



BYLAWS

Policy and Planning Committee

American Public Transportation Association

ARTICLE I – ORGANIZATION

Committee Name

The Committee shall be known as the APTA Policy and Planning Committee, hereinafter “the Committee.” The Committee shall be governed by the Policy and Planning Steering Committee.

Mission Statement

Advance the practice and quality of public transit planning at the regional, system and corridor level; to improve the decision making in the planning and operations of transit systems; and to facilitate and expand transit’s link to sustainable development.

Objectives

The objectives of the Committee are to:

- A. improving the capacity of the planning and design functions of transit providers;
- B. develop consensus recommendations on administration policies and regulations;
- C. support and enhance service integration to enable truly seamless travel on public transportation including but not limited to governance, service design, fare integration and public information;
- D. encourage the concept of the “complete trip” to encourage transit’s influence on land use and transit supportive development;
- E. promote a forum for major capital and project development.

ARTICLE II – COMMITTEE MEMBERSHIP

Membership in the Committee shall be open to full time employees or officers, including board members, of APTA member organizations that have an interest in the issues addressed by this committee.

Persons desiring membership shall submit a notice in writing, with the person's name, title, organization, address, telephone and fax numbers and e-mail address to the APTA Staff Advisor for the Committee.

All members are encouraged to serve on a subcommittee.

Members who do not attend or participate in a committee or subcommittee meeting over the period of one year will be asked to affirm continued participation.

There is no limit the number of individuals from a single organization who can be members, however only one person for an organization can vote on any committee issue requiring a vote of the members.

ARTICLE III – STEERING COMMITTEE MEMBERSHIP

- A. Membership on the steering committee shall include the chair, vice chair and immediate past chair of the Policy and Planning Committee, and the chair and vice chair of each subcommittee of the Policy and Planning Committee.

ARTICLE IV – OFFICERS

Officers

The Committee shall have the following officers: Chair, Vice-Chair, and Immediate Past-Chair. The officers must be an employee in good standing or officer, including board members, of an APTA member organization. The officers serve as officers for the Committee as well as the Steering Committee.

Duties of Officers

The duties of the Officers of the Committee shall be as follows:

- A. Chair. The Chair shall preside at all meetings of the Committee and shall be responsible for calling all meetings of the Committee. He/she shall also serve as chair of the Steering Committee. He/she shall be an ex-officio member of all regular and special committees. He/she shall appoint all Subcommittee, Ad-hoc Subcommittees, and Working Groups co-chairs. He/she shall serve on the APTA Board of Directors in accordance with APTA policy. He/she shall act as liaison between the Committee and the APTA Executive Committee. He/she shall be responsible for taking action necessary to ensure the Committee achieves its objectives and shall perform all such other duties as usually pertaining to such office.

- B. Vice Chair. The Vice Chair shall preside at meetings in the absence of the Chair. He/she shall also serve as vice chair of the Steering Committee. He/she shall assist the Chair in the development and conduct of Committee activities. The Vice Chair shall attend the APTA Board of Directors meetings if the Chair is unavailable. The Vice-Chair shall serve on the APTA Board of Directors if the Chair already serves on the Board in a different capacity.

- C. Immediate Past Chair. The Immediate Past Chair shall act as an advisor to the committee.

Terms of Office -- Officers

Each Officer shall serve a term of two years. Additional terms can be served after a two-year hiatus.

Officer Vacancies

In the event the Office of Chair becomes vacant prior to the end of the term, the Vice Chair shall ascend to that office for the remainder of the term. In such case, the ascending Chair will appoint a new Vice-Chair for the remainder of the term.

In the event the Office of Vice-Chair becomes vacant prior to the end of the term, the Chair shall appoint a new Vice Chair for the remainder of the term.

In the event the Office of the Immediate Past Chair becomes vacant prior to the end of the term, it will remain vacant for the remainder of the term.

ARTICLE V - STEERING COMMITTEE MEMBERS

Duties of Steering Committee Members

Each Steering Committee Member must attend at least one of the meetings of the Committee held during a Committee year (APTA Annual Meeting to APTA Annual Meeting). Additionally, the Steering Committee members will be called upon to report to the full committee regarding issues of interest. They may be designated as liaisons to other committees, subcommittees, and task forces.

Terms of Office – Steering Committee

Each Steering Committee member shall serve as long as they fill one of the designated roles of Steering Committee Members.

Steering Committee Vacancies

Any member of the Steering Committee whose employment changes during his/her term in such a way that he/she no longer represents an organization qualified to be represented on the Committee, shall be considered to have voluntarily withdrawn. All Steering Committee Members including the chair, vice chair and immediate past chair, shall be given a 6 month grace period in which they can serve after leaving the employ of an APTA member organization before they are required to step down.

ARTICLE VI – ELECTION OF OFFICERS

Election of Officers

Election of Officers shall occur at the Annual Business Meeting of the Committee, usually occurring at the APTA annual meeting. The Chair, in consultation with the Vice Chair and the Immediate Past Chair may hold an election electronically within the 15 days prior to the annual meeting. Additionally, electronic voting by members unable to attend the annual business meeting can be combined with in-person voting during the annual business meeting of the

committee. Newly elected Officers shall assume office at the conclusion of the Annual Business Meeting at which they are elected.

Nominating

the Steering Committee shall select the vice chair. The individual selected must be an active member of the committee but does not have to be a member of a sub committee.

ARTICLE VII – MEETINGS AND VOTING

Meetings

The Committee shall meet at the Legislative Meeting, the Annual Conference, and at such additional times as may be necessary. Notice of meetings shall be prepared by the Chair and sent out by mail, fax or email to the Committee members by the APTA Staff Advisor to the Committee no less than 7 days prior to the meeting. All meetings shall be conducted in accordance with Robert’s Rules of Order, as amended.

Voting

Only members of the Committee shall be eligible to vote on issues or matters before the Committee. If an organization has more than one member on the committee, one of those members needs to be designated as the person eligible to vote, as each APTA member organization is entitled to only one vote. Proxy voting is not allowed. All votes shall be by simple majority of voting members present and voting.

ARTICLE VIII – SUBCOMMITTEES

Standing Subcommittees

The Committee shall have the following standing Subcommittees:

Additional Subcommittees

The Committee shall have such other Subcommittees, ad-hoc Subcommittees and/or Task Forces, as the Committee shall from time to time create.

ARTICLE IX – RECORDS AND COMMUNICATIONS

Maintenance of Committee Records

The APTA Staff Advisor, along with other APTA staff as appropriate, shall maintain the Committee membership roster and all Committee records, including meeting minutes.

Communications

All Committee notices, announcements and other communications shall be processed and distributed by the APTA Staff advisor, in accordance with APTA policy.

ARTICLE X – AMENDMENTS TO THE BYLAWS

Submission and Consideration of Amendments

Amendments to these Bylaws may be proposed by any Committee member and must be submitted in writing to the Chair for consideration and voting at the next Annual Business Meeting of the Committee that occurs at least 30 days after the submission of the proposed amendment. The Chair shall request that the APTA Staff Advisor distribute copies of any proposed amendments at least 30 days prior to the Annual Business Meeting

Adoption of Amendments

Amendments to these Bylaws shall be adopted by a two-thirds (2/3) vote of Committee members present and voting.

ARTICLE XI – CONFLICTS WITH APTA BYLAWS OR FEDERAL OR D.C. LAW

In the case of a conflict between these Bylaws and the APTA Bylaws or Federal or District of Columbia law, the APTA Bylaws and/or the Federal or District of Columbia law shall prevail.