

Alliance for Community Transportation Bylaws

Article I: Name

The name of the ***Regional Coordination Council for Community Transportation*** (hereinafter called the RCC) shall be ***Alliance for Community Transportation*** (hereinafter called ACT). These bylaws shall provide the procedures for conduct of business of ACT.

Article II: Purpose

ACT's service area includes the municipalities comprising RCC Region 10: Barrington, Brentwood, Brookfield, Dover, Durham, East Kingston, Epping, Exeter, Farmington, Fremont, Greenland, Hampton, Hampton Falls, Kensington, Kingston, Lee, Madbury, Middleton, Milton, New Castle, New Durham, Newfields, Newington, Newmarket, Newton, North Hampton, Northwood, Nottingham, Portsmouth, Rochester, Rollinsford, Rye, Seabrook, Somersworth, South Hampton, Strafford, Stratham, and Wakefield.

Established by its founding members, ACT is organized to:

- Facilitate the implementation of coordinated community transportation in the region (NH RSA 239-B:3-a I).
- Encourage the development of improved and expanded regional community transportation in the region (NH RSA 239-B:3-a II).
- Help develop, implement, and provide guidance for the coordination of shared ride transportation options within the region so that (1) seniors, low-income, and persons with disabilities can access local and regional transportation services to get to locations within the regions and between regions; and (2) municipalities, human service agencies and other organizations can purchase such shared ride coordinated transportation services for their citizens, clients, and customers.
- Provide feedback and support to the Regional Mobility Manager.
- Advise the State Coordinating Council for Community Transportation (SCC) on the status of community transportation in the region (NH RSA 239-B:3-a III).

- Periodically measure and assess the effectiveness of the program with appropriately determined indicators and consider means by which to continue to improve the program.
- In addition to actual service delivery options, the focus of ACT's mission may encompass, but not be limited to, transportation planning and resource development as well as administrative functions.

Article III: Membership of the Council

III.1 Membership Eligibility Criteria

ACT shall be composed of organizational and citizen members as follows:

- **Organizational members** – Any of the following organizations will become a member of ACT upon formal adoption of ACT's Memorandum of Understanding by that governmental unit or organization, the designation of one (1) representative and up to two (2) alternate representatives, and formal acceptance by ACT:
 - Any public, private non-profit, or for-profit organization based in the region which currently funds, arranges or provides such transportation services for its citizens, clients or customers;
 - Any regional public transportation agency or state or regional agency involved in the planning or provision of public transportation in the region;
 - