



APTA BOARD ADMINISTRATOR SUBCOMMITTEE BUSINESS MEETING

October 8, 2023

10:00 – 11:00 a.m. (ET)

**Hyatt Regency, Plaza International Ballroom G
Orlando, FL**

Join Zoom Meeting

<https://itafla.zoom.us/j/7515343413?pwd=dTRockNST2FmZFJERU9HaXRmNFQzZz09>

Meeting ID: 751 534 3413

Passcode: TBA

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| 1. Welcome and Introductions | Katie Smith |
| 2. Approval of July 15, 2023 Business Meeting Minutes | Katie Smith |
| 3. Historian Report | Jose Reyes |
| 4. Committee Discussion | Katie Smith |
| a. Program Committee | Rosa Diaz/Araceli Barajas |
| b. Webinars/Power Hour | Rosa Diaz |
| c. Membership and Outreach | Jennifer Ellison |
| d. Newsletter and Engagement | Jennifer Ellison |
| e. Mentoring Program | Katie Smith/Suheil Rodrigue |
| 5. Ad Hoc Committees | |
| a. TBA Handbook | Katie Smith |
| 6. TBM Handbook/Toolbox Update | Katie Smith/Petra Mollet |
| 7. APTA-TBM Update | Petra Mollet |
| 8. Roundtable | Katie Smith |
| 9. Conclusion and Adjournment | Katie Smith |

Attachments:

- a. Minutes



APTA BOARD ADMINISTRATOR SUBCOMMITTEE BUSINESS MEETING

**July 15, 2023
2:30 – 3:30 p.m. (CT)
Westin Birmingham, Camellia Ballroom
Lobby Level
Birmingham, AL**

Members:

Katie Smith, Chair- Jacksonville Transportation Authority, Jacksonville, FL
Rosa Diaz, Vice-Chair- Metro, Houston, TX
Jennifer Ellison, Secretary- WMATA, Washington, DC
José Reyes, Historian, WMATA, Washington, DC
Annie Givens, META, Memphis, TN
Lou Ramos, Hampton Roads Transit, Hampton Roads, VA
Rhonda Gilchrest, Northern Virginia Transportation Commission, Arlington, VA
Tiffany Martin-Patterson, SMART Transportation, Detroit, MI
Araceli Barajas, Omnitrans, San Bernardino, CA
Lon Nickles, DART, Dallas, TX
Josie Chavira, DART, Dallas, TX
Rosanna Dominguez, Tri Delta Transit, East Contra Costa, CA
Yolanda Rodriguez, New Orleans Regional Transit Authority, New Orleans, LA
Jen Flores, Long Beach Transit, Long Beach, CA
Shannel Satterfield, SORTA, Cincinnati, OH

Other:

Petra Mollet, APTA, Washington, DC
Ann-Marie Glanville, APTA, Washington, DC

1. Welcome and Introductions- 2:36 p.m.

Katie Smith

**2. Approval of March 12, 2023 Business
Meeting Minutes (a)**

Katie Smith

Moved: Lou Ramos
Second: Jen Flores
All aye

3. Historian Report (b)

José Reyes

Mr. Reyes discussed the most recent updates to the document, including giving the look a refresh. He noted that it has been posted on APTA Connect.

4. Committee Discussion

Katie Smith

a. Program Committee

Ms. Barajas briefed the Committee on Development Day at the 2023 Transform Conference in Orlando. She also gave an update on the Dutch Treat dinner.

b. Webinars

Ms. Diaz noted that the Webinars Committee needs an additional TBA member to assist with committee duties.

c. TBA Committee Structure Roles and Responsibilities (c)

Ms. Ellison reviewed the TBA Executive Council structure and responsibilities. She also reviewed the roles of the committee co-chairs and the focus areas for the Council committees.

d. Discussion on Activating Committees

Ms. Smith encouraged TBAs to get involved in TBA committees. The committees need to be reinvigorated in some areas so participation is encouraged.

5. Ad Hoc Committees

Katie Smith

a. Bylaws Update

Ms. Smith reviewed the updated to the revised TBA Bylaws. Changes included: adding immediate past chair to leadership; updated terms of office; revised list of Ad Hoc committees; the addition of Historian and Executive Council; and updated APTA logo added.

6. Approval of Amended Bylaws (d)

Katie Smith

Moved: Araceli Barajas

Second: Tiffany Martin-Patterson

All aye

7. TBM Handbook/Toolbox Update

Katie Smith

Ms. Smith noted the TBM Handbook will now be called the TBM Toolbox and is currently being updated. The Toolbox was last updated in 2017.

8. APTA-TBM Update

Petra Mollet

Ms. Mollet discussed APTA Leadership changes. She noted that the TBM Vice-Chair will be elected at APTA Chair at the Transform Conference in October.

