

**BYLAWS OF THE MOBILITY COORDINATING COMMITTEE (MCC)  
OF THE PIKES PEAK AREA COUNCIL OF GOVERNMENTS**

Amended:  
July 10, 2019  
May 8, 2019  
April 10, 2013  
July 13, 2011  
February 11, 2009

Adopted February 13, 2008

**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

Definition: The ability to move or be moved easily and without limitation.

- a) Mobility context: accessibility (meeting needs) using mobility (moving for the sake of moving)
- b) 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.

- c) 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
- d) 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) To advise and recommend to the PPACG Board of Directors and staff on current and emerging issues, goals, and plans for public and human services transportation in the Pikes Peak Region.
- b) Information sharing related to transportation issues, grants, best practices, education, and advocacy to provide maximum benefit to the Pikes Peak Region.
- c) Be the experts on transportation issues and best practices.
- d) Provide information and educational opportunities, training and/or tools, so that transportation may be integrated into all aspects of the community.
- e) Maintain and promote a directory of services offered by members for the targeted demographic groups.

## **ARTICLE IV: 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 MEETINGS

Regular meetings of the MCC shall be held quarterly at a minimum.

### Section 3. SPECIAL MEETINGS

Special meetings of the Committee may be called at the discretion of the PPACG staff in consultation with the Chairperson or by written petition by any three (3) committee members mailed or delivered personally to the Chairperson with a copy to the PPACG staff liaison. The PPACG shall fix the time, date and location for holding any special meeting. Public notice shall specify the nature of any and all business to be conducted at such meetings. Business transacted at all special meetings shall be confined to the purposes stated in the notice of such meeting.

### Section 4. PLACE OF MEETING

The Committee may designate any place as the place for any annual, regular or special meeting called by the Committee. Unless so designated, the Committee shall meet at the offices of The Pikes Peak Area Council of Governments.

### Section 5. NOTICE OF MEETING

Written or printed notice stating the place, day and hour of the meeting and in case of a special meeting, the purpose for which the meeting is called, shall be delivered not less than 24 hours before the date of the meeting, either personally, by electronic notification or by mail, to each member of the Council entitled to vote at such a meeting. Notice shall be placed in the front foyer bulletin board of the PPACG office building at 15 S 7<sup>th</sup> St, 80905.

### Section 6. VOTING

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

### Section 7. QUORUM

Thirty percent of the current voting committee 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 committee.

### Section 8. PROCEDURE

The latest version of Robert's Rules of Order shall govern the conduct of business at all meetings of the committee and its sub-committees except when such Rules are in conflict with these bylaws.

### Section 9. SECRETARIAL DUTIES

The PPACG will meet the secretarial needs of the committee and shall keep the bylaws as amended, minutes of all meetings of the committee, a current membership list containing the names, addresses and telephone numbers of all committee members, and all other official documents of the committee.

## **ARTICLE V: 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.

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

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

Calhan

Colorado Springs

Cripple Creek

El Paso County

Fairplay

Fountain

Green Mountain Falls

Manitou Springs

Monument

Palmer Lake  
Park County  
Ramah  
Teller County  
Victor  
Woodland Park

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.

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

## 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. Representatives shall be appointed to serve the remainder of the unexpired term which, if it is longer than one and a half years, shall be considered to be a full term.

### 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 committee chairperson as

soon as possible but at least one (1) month before the termination date.

## **ARTICLE VI: OFFICERS**

### Section 1. Officers

Officers of the committee shall consist of a Chair, First Vice-chair and Second Vice-chair.

### Section 2. Selection of Officers

Only voting members of the committee are eligible to be officers. Officers may be nominated by a Nominating/Membership Subcommittee, from the floor or both as appropriate. Nominees shall be presented to the membership for election at the November meeting each year. Election shall be by ballot with a majority vote electing the officers.

### Section 3. Duties of Officers

The Chairperson shall preside at all meetings of the Committee, assure effective, efficient and timely conduct of the committee's meetings, work closely and coordinate with the assigned PPACG staff liaison person on developing annual objectives of the committee to be communicated to and approved by the Board of Directors, appoint all Chairpersons of sub-committees, serve as an ex-officio non-voting member of all subcommittees created by the committee, be responsible to the PPACG Board of Directors to assure that all subcommittees are accomplishing their objectives, perform such other duties as may be assigned from time to time by the committee or requested by the PPACG staff assigned to the committee and attend Board of Directors meetings when possible and/or if requested by the Board's chair. In the absence of the Chairperson or in the event of his/her inability to act or if the office is vacant, the First 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 First Vice-Chairperson, the Second Vice-Chairperson shall perform the duties of and have the powers of the Chairperson.

### Section 4. Term of Office

Elected officers shall serve for a term of one (1) year in accordance beginning January 1 following election. 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 5. Vacancies

A vacancy in any office shall be filled for the unexpired portion of the term by the immediate subordinate officer (e.g., if the Chair is vacant, the 1<sup>st</sup> Vice Chair will serve in that position until the next regular election). In the event of a vacancy in the office of either 2nd Vice-Chair, the Chair may temporarily appoint a new 2<sup>nd</sup> Vice Chair until such time as an individual is elected to fill the unexpired term.

When required, election for Second Vice-chair shall be held at a regularly scheduled meeting within sixty (60) 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 6. Removal and Resignations

Any request for removal of an officer will be submitted to the PPACG Board of Directors. The 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 committee 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.

## **ARTICLE VII: SUBCOMMITTEES**

### Section 1. NOMINATING/MEMBERSHIP SUBCOMMITTEE

The Nominating/Membership Subcommittee (NMSC) is the only 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 these positions as set forth in Article V, Section 4. The NMSC shall recommend and interview new members to fill vacancies where appropriate

### 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 board, committee or sub-committee member has cause to believe that a matter to be voted upon would involve him/her in a conflict of interest, s/he shall announce the conflict of interest and shall request a ruling by the committee on voting on such matters.

### Section 2: ABSTENTION FROM VOTING

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

## **ARTICLE IX: AMENDMENT OF BYLAWS**

Action may be initiated at any duly constituted meeting of the committee to alter, amend or repeal these bylaws and have new bylaws adopted. Notice of any proposed amendment to, or repeal of, these bylaws shall be presented at a duly constituted meeting of the committee, and shall then be voted on at the next duly constituted meeting of the committee. A copy of the current bylaws with the proposed changes shall be distributed to all committee 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 committee members is necessary for amendment adoption. The committee's recommendation to amend these bylaws is then subject to approval by the PPACG Board of Directors.

The PPACG Board of Directors may from time to time amend its bylaws, or change its policies, necessitating revisions in the bylaws of this committee. Should such a case occur, the PPACG Chairman shall notify or cause to notify the Chairperson of the committee to implement such changes.

**ARTICLE X: 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.