MEETING AGENDA
MOBILITY COORDINATING COMMITTEE
January 24, 2023, 9:30 a.m.

PPACG Main Conference Room – 14 S. Chestnut St., Colorado Springs, CO 80905
https://ppacg.zoom.us/j/99798636660?pwd=a0VDbjFzVUVXNXRyOGVhcGx6c09SQT09 and (719) 359-4580
Meeting ID: 997 9863 6660
Passcode: 795651
Meetings will be held in a hybrid format to allow in-person attendance as well as a Zoom option.

Agenda items marked with   indicate that additional materials were included in packets provided to members.

1. CALL TO ORDER / ESTABLISH A QUORUM / INTRODUCTIONS (Six [6] voting members)

2. AGENDA APPROVAL

3. CONSENT ITEMS These items will be acted upon as a whole, unless they are called up for discussion by a committee member or a citizen wishing to address the committee.
   A. Approval of the minutes from the Dec. 6, 2022 meeting

4. PUBLIC COMMENTS/PRESENTATIONS
   A. Public Comments. Public comment can be made before or during the meeting. Public comment during the meeting is limited to three minutes and can be done at the meeting location or remotely by using the posted Zoom link. Individuals are encouraged to notify the meeting organizer at ppacg@ppacg.org before the start of the meeting with the agenda item they would like to comment on. Public comments can be submitted before the meeting via email to ppacg@ppacg.org for distribution to the committee members.

5. ACTION ITEMS
   A. Vote officers for 2023

6. TRAINING / INFORMATION SHARING / COORDINATION OPPORTUNITIES
   A. By law discussion: Focus, Long Range Specialized Transit Plan coordination, membership, structure

7. MEMBERSHIP APPOINTMENTS

8. COMMUNITY GUEST AND PROVIDER PRESENTATIONS

9. ITEMS FOR NEXT MEETING
   A. Continue by law review

10. ADJOURNMENT

The Pikes Peak Area Council of Governments will not discriminate against qualified individuals with disabilities. Meeting materials are available in text-only and audio formats. Meetings are available to join remotely via Zoom, and meetings include live transcription for remote and in-person attendees using automated software. Should you require any additional auxiliary aids or services to participate, please contact ppacg@ppacg.org or (719) 471-7080 x139 as soon as possible so that we can do our best to accommodate your needs.
Meeting Minutes of the
MOBILITY COORDINATING COMMITTEE
December 6, 2022 9:30 a.m.
Hybrid and ZOOM Meeting –
Meetings will be held in a hybrid format to allow in-person attendance as well as a Zoom option.
Join Zoom Meeting
https://ppacg.zoom.us/j/99798636660?pwd=a0VDbjFzUUVXNXRyOGVhcGx6c095QT09
Meeting ID: 997 9863 6660
Passcode: 795651
Dial in +1 719 359 4580 US

Agenda items marked with ☐ indicate that additional materials were included in packets provided to members.

1. **Call To Order / Establish A Quorum / Introductions** (Six [6] voting members)

Chair Amundson called to order at 9:35 a.m. A quorum was present.

2. **Agenda Approval** Dick Hyde motioned for approval and Rosa McCormick seconded. The motion carried unanimously.

3. **Approval of the Minutes** – October 2022 (no meeting November 2022) Dick Hyde motioned for approval and Rosa McCormick seconded. The motion carried unanimously.

4. **Public Comments** – No public comments

5. **Training/Information Sharing/Coordination Opportunities**
   a. Driver Recognition: PPACG Executive Director Andrew Gunning expressed his appreciation of the drivers across our region for their dedication and service. City of Fountain Mayor Sharon Thompson thanked transportation staff at all levels for their vital work and support of riders and their families. Glen Krause with CDOT recognized that drivers “drive the transit industry.” CDOT appreciative of the work drivers do and deserve more recognition. The following drivers were recognized:
      i. Michael Whalen with the city of Colorado Springs for his commitment and professionalism over the course of his 13-year tenure.
ii. Steve Wintner has been a pivotal part of building service for downtown and was recognized for being reliable, safe, and a resource for new drivers.

iii. Glen Raymond was recognized for paratransit services and is always looking to improve services, is a hard worker, and is the first to help new drivers.

iv. Teller Senior Coalition recognized Ray Current for his 7 years of service and commitment to Teller County residents.

v. Goodwill Driver Michael Phillip Sauser recognized for his dedication to clients. Michael is new to Goodwill and has been exceptional in his role in a short time.

vi. The City of Fountain Transportation recognized Raynaldo Ochoa for demonstrating all attributes of being a team player.

vii. Envida recognized Paul Fenner for his passion for people through his 20 years of experience and 2 years with Envida.

viii. El Paso Fountain Valley Senior Center recognized Cay Kline for his 5 years of reliable service and willingness to train others.

b. Jacob Matsen shared that fixed route transit is going to a new contractor, will officially take over revenue service. Reassured that continuity of service will continue and that they are hoping to services will grow. They are seeing positive movement with driver training classes increasing in size.

c. Laura Crews and Glen Krause spoke to CDOT staffing changes

d. Needs Assessment Project Update: Laura Crews shared that the multi-county Needs Assessment is complete. The consultant team has compiled a preliminary draft, which Laura circulated to those referenced in the group. Requesting comments back to consultants by December 12th. Laura asked
the group to review and respond. Second phase funded through NADTC for El Paso County.

e. Membership structure: Chair Amundson spoke to structure and frequency of meetings and how to include a broader swath of community members. She asked the group to consider ideas and be prepared to share at January’s meeting. She announced officer consideration for 2023. Laura and the group spoke to the group’s purpose and what to consider moving forward with officer appointments. The group discussed the importance of transportation and ways to collaborate.