9. TBA Leadership Election

Petra Mollet/Ann-Marie Glanville

Slate:

Chair: Katie Smith

Vice-Chair: Rosa Diaz

Secretary: Jennifer Ellison

Moved: Tiffany Martin-Patterson

Second: Shannel Satterfield

All aye

10. Roundtable

Katie Smith

11. Conclusion and Adjournment- 3:16 p.m.

Katie Smith

Attachments

Historian Review

Amended Bylaws

APTA TRANSIT BOARD ADMINISTRATOR SUBCOMMITTEE HISTORICAL FACT SHEET

BACKGROUND

The APTA Transit Board Members adopted the Board Support Subcommittee in 1994 as a Subcommittee to the Transit Board Member Committee. The Chair of the Subcommittee serves as an ex-officio member to the Transit Board Member Committee.

ELECTION OF OFFICERS

- 1994 – 1996
- Nancy Johnson, Chair
 - Nancy McKethan, Vice-Chair
 - Linda Grody, Secretary

- 1996 - 1998
- Nancy Johnson, Chair
 - Cathy Polk, Vice-Chair
 - Monica Huffman, Secretary

In 1997, Cathy Polk resigned from her position. Monica Huffman was appointed Vice-Chairperson and Sandy Byers was appointed Secretary to complete the term.

- 1998 - 2000
- Nancy Johnson, Chair
 - Cathy Polk, Vice-Chair
 - Monica Huffman, Secretary

In 1999, Monica Huffman resigned from her position. Sandy Byers became Chair and Jan McBride was appointed Vice-Chair to complete the term.

- 2000 - 2002
- Monica Huffman, Chair
 - Sandy Byers, Vice-Chair
 - Elaine Vaught, Secretary

In 2002, Amy Caldwell resigned from her position. Gina Estrada was appointed Vice-Chair and Debra Anderson-Burse was appointed Secretary to complete the term.

- 2002 – 2004
- Jan McBride, Chair
 - Gina Estrada, Vice-Chair
 - Sandy Byers, Secretary

- 2004 - 2006
- Gina Estrada, Chair
 - Rhodetta Seward, Vice-Chair
 - Beth Vidaurri, Secretary

- 2006 - 2008
 - Gina Estrada, Chair
 - Rhodetta Seward, Vice-Chair
 - Beth Vidaurri, Secretary
- 2008 - 2010
 - Rhodetta Seward, Chair
 - Beth Vidaurri, Vice Chair
 - Mari Hernandez, Secretary
- 2010 - 2012
 - Rhodetta Seward, Chair
 - Beth Vidaurri, Vice Chair
 - Luis Ramos, Secretary
- 2012 - 2014
 - Beth Vidaurri, Chair
 - Roberta Boomer, Vice Chair
 - Robin Crothers, Secretary

In 2015, Beth Vidaurri resigned from her position. Roberta Boomer became Chair, Joyce Zuckzek Acting Vice-Chair and Kathryn Smith Acting Secretary to complete the term.

- 2014 - 2016
 - Beth Vidaurri, Chair
 - Roberta Boomer, Vice Chair
 - Joyce Zuczek, Secretary
- 2016 - 2018
 - Roberta Boomer, Chair
 - Kathryn Smith, Vice Chair
 - Rosa Diaz, Secretary
- 2019 - 2021
 - Kathryn Smith, Chair
 - Rosa Diaz, Vice Chair
 - Ivette Dubois, Secretary

In 2021, Ivette Dubois resigned from her position. The position remained vacant until 2022 when Jennifer Ellison was elected to the role.

- 2022 - Present
 - Kathryn Smith, Chair
 - Rosa Diaz, Vice Chair
 - Jennifer Ellison, Secretary

BYLAWS COMMITTEE (ORIGINAL)

- Nancy McKethan, Nancy Johnson

TWO-YEAR ROLLING PLAN

- Nancy McKethan, Nancy Johnson, Monica Huffman, Sandy Byers, Jan McBride, Gina Estrada

BOARD SUPPORT COMMITTEE HANDBOOK

- 1997 • Cathy Polk, Chair; Monica Huffman; Rose Gonzales
- 1999 • Rose Gonzales, Chair; Nancy Johnson
- 2001 • Elaine Vaught, Chair; Ken Duron; Sandy Byers
- 2003 • Sandy Byers; Dennis Gillman
- 2005 • Rose Martinez; Shirley Williams; Rebbie Ellisor-Taylor
- 2007 • Rhodetta Seward, Chair; Rebbie Ellisor-Taylor; Nancy Johnson; Luis Ramos
- 2008 • Gina Estrada, Jan McBride, Beth Vidaurri, Roberta Boomer, Michelle Dawson, Mari Hernandez
- 2010 • Roberta Boomer, Renee Knight
- 2011 • Roberta Boomer
- 2015 • Sharon Pierce, Beverly Dumas, Jill Boltz, Nancy Johnson, Elizabeth Ells

