

Person Area Transportation System Transportation Advisory Board By-Laws

Article I: Name

The name of this board shall be the Person Area Transportation System Transportation Advisory Board (TAB).

Article II: Powers and Responsibilities

The TAB serves in an advisory capacity only. The board shall perform the following duties or be responsible for the following functions:

1. Serve as a liaison between the residents of Person County and the county government concerning transportation issues.
2. Serve as the advisory body to Person Area Transportation System in operations of transportation services for Person County.
3. Make policy recommendations to the Person Area Transportation System and Person County Board of Commissioners on the transportation needs of Person County citizens regarding all public transportation matters including proposed routes, service changes, ridership policies, fare structures, funding and budgets.
4. Reviews public transportation services, projects and funding to ensure that they are being fairly and equitably distributed to residents of the community served.
5. Work to stimulate and promote needed transportation services and programs for Person County residents.
6. Assist public, private and voluntary agencies in providing transportation services for their clients.
7. Assist in the development and update of the Person Area Transportation System future plans for transportation services.
8. Disseminates information and holds forums to solicit public input.
9. Promotes support for and utilization of transit services in the community.
10. Perform other functions and responsibilities as requested or prescribed by the Person County Board of Commissioners.

Article III: Composition

1) Number and Qualifications

The Person Area Transportation System Transportation Advisory Board is composed of a total of 14 representatives from different human services agencies and other related community members who represent various consumer groups.

Below is the list of representatives and agencies that the board is composed of:

- Person County Commissioner
- Person County Social Services
- Person Industries
- Person County Senior Center
- Person County Health Department
- Economic Development/Chamber of Commerce
- School System (PCS or PCC)
- Medical Related Service (Hospital, dialysis center, doctor's office or clinic)
- Private Industry within Person County
- Citizen (2)
- EOC Manager (permanent)
- RPO Director or designee (permanent)
- City of Roxboro Representative

The Public Transportation Director shall serve as the staff liaison on the Transportation Advisory Board.

2) Terms and Replacements

At-large members of the Person Area Transportation System Transportation Advisory Board shall serve a three-year term, with no maximum term limit. Agency representatives may reapply to continue to serve on the board in the agency's capacity at the end of their term. Person Area Transportation System encourages the rotation of representatives from various agencies, but does not discourage the continuous participation of representatives, if adequate alternatives are not identified. When the County Commissioner appointed to the board ceases to be a County Commissioner for any reason, his or her appointment as a member of the board shall also cease and the Board of Commissioners, during its next meeting shall appoint another Commissioner to the transportation advisory board.

3) Vacancies

The Person County Board of Commissioners shall fill vacancies on the Person Area Transportation System Transportation Advisory Board. The person appointed shall serve for the unexpired portion of the term.

4) Attendance

a) Any member of the Board who accumulates more than three consecutive unapproved absences in a 12-month period shall lose his/her status as a member of the board and shall be replaced by the Person County Board of Commissioners. Absences due to illness, death of an immediate family member or previously scheduled event shall be considered approved absences if notified 24 hours before the scheduled meeting. Following the second consecutive absence, the member will be notified in writing of the attendance policy by the staff liaison.

b) The County's Authorizing Official or designee must attend a minimum of one meeting per year.

5) Orientation

New Board Members shall receive orientation and a TAB member manual to educate them regarding the nature and purpose of the Transportation Advisory Board, the role of the transportation system and their roles and responsibilities as Board Members.

6) Compensation

Transportation Advisory Board members will serve without compensation.

Article IV: Regular Meetings

1) Dates and Locations

a) Regular meetings of the Person Area Transportation System Transportation Advisory Board will be held quarterly. Regular meetings are held at the Person Area Transportation System offices on the first Wednesday of the last month in each quarter at 4:00pm. The board will determine the dates for the following calendar year at the last meeting of the previous calendar year.

- b) The Chairperson or Public Transportation Director may call special meetings of the Person Area Transportation System Transportation Advisory Board as deemed necessary to carry out of the duties of the board.
- c) Board agenda package will be provided to the board members a minimum of five working days in advance of the meeting date.
- d) Public notice of all meetings will be provided in compliance with NC G.S. 14-318.12.

2) Quorum

A majority of the board then in office shall constitute a quorum for the transaction of business for any meeting of the board.

Article V: Officers

1) Number and Title

The principle officers of the Person Area Transportation System Transportation Advisory Board shall be a chairperson, vice-chairperson and secretary.

2) Election

- a) The board shall elect the chairperson and vice-chairperson for a term of one year at its first meeting in the Person County fiscal year. Consecutive terms may be served.
- b) The Public Transportation Director will serve as the secretary for the board.

3) Chairperson

The chairperson shall preside at all meetings of the board and shall represent the board in approved activities on its behalf. The chairperson will also be responsible for scheduling and submitting notices of all meeting to the membership of the board.

4) Vice-Chairperson

The vice-chairperson shall perform the duties of the chairperson in his/her absence.

5) Secretary

- a) The secretary shall record and keep file of the minutes of all board meeting.
- b) The secretary will also be responsible for posting public notices of the scheduled meeting dates in the newspaper, website and social media outlets.
- c) The secretary will also be responsible for posting the official minutes on the county website.

Article VI: Committees

The Person Area Transportation System Advisory Board may designate committees, as it shall determine. Minutes must be taken at each committee meeting and will be filed with the official board minutes. Committee minutes must be turned into the secretary by the following scheduled board meeting. Reports from each committee shall be given to the full membership of the board.

Article VII: Rules of Order

At all meeting of the board and of such committees as may be established, the latest edition of Robert's Rules of Order shall govern procedure and as modified by rules of the board.

Article VIII. Conflict of Interest

Members of the Transportation Advisory Board shall not advise or recommend to staff of the transportation system/authority or its governing body, any actions that would result in personal or financial gain for the member or his/her family or relatives, or in which the member's interest conflict or could be construed to conflict with those of the transportation system/authority. Each member must sign a Conflict of Interest form annually.

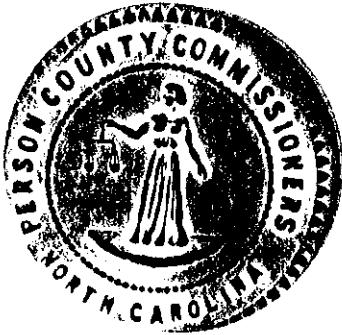
Article VIII: Board of Commissioners

The Person County Board of Commissioners may direct the Transportation Advisory Board regarding matters relating to it and may over-rule or re-direct actions of the Transportation Advisory Board.

Article IX: Amendments

These by-laws may be adopted, altered, or appealed by the affirmative votes of a majority of the Board of Commissioners in office at any regular or special meeting of the board, but only if the notice of such meeting contained a copy or an accurate summary and explanation of the proposed by-laws amendment, alteration, or repeal as the case may be.

Adopted on the 12th day of July 2021.



Gordon Powell, Chairman
Person County Board of Commissioners

Attest:

Brenda B. Reaves, NCMCC, MMC
Clerk of Board

Melinda Hudson, Chairperson
PATs Transportation Advisory Board