MEETING AGENDA
MOBILITY COORDINATING COMMITTEE
March 28, 2023, 9:30 a.m.

PPACG Main Conference Room – 14 S. Chestnut St., Colorado Springs, CO 80905
www.microsoft.com/en-us/microsoft-teams/join-a-meeting
Meeting ID: 263 528 376 137
Passcode: o7LY9X

Meetings will be held in a hybrid format to allow in-person attendance as well as a Microsoft Teams 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 February 28, 2023 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 Microsoft Teams 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. Bylaws approval ☑

6. MEMBERSHIP APPOINTMENTS
   A. Review vacancies and processes

7. TRAINING / INFORMATION SHARING / COORDINATION OPPORTUNITIES
   A. PPACG Military Fellow
   B. Specialized Transit Plan timeline
   C. Needs Assessment interactive web map
   D. CASTA Conference in Pueblo May 9-12

8. COMMUNITY GUEST AND PROVIDER PRESENTATIONS
   A. ADA Coordinator City of Colorado Springs, Rob Hernandez at 10:30

9. ITEMS FOR NEXT MEETING

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 Microsoft Teams, 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
MOBILITY COORDINATING COMMITTEE
February 28, 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) Chair Rumsey called to order at 9:30. A quorum was present. Ms. Laura Crews introduced Mr. Nick Schmidt, Military Fellow with PPACG. Also, Ms. Emily Covarrubius in attendance from the City of Fountain.

2. **AGENDA APPROVAL** Dick Hyde motioned to approve, Ms. Kristen Amundsen seconded. **Motion passed.** At 9:40, needed to amend the Agenda to add Action Item of Voting in Chelsea Gondeck as Vice Chair. Ms. Kristen Amundsen motioned and Mr. Dick Hyde seconded. **The motion passed unanimously.**

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 January 24, 2023 meeting ☉ Mr. Dick Hyde motioned, Ms. Dianna Van Auken seconded. **Motion passed unanimously.**

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 Vice Chair Chelsea Gondeck. She is the Director of Planning and Mobility with the Downtown Partnership. Mr. Dick Hyde motioned. Ms. Dianna Van Auken seconded. **The motion passed unanimously.**

6. **TRAINING / INFORMATION SHARING / COORDINATION OPPORTUNITIES**
   A. PPACG Military Fellow. Ms. Laura Crews introduced Mr. Nick Schmidt as the PPACG Military Fellow for another seven weeks. His focus will be to identify state level military transit resources and look to create a more integrated roadmap for military and veteran transit.
   B. Needs Assessment. Ms. Laura Crews shared the purpose of this three county assessment was to further identify geographic gaps and also service gaps. Most important, these findings will contribute to the development of the Coordinated Human Service Transportation Plan. The bid is going out for the Plan with the goal this time to get more input from end users. Looking forward to using the Plan as a tool for coordinating new service and seeking grant funding. An interactive map to explore regarding services, funding and other filters was shared.
   C. Provider Information Sharing:
      - The Independence Center – hosting tomorrow El Paso County candidates for Mayor and Council. Will be asking about transportation.
      - FVSC – Reaching out to seniors to come to the senior center and becoming more aware of transportation.
• Goodwill – Senior Resource Council hosting senior dance on March 4 at Goodwill 3-5.
• Community Intersections – implementing a more open door model with District 20 students.
• Teller Senior Coalition – experimenting with same and next day trips. Ridership growing with the the deviated route in Southern Teller County and will be adding four routes. Working through software needs.
• Silver Key – Significant calls for service increases. Typically 3300/month, just in one week had 600 calls. Provided 2400 rides last month but still had to decline 200. Volunteer drivers are signing up.
• City of Fountain – Hosting monthly free ride days with special campaigns. March is Epilepsy Awareness on 3/27. Wear purple for a free ride. Reviewing CDL topics with drivers as there are spontaneous stops and checks to see what level of knowledge a driver has.
• City of Colorado Springs – Transitioned to a new contractor to manage fixed and para transit. New drivers are being hired, many routes have been restored, however routes 1 and 27 did go to a 30 minute window.

7. MEMBERSHIP APPOINTMENTS
   A. City of Fountain Emily Covarrubias

8. COMMUNITY GUEST AND PROVIDER PRESENTATIONS
   The Resource Exchange (TRE) visited.

9. ITEMS FOR NEXT MEETING

10. ADJOURNMENT
    Chair Rumsey adjourned at 10:47.

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.
<table>
<thead>
<tr>
<th>Name</th>
<th>Organization/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jody Barker</td>
<td>PPACG (non-voting)</td>
</tr>
<tr>
<td>Laura Crews</td>
<td>PPACG - Mobility Coordinator (non-voting)</td>
</tr>
<tr>
<td>Rosa McCormick (Primary)</td>
<td>City of Fountain</td>
</tr>
<tr>
<td>Emily Covarrubias (Feb vote)</td>
<td>City of Fountain</td>
</tr>
<tr>
<td>Dick Hyde</td>
<td>Community Intersections Colorado Springs</td>
</tr>
<tr>
<td>Vacant</td>
<td>El Paso County</td>
</tr>
<tr>
<td>Mark Bowers</td>
<td>Fountain Valley Senior Center</td>
</tr>
<tr>
<td>Eric Esch</td>
<td>Envida</td>
</tr>
<tr>
<td>Gail Nehls</td>
<td>Envida</td>
</tr>
<tr>
<td>Kristen Amundson (past Chair)</td>
<td>Goodwill Industries</td>
</tr>
<tr>
<td>Brian Champion</td>
<td>Mountain Metro Transit</td>
</tr>
<tr>
<td>Jacob Matsen (Alternate)</td>
<td>Mountain Metro Transit</td>
</tr>
<tr>
<td>Jason DeaBueno</td>
<td>Silver Key Senior Services</td>
</tr>
<tr>
<td>Valerie Anders</td>
<td>Silver Key Senior Services</td>
</tr>
<tr>
<td>Vacant</td>
<td>Teller County</td>
</tr>
<tr>
<td>Dianna Van Auken (2nd Vice Chair)</td>
<td>Teller Senior Coalition</td>
</tr>
<tr>
<td>Kathy Lowry (Alternate)</td>
<td>Teller Senior Coalition</td>
</tr>
<tr>
<td>Paul Spotts</td>
<td>The Independence Center</td>
</tr>
<tr>
<td>DeAnna Rumsey (Chair)</td>
<td>The Independence Center</td>
</tr>
<tr>
<td>Ted Schweitzer</td>
<td>Cripple Creek</td>
</tr>
<tr>
<td>Chelsea Gondeck</td>
<td>Downtown Partnership</td>
</tr>
</tbody>
</table>
DATE: March 28, 2023

TO: Mobility Coordinating Committee

FROM: MCC Executive Committee

SUBJECT: Bylaw Update

ACTION REQUESTED: Review & Approve

PREVIOUS ACTION
1) Reviewed and recommended by MCC Executive Committee on 2/1/23 and 3/9/23.
2) Reviewed and recommended by PPACG Director Andrew Gunning, PPAAA Director Jody Barker and Transportation Director John Liosatos on 2/13/23.

SUMMARY
The MCC Executive Committee is seeking to enhance participation, membership and discussion of coordinated mobility efforts in the Pikes Peak Region. Recommendations for Bylaw changes to support these efforts focused on Purpose, Responsibilities, Voting, Membership Composition, Absenteeism and Notice of Member Entity Changes.

BACKGROUND
Bylaws were last amended in May and July of 2019.

PROPOSED MOTION
Review and Approve to then send to the PPACG Board.

ALTERNATIVES
The MCC has the following alternatives to consider:

1) Disapprove the item as presented.
2) Approve the item with amendments.

ATTACHMENT(S)
1) Current Bylaws
2) Amended Draft Bylaws

STRATEGIC PLAN GOALS
Please select which strategic plan goals this applies to.
☒ Advocacy: Serve as an effective advocacy voice for common ground issues.
☒ Information Sharing: Serve as a significant resource for PPACG members to collect and share information with regional partners.
☒ Aging: Expand and extend senior access, awareness, education, and connectivity to support age-friendly communities and empower individual seniors.
☒ Transportation: Maintain and improve a coordinated, validated plan for transportation needs across the PPACG region.
☒ Program Excellence: Continue to excel in the key fundamental areas of PPACG: Military support, Environmental programs, Transportation, Area Agency on Aging, and regional communication, and collaboration.
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 7th 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 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 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.
(REVISED) BYLAWS OF THE MOBILITY COORDINATING COMMITTEE (MCC) 
OF THE PIKES PEAK AREA COUNCIL OF GOVERNMENTS

Amended:
March 28, 2023
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), providing independence and the ability to support general quality of life and equitable access through transportation options.
b) Mobility 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. Mobility brings together a range of economic benefits; it creates jobs, saves money, boosts business, revitalizes local economies, and spurs urban competitiveness.

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

   c) Mobility government services: Access to transportation is always critical. It is important to acknowledge, provide input and encourage collaboration to maximize governmental funding opportunities.

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 targeted demographic groups.

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 Chair.

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 Chair or by written petition by any three (3) committee members mailed or delivered personally to the Chair 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 Street, Colorado Springs 80905.

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 committee meeting, provided a quorum is present. Each member organization may designate up to three representatives to act on behalf of the organization when an action item is before the committee. Designations must be made prior to the meeting. 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 guide the business of this committee at all meetings and its sub-committees except when such Rules 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 nonprofit, governmental, and for-profit entities 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. An at-large membership category shall include up to ten individuals with vested interest or knowledge in transit.

Organizations that are eligible for membership include, but are not limited to:

Transportation Providers (Voting): Transportation providers are defined as agencies that provide public and/or human services transportation. An updated list of all MCC members is attached for reference.

PPACG Member Entities (Voting):
Alma
Calhan
Colorado Springs
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 who shall be chosen according to Article IV, Section 3.

Funding Agencies (Non-voting):
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 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 maybe 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 Chair if membership is within two (2) of 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. If attendance does not improve, the 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 notifying PPACG staff in writing.
Section 7. NOTICE OF MEMBER ENTITY CHANGES IN REPRESENTATION AND MEMBERSHIP STATUS
Members and representatives are required to send written notice of changes in representation or membership status of their organization to the PPACG staff assigned administrator and the MCC Chair. The recommended changes will be presented to the PPACG Board of Directors for Approval.

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 conclusion of the calendar year. Election shall be by ballot with a majority vote electing the officers during the January meeting.

Section 3. Duties of Officers
The Chair 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 Chairs 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 Chair or in the event of his/her inability to act or if the office is vacant, the First Vice Chair shall perform all duties of the Chair and, when so acting, shall have all the powers and be subject to all restrictions of the Chair. Additionally, the Vice Chair shall lead membership efforts. Similarly, in the absence of both the Chair and First Vice Chair, the Second Vice Chair shall perform the duties of and have the powers of the Chair.
Section 4. Term of Office
Elected officers shall serve for a term of one (1) year in accordance beginning January 1 following the election. Such officers shall hold office until they resign, are removed, are otherwise disqualified from serving, 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 First 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 2nd Vice Chair shall be held at a regularly scheduled meeting within sixty (60) days after the vacancy occurs.

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 the 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 Chair 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 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 Vice Chair will designate the Chair of the NMSC from among its three members. The NMSC shall select a slate of nominees for the election of officers at the last meeting of the year or in the event of a vacancy in these positions as outlined 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 Chair 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 a 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 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 Chair shall notify or cause to notify the Chair 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.