TRANSIT BOARD ADMINISTRATOR COMMITTEE HANDBOOK

- 2020 • Roberta Boomer, Lena Petit, Thalia Young, José Reyes, Elizabeth Ells

NOMINATING COMMITTEE

- 1997 • Nancy McKethan, Chair
- 1999 • Mary Reed, Chair
- 2001 • June Berry, Chair, Rose Gonzales
- 2003 • Martha Martinez, Chair; Michelle Dawson; Phyllis Garcia
- 2005 • Jan Tarantino, Chair
- 2007 • Roberta Boomer, Chair; Nancy Johnson; Gina Estrada

Nominations Committee absolved due to change in Bylaws - 2009

MEMBERSHIP COMMITTEE

- 2007 • Luis Ramos, Chair, Rhodetta Seward
- 2009 • Luis Ramos, Chair, Gina Estrada
- 2010 • April Jordan
- 2011 • Robin Crothers
- 2013 • Luis Ramos, Chair, Barbara McManus, Roberta Boomer
- 2014 • Luis Ramos, Chair, Roberta Boomer
- 2015 • Luis Ramos, Katie Smith, Starr Culpepper
- 2016 • Kelly Schmidt, Kathryn Jane Smith, Rebbie Ellisor-Taylor
- 2018 • Kelley Schmidt, Kathryn Jane Smith
- 2020 • Rosa Diaz, Elaine Balteo, Brittney Sowell, Janet Leverich, Samantha Overman, Vicky Barr
- 2022 • Dana Infalt, Yolanda Rodriguez

HISTORIAN

- 1994 - 2021 • Nancy Johnson
- 2021 – Present • José Reyes

APTA TRANSIT BOARD ADMINISTRATOR SUBCOMMITTEE PROGRAMS

1992 San Diego, CA

Nancy Johnson - Two Hour Session during APTA Annual
Group Discussions: Board Relations, Board Support Functions

1993 Vail, CO

Program Chairs: Nancy Johnson, Nancy McKethan
Lessons Learned, Workshop Topics: Responsibilities, Board Relations, Bylaws, Travel Policy

1994 Montreal, CN

Program Chairs: Nancy Johnson, Nancy McKethan
Workshop: Share an Idea, Lessons Learned, Board Relations, Responsibilities,
Subcommittee Meeting (creation of Board Support Bylaws)

1995 San Diego, CA

Program Chairs: Nancy Johnson (Kevin Baird)
JOINT PANEL DISCUSSION: Connie Morrill, Cathy Polk, Rose Gonzales Topic of Panel:
Power of Positive Orientation

1996 Nashville, TN

Program Chairs: Rose Gonzales, Sandy Byers

Speaker/Program

Bring a Board Member Session

JOINT PANEL DISCUSSION: Leigh Fisher, Susan Snowdy, Jan McBride

Topic of Panel: Communication between Board & Staff

1997 Ft. Lauderdale, FL

Program Chairs: Monica Huffman, Rhodetta Seward

Speaker/Program

Effective Meeting Techniques & Minute-Taking Panel Discussion: Board Retreats

JOINT PANEL DISCUSSION - Rhodetta Seward, Nancy McKethan

Topic of Panel: Travel Policies and Communications with the Board Members

1998 Ottawa, Canada

Program Chairs: Jan McBride, Christine Antoine

Speaker/Program

Business Writing Techniques

JOINT PANEL DISCUSSION - Jan Watson, Lorrain Sequine

Topic of Panel: Ethics

1999 Seattle, WA

Program Chairs: Maribel Vincent, Debra Anderson-Burse

Speaker/Program

Public Speaking Skills

NO JOINT PANEL

2000 Minneapolis, MN

Program Chairps: Amy Caldwell, June Berry

Speaker/Program

Network Session, Value of BM Orientation, Open space/Board packet, Best year yet,
Color of my desk.

NO JOINT PANEL DISCUSSION

2001 Denver, CO

Program Chairs: Rita Farrell, Martha Martinez

Speaker/Program

Internet Use, Tour Denver Board Room/Meeting Etiquette and Techniques,
Communicating with Diplomacy

JOINT PANEL DISCUSSION: Gina Estrada, Kenneth Duran, Sandy Byers Topic: Board
Member Orientation

2002 San Diego, CA

Program Chairs: Beth Vidaurri, Maureen Fitzhenry

Speaker/Program

Time Management, Listening Skills, Minute Taking, Board Packet preparation

JOINT PANEL DISCUSSION: Phyllis Garcia, Nancy Johnson, Suzanne Robinson, Dave
Earling, David Harper, Shirley Harris, - Board members and Board Support Communication

2003 Baltimore, MD

Program Chairs: Janet Tarantino, Diana Soliz, Mari Hernandez, Allison Moody (Assistant)

Speaker/Program

Legal and effective response to public records, Clarifying and Managing Organizational
Responsibilities, Communication Styles, Professional Ethics and Conduct of Effective
Meetings, Visit to the Corridor Transportation Corporation.

