least one month (30 days) prior to the business/election meeting. Candidates must submit both a letter of intent and a letter of support from their board chair to the APTA staff person. At the business/election meeting, no nominations will be taken from the floor unless that individual has submitted his or her letters of intent and support 30 days prior to the meeting.
- E. **Suspension of Election Procedures.** Should events warrant, these or any procedures specifically described in the bylaws may be suspended by a two-thirds vote of those voting transit systems present.
- F. **Attendance Requirements.** In order to remain an officer of the committee, a member must attend at least two committee meetings a year unless excused by the chair, or in the case of the chair, by a motion of the executive council. Such an excuse shall be recorded in writing.

ARTICLE VII: COMMUNICATIONS GUIDELINES

In the interest of effective communication within the committee and with all transit board members on matters related to the committee and its activities, the following guidelines shall be followed:

- A. **Committee Communications.** APTA will continue to maintain a roster of committee members and their preferred mailing addresses. The APTA staff advisor to the committee is responsible for maintaining the roster and mailing information at the request of the committee chair to all committee members.
- B. **Communications of Interest to All Transit Board Members.** A transit system may request by the adoption of a resolution that APTA send information of genuine interest related to the Transit Board Members Committee to a specifically designated employee (such as the transit board secretary) or a transit board member. The employee or transit board member so designated would have the responsibility for distributing this information to the system's transit board members. Upon receiving such a resolution, APTA will regularly e-mail information related to the Transit Board Members Committee to the specially designated employee or transit board member as well as to the designated correspondent. In the alternative, a transit system may direct APTA to continue with the designated correspondent system for mailing this type of information to transit board members. The designated correspondent, who is listed in the APTA Directory for each system, has the responsibility for distributing the information to the system's transit board members.

ARTICLE VIII: MEETINGS — PROCESS AND PROCEDURES

Roberts Rules of Order, as revised, shall govern the conduct of all meetings of the Transit Board Members Committee.

ARTICLE IX: AMENDMENTS/CONFLICT WITH APTA BYLAWS OR D.C. LAW

- A. **Amendments.** These bylaws may be amended at a committee meeting by a two-thirds vote (one vote per transit system) or by a mail ballot authorized by the executive council and approved by a two-thirds vote of those transit systems voting.
- B. **Conflict with APTA Bylaws or D.C. Law.** In the case of any conflict between these guidelines and either the APTA Bylaws or the laws of the District of Columbia pertaining to non-profit associations, the APTA Bylaws and laws of the District of Columbia shall prevail.