

**BYLAWS  
of the  
Mobility Coordinating Committee  
of the  
Pikes Peak Area Council of Governments  
Adopted February 13, 2008  
Amended February 11, 2009  
Amended July 13, 2011  
Amended April 10, 2013**

**ARTICLE I: NAME**

The name of this committee shall be the "**Mobility Coordinating Committee**" (MCC).

**ARTICLE II: ORGANIZATION**

Section 1. Authority The MCC shall be governed by the policies and guidelines set forth by the Pikes Peak Area Council of Governments (PPACG) or as amended.

Section 2. Area

The area to be served by the MCC is the geographic area served by the PPACG extended to the county boundaries served therein, hereinafter referred to as the "Pikes Peak Region."

Section 3. Nondiscrimination

No person or organization shall, on the grounds of race, gender, color, national origin, religion, creed, sexual orientation, or disability, be excluded from participating in, be denied the benefits of, or be subject to, discrimination from the MCC.

**ARTICLE III: PURPOSE**

Section 1. **The Importance of Mobility**

- a) **Definition:** The ability to move or be moved easily and without limitation.
- b) **Mobility context:** accessibility (meeting needs) using mobility (moving for the sake of moving)
- c) **Mobility private sector benefits:** Mobility brings together a range of economic benefits; it creates jobs, saves money, boosts business, revitalizes local economies and spurs urban competitiveness.
- d) **Mobility community and societal benefits:**
  1. to improve the independence of several underserved groups (the chronically disabled, individuals with limited incomes, refugees, people with limited English proficiency, and older adults), while building social capital and encouraging civic engagement.
  2. To assist people temporarily unable to drive due to medical conditions caused by medical treatment such as chemo-therapy and / or physical therapy
- e) **Mobility government services:** Access to transportation is critical at a time when states are experiencing fiscal challenges and programs that serve those with limited

incomes or older adults, particularly Medicaid and Medicare, are stressed to meet demand.

## Section 2. **Responsibilities**

- a) Coordination of transit grants and other resources to provide maximum benefit to the Region
- b) To advise the PPACG Board of Directors and staff on current and emerging issues, goals, and plans relative to coordination of public, human service, and job access transit services in the Pikes Peak Region.
- c) To provide recommendations to the PPACG Board of Directors for coordination of public, human service, and job access transit services in the Pikes Peak Region.
- d) To provide a forum for coordinating the services of those agencies providing public, human service, and job access transit services in the Pikes Peak Region.
- e) To coordinate transit with human service delivery and other community needs
- f) To work toward a consumer directed and cost effective system of transit delivery
- g) To provide a forum for information, education, and advocacy regarding transit issues and best practices
- h) To be the Regional experts on transit issues and practices
- i) Assist targeted demographic groups to learn available services through a network of providers with brochures and booklets with detailed descriptions and contact information
- j) Create and periodically review an inventory of existing transit options and identifying gaps in service or physical infrastructure
- k) Providing information and education opportunities, training or tools so that transit may be integrated into all aspects of the community
- l) Maintain a directory of services offered by members for the targeted demographic groups
- m) Helping recipients of community services use the transit services that are available in the community

## **ARTICLE IV: MEMBERSHIP**

### Section 1. Composition and Representation

All PPACG member entities in the Pikes Peak Region are eligible for voting membership on the MCC. Member entities' representatives will be members upon submittal of a request for membership and identification of a representative, subject to review and approval by the PPACG Board of Directors. Each entity is entitled to one voting member. Membership will include representatives of organizations involved in planning, funding and/or providing public, human service, and job access transportation services which operate in the Pikes Peak Region. In addition, an at-large membership category shall include designated representatives of up to ten community-based organizations representing the needs of transportation disadvantaged populations in the Pikes Peak Region or individuals with a vested interest or knowledge of transit.

All member representatives will be entitled to one vote each with the following exceptions:

Representatives of Transportation Planning and/or Funding Agencies will be non-voting. All members will be entitled to an alternate who shall be selected in the same manner as the member. Alternate members will be entitled to vote only in the absence of the primary member.