JOINT LUNCHEON DISCUSSION: Synergy between Board member and Board support –
Martha Hernandez, Rhodetta Seward, Nancy Johnson.

2004 Santa Monica, CA

Program Chairs: Rhodetta Seward and Sandra Malone. 10 Year Subcommittee
Anniversary Speaker/Program

Peer-to-Peer Exchange: Issues We Face, Lunch by System Size/ Robin Crothers, Gina
Estrada, Rose Martinez, Visit to Santa Monica City Hall, Designing a Board Web Page –
June Berry, Electronic Board Packets, Gina Estrada and Nancy Johnson, Electronic Voting
and Agendas-Bill Wilson. Day-to-Day Challenges: Solutions That Work: Rhodetta Seward,
Sandra Malone. Making Presentations: Building Skills, Closing Session.

2005 – Memphis, TN

Program Chairs: Michelle Dawson, Lisa Trujillo

Speaker/Program

Lunch by System Size. Orientation of New Board members, administrative and directive functions, and information needs. Business Meeting, Workplace Ethics and Business with Board Members, What Would You Do If??? Crossing the Finish Line, Maximizing the Board Member/Staff Relationship, Summit it Up, Performance Evaluation, Board Member Orientation, Secrets of Successful Retreats.

2006 – Montreal, Canada

Program Chairs: Nancy Johnson, Chair and Roberta Boomer

Speaker/Program

Lunch by System Size, Business Meeting, Back to Basics/Roles and Responsibilities of Board Support. Authentic Leadership lead by Terri Bianco/TBE Consultant.
Meeting/Parliamentary Procedures (Mock Board Meeting), Joint Session with Board Members – “One Issue Board Meeting”.

2007 – Hampton Roads, VA

Program Chairs: Lisa Trujillo, Chair, and Roberta Boomer.

Speaker/Program

Business Meetings: Achieving Efficiency and ProductivityParliamentarian Procedures by Sarah Merkle. Mastering Crucial Confrontations by George Kuzirian. The Super Bowl of Teamwork by Bruce Smith. Lunch by System Size: Top 10 Qualities of Exceptional Boards. Group Dynamics – Building Winning Board Teams, panel participants Gina Estrada and Rhodetta Seward. Project Management Made Simple by Paul Perdue. Grace Under Fire by George Kuzirian. Getting the Best from Your Board, CEO and Support Staff – Partnerships & Performance Evaluations as Platforms, panel participants Beth Vidaurri, Roberta Boomer and Janet Tarantino.

2008 – Seattle, WA

Program Chair: Jan McBride, Chair Speaker/Program

Business Meeting. Board Support Luncheon and Information Exchange. The Resilient Clerk (all day course by Dr. DeHicks). Sounder Commuter Rail Trip-Seattle to Mukilteo. Information Exchange: Board Meeting Agenda Packets, Parliamentary Procedure, Meetings that Move with Efficient Presiding Skills. Mobile Tours.

2009 – Cincinnati, OH

Program Chairs: Alisson Moody and Nancy Johnson

Speaker/Program

Business Meeting. Decision Making Opportunities/Joint Board/Board Support. Board Support Luncheon and Information Exchange. Tour of Metro Board Room, "Plain as the Nose on My Face:" Recognizing Transformational Opportunities and Taking Advantage of Them, Crucial Conversations, Leaders Create Conflict, Working Effectively with Five Generations, Goin' Green – Budget Savings in Board Packet Process.

2010 – Eugene, OR

Program Chairs: April Jordan and Gina Estrada

Speaker/Program

Business Meeting. Providing Quality Board Support with Fewer Resources, Board Support Employee Development Luncheon, flourishing in the Workplace: Living from your Truest Yes. Five Practices of Exemplary Leaders, Lane Transit's Board Room Tour, New Board Member Orientation. PEER EXCHANGE: Handling Situations: What is the Biggest Problem You Face in Your Organization: ENO Transit Board Summit-Board Member's Work with Board Support Staff.

2011-Jersey City, NJ

Program Chairs: Robin Crothers and Necola Pierce

Speaker/Program

Business Meeting —Joint Session with the Board, Communication Style Awareness in Daily Conversations, Resolving Common On-the-Job Challenges, A Healthier and More Successful YOU: Leading, Hoboken Terminal Tour, A Healthier and More Successful YOU: Connecting, A Healthier and More Successful YOU: Balance, A Healthier and More Successful YOU: Panoply – tour of NJ Transit Headquarters.