6. **Action Items** No action items.

7. **Membership Appointments** No membership updates.

8. **Community Guest and Provider Presentations** No presentations.

9. **Action Items for Next MCC Meeting** Membership voting at January 2023 meeting.

10. **Adjournment** Chair Amundson adjourned at 10:28 a.m.
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<th>Present</th>
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<tr>
<td></td>
<td>Jody Barker</td>
<td>PPACG (non-voting)</td>
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<td>X</td>
<td>Andy Gunning</td>
<td>PPACG (non-voting)</td>
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<td>x</td>
<td>Laura Crews</td>
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<td>Glen Krause</td>
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<td>Terri Cassidy</td>
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<td>Ted Schweitzer</td>
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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) Providing independence and the ability to support general quality of life and equitable access through transportation options
   b) Mobility private sector benefits: Mobility brings together a range of economic benefits

Commented [LC1]: Potentially need to broaden our purpose to match what this section says. Define how the group coordinates with agencies that provide multi-modes of transportation. This includes active transportation. This is to ensure safe and pedestrian connections for transit and equitable accessible paths for all individuals.

Also, we need to define if this group has a role in trip reduction which correlates with GHG rules. GHG affects all the projects of this group. This definition can show how this group can support the TAC in their mitigation projects.
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. To improve transportation service delivery to those that are transit dependent and/or those who choose to use public transit to access our region.

2. To assist people temporarily unable to drive due to medical conditions caused by medical treatment such as chemo-therapy and/or physical therapy.

3. Mobility brings together a range of economic benefits; it creates jobs, saves money, boosts business, revitalizes local economies and spurs urban competitiveness.

4. Encourages the expansion of social capital and promotes opportunities for civic engagement.

**d) Mobility government services:** Access to transportation is critical at all times. It is important to acknowledge, provide input and encourage collaboration to maximize governmental funding opportunities 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 Transportation Advisory Committee and 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. In addition, reports from Regional Coordinating Councils in Park and Teller Counties and El Paso County Transit Operations Group.

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

**Commented [LC2]:** We go from very broad in point A and B to very narrow in C and D.

**Commented [LC3]:** Need to include as a responsibility a coordination piece between agencies and responsible for assisting with regional transit plans.

**Commented [LC4]:** This is good but need to follow through with reporting out.
targeted demographic groups. (Mobility Guide)

f) Participate in the development of the federally required Long-Range Specialized Transit Plan and Transit Plan and monitor progress towards identified projects and goals.

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. (Group discussion but leave how it is for flexibility)

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 7th St, 80905.

Commented [LC5]: Address needs to change and we need to ensure we are doing this if it is written in the bylaws.
Section 6. VOTING
Voting member organizations 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. Option A: The representative of the member organization participating in a meeting to which an action item is before the committee shall be eligible to vote based on their affiliation with the member entity. Option B: Each member organization may designate up to three representatives to act on behalf of the organization when an action item is before the committee. 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 be used to govern the conduct of business of this committee 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 (This includes for profit transit or mobility agencies) 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, members may include community-based organizations serving disadvantaged populations. In addition, an

Commented [LC6]: Does this match the language that allows an agency to have a backup representative?
Commented [LC7]: All members must be approved by the Board of Directors
Commented [LC8]: Currently we only have two member entities represented. Fountain and Colorado Springs. MMT is a non voting member at this point.
Commented [LC9]: There is no mention of multi mode organizations or active transportation folks.
at-large membership category shall include designated representatives of up to ten community-based organizations representing the needs of individuals with vested interest or knowledge in transit, 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
Cripple Creek
El Paso County
Fairplay
Fairplay
Fountain
Green Mountain Falls
Manitou Springs
Monument
Palmer Lake
Park County
Park County
Ramah
Teller County
Victor
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

Commented [LC10]: At Large Members are Voting Members.

Commented [LC11]: Does this need to change. We have agencies like Envida and Cripple Creek transit that receive funds for planning efforts.

Commented [LC12]: No longer a funder. Should they be the representative for Colorado Springs?
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

Member entities missing three (3) consecutive, regularly scheduled meetings or a total of four (4) regular meetings, during a calendar year period shall be notified by the Executive Committee or PPACG staff that the entity’s membership to determine membership status, 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 MCC Executive Committee 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 notifying PPACG staff in writing, 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

Notice of Member Entity Changes in Representation and Membership Status

Members and representatives are encouraged-required to send written notice of changes in representation or membership status of their organization to PPACG staff assigned administrator and the MCC Chairperson. The recommended changes will be presented to the PPACG Board of Directors for Approval, 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 **at the conclusion of the calendar year, November meeting each year.** Election shall be by ballot with a majority vote electing the officers **during the January meeting.**

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. **Additionally, the Vice Chair shall lead membership efforts.** 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 1st 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 2nd 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 viceMCC 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.

Commented [LC16]: Add as a need to keep up with attendance.

Commented [LC17]: We want to present a new standing committee called the Transit Passenger Advisory Subcommittee.
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 two thirds (2/3) 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.

Commented [LC18]: Check on this with our PPACG Bylaws