Organizations who are eligible for membership includes, but are not limited to:

**Transportation Planning/Funding Agencies (Non-voting):**

City of Colorado Springs Transit Services Division  
Colorado Department of Transportation Division of Transit and Rail  
Pikes Peak Area Agency on Aging  
Pikes Peak Area Council of Governments  
Pikes Peak Rural Transportation Authority

**Transportation Providers (Voting):** Transportation providers are defined as agencies which provide public and/or human services transportation. An updated list of all MCC members is attached for reference. Membership selection is outlined in Article IV, Section 3 of these bylaws.

**PPACG Member Entities (Voting):**

Alma, Town of  
Calhan, Town of  
Colorado Springs, City of  
Cripple Creek, City of  
El Paso County  
Fairplay, Town of  
Fountain, City of  
Green Mountain Falls, Town of  
Manitou Springs, City of  
Monument, Town of  
Palmer Lake, Town of  
Park County  
Ramah, Town of  
Teller County  
Victor, City of  
Woodland Park, City of

**At-large Members (Voting):** In addition, there will be up to ten (10) At-large community-based organizations members or individuals with a vested interest or knowledge of transit shall be chosen according to Article IV, Section 3.

**Section 2. Membership Criteria**

Members must meet the following additional criteria to be selected:

- a) Must demonstrate technical background and/or understanding of public, human services or job access transportation issues in the Pikes Peak Region.

- b) Must be able to attend MCC meetings and to assist in data gathering, analysis and other activities of the MCC when requested by the MCC to do so.
- c) Must represent an entity or organization with a demonstrated regional mission related to the purpose of the MCC or may be an individual with a vested interest or knowledge of transit.
- d) Representatives from community-based organizations are to represent the needs of persons using human services transportation services and/or public transportation services in the Pikes Peak Region.

Voting Membership shall be no fewer than ten (10) representatives and no more than thirty (30) representatives. PPACG staff will track membership appointments and notify the chairperson if membership is within two (2) from the minimum or maximum allowed.

### Section 3. Selection

For representatives of PPACG member entities, planning/funding agencies, and transportation providers, appointments made by the respective organizations shall be referred to the MCC for recommendation to the PPACG Board of Directors, which at its discretion, will approve/disapprove the recommendation.

For the at-large community-based organization membership, the MCC will consider candidate organizations for membership and forward a recommendation to the PPACG Board of Directors, which at its discretion, will approve/disapprove the recommendation.

### Section 4. Term of Membership

Terms of membership shall be continuous at the pleasure of the organization being represented or until the organization becomes inactive in the MCC's regular meetings. Inactivity shall be constituted by an organization's representatives' absences at three (3) or more consecutive regular meetings or four (4) regular meetings during a calendar year

### Section 5. Absenteeism

Members missing three (3) consecutive, regularly scheduled meetings or a total of four (4) regular meetings, during a calendar year period shall be automatically reviewed by the PPACG Board of Directors. When a member has been absent for the second consecutive time or has been absent for the third time in any twelve-month period, the MCC Chairperson shall send, or cause to be sent, in a reasonable time, a letter to such member at his/her address as entered on the committee's records, informing such person another absence shall result in his/her membership being reviewed. If attendance does not improve, the PPACG Board of Directors may take other actions including removal. Excused absences for personal or family medical reasons or a death in the family shall not apply against a member's absentee record as stated above.

### Section 6. Vacancies and Appointments

All vacancies shall be filled by the process outlined in Article IV, Sections 1-4.

### Section 7. Resignations

Members and representatives are encouraged to send written notice of intent to resign to the PPACG Executive Director and a copy to the MCC Chairperson as soon as possible, but at least one (1) month before the termination date.

## **ARTICLE V: Officers**

### Section 1. Officers

Officers of the MCC shall consist of a Chairperson, Vice-Chairperson, and Second Vice-Chairperson.

### Section 2. Selection of Officers

Only voting members of the MCC are eligible to be officers. Officer candidates may be nominated by a Nominating/Membership subcommittee, from the floor, or both, as appropriate.

Nominees shall be presented to the membership for consideration at the last regularly scheduled meeting of each year. Election shall be at the first regularly scheduled meeting of the year and shall be by ballot with a majority vote electing the Officers.

### Section 3. Term of Office

Elected officers shall serve for a term of one (1) year in accordance with the time schedule identified in Section 2. Such officers shall hold office until they resign, are removed, are otherwise disqualified to serve, or until their successors shall be elected, whichever occurs first.

Officers may be re-elected but may not serve more than two (2) consecutive terms.

### Section 4. Vacancies

A vacancy in any office shall be filled for the unexpired portion of the term. Vacancies shall be filled by elections held at a regularly scheduled meeting within ninety (90) days after the vacancy occurs. The election shall follow the nominating/voting process established by Article V, Section 2.

A member elected to fill an unexpired term of six (6) months or longer shall be considered to be filling a full term of office.

### Section 5. Removal and Resignations

Any MCC request for removal of an officer will be submitted to the PPACG Board of Directors. The PPACG Board of Directors, after investigation, may remove the officer and call for a special election for a new officer.

Any officer may resign his/her position as an officer at any time by giving written notice to the Chairperson of the MCC and the PPACG Executive Director. Any such resignation shall take effect on the date of the receipt of such notice or at any later date specified therein, not to exceed the expiration date of the regular term of the office. The acceptance of such resignation shall not be necessary to make it effective.

### Section 6. Duties of the Chairperson

The Chairperson shall serve in the following capacities:

- a) Preside at all meetings of the MCC and shall be eligible to vote on all matters;
- b) Be responsible for the effective, efficient and timely conduct of the MCC meetings;
- c) Work closely and coordinate with the assigned PPACG Staff person to develop meeting agendas and annual objectives of the committee to be communicated to and approved by the PPACG Board of Directors.

- d) Appoint all Chairpersons of subcommittees;
- e) Be responsible to the PPACG Board of Directors to assure all subcommittees are accomplishing their objectives;
- f) Perform such other duties as may be assigned from time to time by the MCC or requested by the PPACG Staff assigned to the MCC; and
- g) Attend PPACG Board of Directors meetings as appropriate and/or when requested to do so by the Board of Directors' Chairperson.

#### Section 7. Duties of the Vice-Chairpersons

In the absence of the Chairperson or in the event of his/her inability to act or if the office is vacant, the 1<sup>st</sup> Vice-Chairperson shall perform all duties of the Chairperson, and when so acting, shall have all the powers and be subject to all restrictions of the Chairperson. Similarly, in the absence of both the Chairperson and 1<sup>st</sup> Vice-Chairperson, the 2<sup>nd</sup> Vice Chairperson shall perform the duties of and have all the powers and be subject to all restrictions of the Chairperson.

### **ARTICLE VI: Meetings, Voting and Quorum**

#### Section 1. Public Meeting

All meetings of the MCC are open to the public. Citizens are welcome at meetings and may express their opinions at such times as designated by the agenda or when recognized by the Chairperson.

#### Section 2. Regular and Special Meetings

- a) Regular meetings of the MCC shall be held quarterly at a minimum. Notice of said meetings and all available meeting materials shall be provided to each MCC member at least four (4) days prior to the meeting by mail or electronic means.
- b) Special meetings of the MCC may be called by the Chairperson in consultation with PPACG Staff or by written petition by any three (3) MCC members mailed or delivered personally to the Chairperson with a copy to the PPACG Staff. PPACG Staff shall fix the time, date, and location for holding any special meeting. MCC members shall be notified by mail or electronic means, in person, or by telephone of such special meetings, and said notice shall specify the nature of any and all business to be conducted at such meetings.

#### Section 3. Voting

Voting members of the MCC shall be entitled to one (1) vote on all matters brought before a regular or special meeting of the MCC, provided a quorum is present. No proxy vote shall be allowed. All issues shall be settled by a majority vote. In the absence of a primary member, the alternate member may vote.

#### Section 4. Quorum

Thirty percent of the current voting MCC membership (rounded up to the nearest whole number) shall constitute a quorum. A quorum shall be necessary for the transaction of any official business at any meeting of the MCC.

#### Section 5. Procedure

The latest version of Robert's Rules of Order shall govern the conduct of business at all meetings of the MCC except when such Rules are in conflict with these Bylaws.

#### Section 6. Secretarial Duties

The PPACG will provide for the secretarial support and administrative requirements of the MCC and shall keep the bylaws as amended, minutes of all meetings of the MCC, a current membership list containing the names, addresses and telephone numbers of all MCC members, and all other official documents of the MCC.

### **ARTICLE VII: Subcommittees**

#### Section 1: Nominating/Membership Subcommittee

The Nominating/Membership Subcommittee (NMSC) is a standing subcommittee of the MCC. It shall consist of three (3) voting members selected by the MCC from its membership. The MCC Chairperson will designate the Chair of the NMSC from among its three members. The NMSC shall select a slate of nominees for election of officers at the last meeting of the year or in the event of a vacancy in any of the officer positions. The NMSC shall recommend and interview new members to fill vacancies in the at-large membership category.

#### Section 2: New Subcommittees

When a need arises for a new subcommittee, a written request which identifies the purpose, charge, objectives, relationships, membership, officers, requirement for minutes, and term of the subcommittee will be submitted by the MCC to the PPACG Board of Directors for approval.

#### Section 3 Subcommittee Appointments

The MCC Chairperson shall appoint the Chair of each subcommittee. If warranted, the MCC may request experts from outside the committee be appointed voting members of the subcommittee. Membership of all subcommittees shall be recommended by a majority vote of the MCC to the PPACG Board of Directors, which, at its discretion, will approve/disapprove the recommendation.

#### Section 4: Subcommittee Vacancies

Vacancies on any subcommittee may be filled for the unexpired portion of the term in the same manner as provided in the case of the original appointments.

#### Section 5. Subcommittee Quorum

A simple majority of the members of a subcommittee shall constitute a quorum of such subcommittee. The action of a majority of the members at a meeting at which a quorum is present shall be the action of the subcommittee.

### **ARTICLE VIII: Conflict of Interest**

#### Section 1. Announcing Conflict

Whenever a MCC member has cause to believe a matter to be voted upon would involve him/her in a conflict of interest, he/she shall announce the conflict of interest and shall request a ruling by the MCC on voting on such matter.

Section 2. Abstention from Voting

No MCC member shall vote on any matter which would involve a conflict of interest.



## **ARTICLE IX: Amendment of Bylaws**

Action may be initiated by voting members at any duly constituted meeting of the MCC to alter, amend, or repeal these Bylaws and new Bylaws adopted. Notice of any proposed amendment to, or repeal of, these Bylaws shall be presented at a duly constituted meeting of the MCC. A copy of the current Bylaws with the proposed changes shall be distributed to all MCC members at least thirty (30) days in advance of the meeting at which the amendment will be presented for approval. An affirmative vote by the majority of the MCC members is necessary for amendment adoption. The MCC's recommendation to amend these Bylaws is then subject to approval by the PPACG Board of Directors. The MCC may from time to time amend their bylaws. These Bylaws may be amended as follows:

- a) All MCC members shall be furnished a typewritten copy of all changes at least thirty (30) days before the meeting at which time the changes shall be voted upon.
- b) Adoption of the changes shall require a two-thirds (2/3) vote of the voting members present at a meeting of the MCC (except under Item e of this section).
- c) The vote shall be recorded in the minutes.
- d) Amendments to the Bylaws are subject to the final approval of the PPACG Board of Directors.
- e) The PPACG Board of Directors may, from time to time, amend its Bylaws, or change its policies, where revisions in the Bylaws of this Committee may be required. Should such a case occur, the PPACG Chairman shall notify, or cause to notify, the Chairman of the MCC to implement such changes in accordance with the new approved changes by PPACG.

## **ARTICLE IX: ENACTMENT**

These Bylaws shall be effective following their review and approval by a two thirds (2/3) vote of the membership and review and final approval by the PPACG Board of Directors.