2012 Atlanta, GA

Program Chairs – Roberta Boomer; Jan Tarantino and Elizabeth Ells

Speaker/Program

Business Meeting – Joint Session with Board, Handling Difficult Conversations. Leadership Skills (1st of 3-year Leadership Program) Tami Gaines presenter. Lunch presentation by Bev Scott, CEO of MARTA.

2013 Austin, TX

Program Chairs – Jan Tarantino, Elizabeth Ells and Leslie Baucham

Speaker/Program

Business Meeting – Joint Session with Board, Resolving Conflict: Understanding What Motivates People, Career Path to Leadership. Lunch presentation by Linda Watson, CEO of Capital METRO. Leadership Skills Training (2nd of 3-year Leadership Program) Tami Gaines presenter. Tour of Capital Metro Board Room, Electronic Board Packets, How to Conduct the Business of a Board, Creating Accessible Documents and Communications and Nuts and Bolts of a Board Retreat.

2014 Cleveland, OH

Program Chairs – Leslee Bachus, Jean Schapper, Jan McBride

Speaker/Program

Business Meeting – Joint Session with Board, Sustaining the Board's Success through a Board Development Plan. Stepping into Leadership, Electronic Records Management Systems, Clarity of Courses: Leadership Workshop – Commitment to Mission, Decision Making & Effective Communication Strategies, Expectations and Consequences...Discussion and Acceptance, and Setting Personal Commitments. A Peer-to Peer XChange, Helping a New board chair Become the Most Effective at the Job, Site Visit of Greater Cleveland RTA. Agenda Packet Preparation in Cleveland, Linking to the Subcommittee's Collaboration Page at www.apta.com, New Board Member Orientation – The T's Experience.

2015 Denver, CO

Program Chairs – Rebecca Cruz, Karen Darr, Erin Klaas, Gina Estrada

Speaker/Program

Business Meeting – Joint Session with Board. Professional Development Leadership Workshop continues from previous year. ADA presentation-Blind Side of Communications, Technology in the Board Office, Agenda & Minutes, Plan Your Work, Work Your Plan, Tour of Union Station and RTD Board Offices, Collaboration, Board Presentations, Generation Differences in the Workplace, Personality Types.

2016 San Antonio, TX

Program Chairs – Roberta Boomer, Rebecca Cruz, Amorette Ko-Wong, Debra Longoria
Speaker/Program

Business Meeting – Election of Officers, Handbook Update and Publication. Joint Session with Board – Effective Orientation Practices for New Board Members. Agenda and Minute preparation, Ethics Overview, Parliamentary Procedures, Meeting Effectiveness and Technology, Managing Public Records and Records Retention (Back to the Basics) Program.

2017 Chicago, IL

Program Co-Chairs – Jill Boltz and Nancy Johnson.

Program Committee members: Deanne Jacobson

Speaker/Program

Business Meeting. Joint Session with Board – Maximizing the Board Member/Board Support Relationship. Contextual Leadership Course, Parliamentary Procedures, Useful Techniques for Performance Evaluations, Job Description Updates, Succession Planning and Goal Setting, Introduction to International Institute of Municipal Clerks, Records Management – Open Records, E-File Management, Implementing your Conference Take-Aways.

2018 Washington, DC - APTA Leadership Summit

Program Co-Chairs – Gina Estrada and Katie Smith.

Program Committee members: Rosa Diaz

Speaker/Program

Business Meeting. Joint lunch session on What Makes an Effective Board? Agenda Preparation, Staff Reports, Running an Effective Meeting, Visit Capitol, Parliamentary Procedures, Policies and Procedures, Using Technology to Enhance Board Business, A Political Insider's Look at the Mid-Term Elections.

2019 Jacksonville, FL

Program Co-Chairs – Kathryn Jane Smith, Rosa Diaz, Sabrina Muhne, Ivette Dubois

Speaker/Program

Business Meeting. Power Hour, Website Update, Working through a Crisis, Board/Staff Partnerships/Communication and Collaboration, Help Me Help You, Job Descriptions and Performance Evaluations, Governance/Where do the weeds begin, Board Day

Preparation, Electronic Systems, Parliamentary Procedure, Public Speaking, Lessons Learned.

2020 TBA Virtual Series

Program Co-Chairs – Kathryn Jane Smith, Rosa Diaz;

Program Committee members: Shannel Satterfield, Ivette DuBois, Araceli Barajas, Sabrina Muhne, Beverly Dumas, Suzanne Fredriksen, Karen Darr

Speaker/Program

Transitioning to the New Norm. Preparation not Reaction, TBA 101 – Bootcamp: TBA 101 – Bootcamp: New to the job? Or maybe just presented with a new challenge?, Lessons Learned - Virtual Meetings: The Good, The Bad, and The Ugly, Emotional Intelligence Series: Remaining positive through challenging times – Professionally and Personally, Board Orientation: Preparing for Success, Board Retreat: The Keys to a Successful Board Retreat.

2021 Orlando, FL – TBA Workshop @ APTA TRANSform & EXPO

Program Chair – Suzanne Reyes

Program Committee members: Araceli Barajas, Jennifer Ellison, Nancy Johnson, Sabrina Muhne

Speaker/Program

Leadership and Effective Communication for the Sheroes and Heroes of Transit, Succession Planning and Preparing for the Unexpected: Be Proactive So You Aren't Forced To Be Reactive, High-Impact Transit Boards That Make a Real Difference, Roberts Rules Refresher, Peer-to-Peer Session: Hybrid Board Meetings—Playbook for Success

2022 Salt Lake City, UT

Program Co-Chairs –Suzanne Reyes; Araceli Barajas

Program Committee members: Jennifer Ellison, Sabrina Muhne

Speaker/Program

Business Meeting, Setting the Stage for Success (*Joint Session*); APTA Advocacy Update (*Joint Session*); Succession Planning; Electronic Records Management; Board Retreats, Workshops and Development; The Keys to Success; Challenges & Opportunities Roundtable Discussion; Board Governance: The Power of a Supporting Cast (*Joint Session*); Understanding and Flexing Your Leadership Style – Session I & II, Roberts Rules Refresher

2023 Birmingham, AL

Program Co-Chairs – Araceli Barajas, Suzanne Reyes

Program Committee members: Collette Langston, Lou Ramos, Vicky Barr, Sabrina Muhne

Speaker/Program

Business Meeting; Welcome to APTA: TBMs and TBAs at the Table (*Joint Session*); APTA Advocacy Update: A View from Washington (*Joint Session*); Time Management (Work Life Balance/Self-Care); Working Lunch - Ted Style Talk; Discussion/ Challenges & Opportunities; Board Portals / Agenda Management Systems; It's A New Season: Building Towards a Championship Team! (*Joint Session*); It's A New Season: Being Empowered as a Leader; BJCTA Board Room Tour, Mock Meeting/Roberts Rules/Public Comment Session; Project Management & Oversight



AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
BOARD ADMINISTRATORS SUBCOMMITTEE BYLAWS

ARTICLE I: NAME OF COMMITTEE AND PURPOSE

- Section 1: **Name:** The name of this subcommittee of APTA's Transit Board Members Committee will be known as the Transit Board Administrators Subcommittee.
- Section 2: **Purpose:** The purpose of the subcommittee is to serve as a resource for Transit Board Administrators and Board Support professionals who support public transportation policymakers.
- Section 3: **Mission:** Transit Board Administrator Professionals supporting public transportation policymakers with competence, integrity, transparency, and pride.

ARTICLE II: COMMITTEE OBJECTIVES

- Section 1: The main objective of the subcommittee is to increase professional development to stay current on best practices and exchange ideas and information to be more effective and efficient in serving transit agency policymakers.

ARTICLE III: MEMBERSHIP

- Section 1: **Eligibility:** Any transit agency staff member who provides assistance directly to transit agency policymakers (e.g., administrative assistant, secretary to the board, clerk of the board, board support department heads, board liaison, etc.) in an APTA-member organization is eligible for subcommittee membership.
- Section 2: **Procedure:** To join the subcommittee, a qualified staff member shall send a letter or email requesting subcommittee membership to the APTA staff advisor for the subcommittee, 1300 I Street, NW, Suite 1200 East Washington, DC 20005. This letter or email must include the full name, job title, mailing address, telephone number, and email address to which communications pertaining to the subcommittee are to be sent. As a courtesy, staff members should notify their supervisor as to their intent to join the committee.

ARTICLE IV: OFFICERS

- Section 1: **Officers:** The officers of the subcommittee shall include a Chair, Vice Chair, Secretary, and Immediate Past Chair. In order to remain an officer of the subcommittee, a member must attend at least two subcommittee meetings a year in person, unless excused by the Chair, or in the case of the Chair, by a motion of the members present. Excused absences by any officer will be recorded in writing and made an official part of the record.

Section 2: **Qualifications.** Officers shall meet the following respective qualifications:

a. Eligibility for Chair. To be eligible to serve as Chair, a candidate shall have served at least one term as Vice Chair.

b. Eligibility for Vice Chair. To be eligible to serve as Vice Chair, a candidate shall have served at least one term as Secretary.

c. Eligibility for Secretary. To be eligible to serve as Secretary, a candidate shall have been a member of the subcommittee for at least two years and have served as a Chair of a standing committee for at least one year immediately preceding the beginning of the term for which the candidate is running.

d. Eligibility for Immediate Past Chair. To be eligible to serve as Immediate Past Chair, the candidate must have completed their term as Chair.

Section 3: **Duties and Responsibilities:** The duties and responsibilities of each officer are:

a. **Chair:** The Chair of the subcommittee shall preside at all subcommittee meetings, be an ex-officio member of the Transit Board Member Committee and will serve as a member of the Transit Board Member Executive Council. The Chair is responsible for all activities of the subcommittee. The Chair may create, rename or discontinue subcommittees and other working groups.

b. **Vice Chair:** The Vice Chair of the subcommittee shall preside at all subcommittee meetings in the absence of the Chair and is empowered to act on behalf of the Chair on all matters in the absence of the Chair. The Vice Chair will work in conjunction with the Chair in coordinating activities of the subcommittee.

c. **Secretary:** The Secretary of the subcommittee shall prepare and maintain the official minutes of Transit Board Administrators meetings and elections. The Secretary will work alongside the Chair and Vice Chair for administrative support.

d. **Immediate Past Chair:** The Immediate Past Chair of the subcommittee shall provide continuity of leadership and support to current officers. The Immediate Past Chair will provide advice and counsel to the officers to assure continuity in the governance of the Transit Board Administrators subcommittee.

Section 4: **Term of Office:** All officers shall serve a one-year term and shall be eligible for re-election to a second one-year term, not to exceed two years in one office. After serving two consecutive one-year terms, an officer shall be ineligible for re-election to the same office for a period of two years. The term of office will begin at the Transit Board Member & Board Administrator Seminar immediately following the election.

Section 5: **Vacancies:**

- a. In the event of a vacancy of the subcommittee Chair, the Vice Chair shall immediately fill that vacancy. The secretary then shall immediately fill the Vice Chair vacancy.
- b. Vacancies in any other office may be appointed by the Chair. Appointed members to the offices will complete the term being filled until the next election of the subcommittee; their time in that appointed position does not count against any subsequent term (if that person chooses to run and is elected).
- c. In the absence of a Chair and Vice Chair, the members will vote to appoint a Chair who will serve until the next election. The APTA staff advisor shall oversee this process.

ARTICLE V: ELECTION OF OFFICERS

Section 1: **Elections:** Subcommittee officers shall be elected by a majority vote through in person or electronic voting in conjunction with an approved electronic election meeting in accordance with the Board Administrator Subcommittee Standing Rules for Officer Election outlined in Article V Section 4. An approved electronic meeting is defined as a meeting that provides use of a conference line or virtual platform link so all participating in the meeting can communicate with each other simultaneously. An election shall be held in conjunction with the annual subcommittee business meeting that coincides with the annual Transit Board Member and Board Administrator Seminar. The APTA staff advisor shall commence the call for nominations, identify the date for the election and notify subcommittee members of the date.

Each member of the subcommittee shall be eligible to cast one vote. A majority (50 percent plus one) of the cast ballots will constitute the winning candidate. Election results will be verified and announced at the conclusion of the Business Meeting preceding the annual Transit Board Member and Board Administrator Seminar. Newly elected officers shall assume their duties at the beginning of the seminar immediately following the business meeting, and subject to Article IV Section 4, shall continue in office until their successors are elected.

In the event there is not a candidate for an officer's seat, it shall be filled as outlined in Article IV, Section 3. Vacancies.

Section 2: **Certificate of Candidates:** APTA staff shall produce a list of all candidates who satisfy the eligibility requirements of Article III, Section 2 and Article IV, Section 2.

Section 3: **Qualification for Elections:** Candidates interested in running for office must meet the qualifications requirements for the respective office, as defined in Article IV, Section 2 and announce their intentions at least 15 days prior to the election. Candidates must submit both a letter of intent and a letter of support from their supervisor to the APTA staff advisor. Nominations will be accepted 45 days prior to the election meeting. All nominees must adhere to the qualification for election as described herein.

Section 4: **Officer Election Procedures:**

- A. The APTA staff advisor shall identify the date for the election as defined in the Board Administrator Subcommittee bylaws, Article V. Section 1, prior to the business meeting and notify Subcommittee members of the date at least 45 days in advance of the election meeting date.
- B. The APTA staff advisor, or Immediate Past Chair will initiate the election.
- C. Candidates/Nominations for the offices of Chair, Vice Chair and Secretary shall announce and submit appropriate required materials in accordance with the Board Administrator Subcommittee Bylaws, Article V. Section 3. Qualification for Election.
- D. During the election, candidates for an office will be invited to make a presentation of up to three minutes in length. After all candidates speak, questions from meeting participants will be received and answered prior to voting.
- E. Voting Procedure:
 - i. APTA staff shall provide each qualified member of the subcommittee with a ballot and any election material prior to the vote. When a candidate runs unopposed a voice vote is permissible.
 - ii. Votes shall be cast to the APTA staff advisor, or Immediate Past Chair.
 - iii. The APTA staff advisor will verify that the votes were cast by a qualified member of the subcommittee.
 - iv. The Secretary (if not running for office), Immediate Past Chair, and the APTA staff advisor will count and verify the votes.
 - v. Newly elected officers will be announced at the business meeting preceding the Transit Board Member and Board Administrator Seminar.

ARTICLE VI: MEETINGS AND VOTING

Section 1: **Meetings:** The subcommittee shall meet at least three times per year – at APTA’s Legislative Conference; Transit Board Member & Board Administrator Seminar and Annual TransForm Meeting. Other meetings shall be held upon the call of the

subcommittee Chair or the written request of any five subcommittee members to the APTA staff advisor at least 15 days prior to the requested meeting date. To minimize travel expenses, meetings should be scheduled to coincide with major APTA conferences.

Section 2: **Agenda:** Prior to every meeting of the subcommittee, the Chair, in consultation with the subcommittee officers and APTA staff, shall prepare an agenda which shall set forth a brief general description of each item of business to be transacted or discussed by the subcommittee. The agenda will be delivered to each committee member at least seven days prior to the scheduled meeting.

Section 2: **Conduct of Meetings:** The business conducted by the subcommittee will be in accordance with Robert's Rules of Order and the subcommittee bylaws. Participation virtually or by phone is permissible when the option is available. phone.

Section 3: **Voting:** All members of the subcommittee in attendance at the meeting are eligible to vote on any motion. Voice voting will take place except in the event of a request by any member for a roll call. A majority (50 percent plus one) of the eligible votes at a meeting of the subcommittee shall constitute a voting majority. All voting will follow the same guidelines for elections as described in Article V herein.

ARTICLE VII: COMMUNICATIONS AND RECORDS

Section 1: **Maintenance of Subcommittee Records:** The APTA staff advisor shall provide the Chair of the subcommittee the roster and/or mailing information of qualified subcommittee members and shall be responsible for maintaining the roster. The APTA staff advisor will provide the Chair of the subcommittee a current roster of subcommittee members prior to the subcommittee's annual meeting. The roster will be used for communicating upcoming meeting materials and quarterly updates. The roster will also be available online at www.apta.com.

Section 2: **Communications:** All communications, including the minutes and agendas shall be reviewed by the APTA staff advisor and approved by the Chair for distribution to all members of the subcommittee in advance of meetings.

ARTICLE VIII: COMMITTEES

Section 1: **Standing Committees:**

a. Composition and Accountability: The standing committees of the Transit Board Administrators subcommittee shall be Membership and Outreach, Committee Communications, Mentorship, Program Planning, and Professional Development.

Members of each committee shall be members of the Transit Board Administrators subcommittee.

- i. Standing committees shall consist of a Chair and at least two other members.
- ii. No member shall simultaneously serve as Chair of more than one standing committee.

b. All standing committee Chairs shall report to the subcommittee leadership and shall be responsible to the appointed subcommittee officer between meetings.

Section 2: Special Committees. Special or Ad Hoc committees may be created as necessary by the subcommittee Chair.

ARTICLE IX: HISTORIAN

The Historian of the subcommittee is appointed by the subcommittee Chair.

The Historian of the subcommittee shall maintain a permanent record of the subcommittee's activities. The Historian will capture, assemble, and preserve records of activities and achievements of the Transit Board Administrators subcommittee.

ARTICLE X: EXECUTIVE COUNCIL

The Transit Board Administrator Subcommittee will have an Executive Council, similar to that of the Transit Board Member Committee. The Executive Council will be made up of Executive Leadership, the Chairs (co-Chairs) of standing committees, as outlined in Article VIII, and the appointed Historian.

The Executive Council will meet three times a year in conjunction with the Board Administrator Business Meetings. The Chair reserves the right to call emergency meetings of the Council if needed.

ARTICLE IX:

Section 1: Suspension of Election or Voting Procedures: Should events warrant, any procedures specifically described in the bylaws may be suspended by a two-thirds vote of those voting members present.

Section 2: Amendments to the Board Administrator Subcommittee Bylaws: These bylaws may be amended by a two-thirds vote of those votes submitted at a meeting of the subcommittee. The proposed amendment(s) will be included as a subcommittee meeting agenda item for possible action.

Section 3: Conflict with APTA Bylaws of D.C. Law: In the case of a conflict between the bylaws of the subcommittee, the bylaws of the Transit Board Members Committee should be followed. If the conflict is not resolved, the APTA bylaws will be

followed. The final resolution of conflict shall be made based on the laws of the District of Columbia pertaining to non-profit corporations.

Amended July 15, 2023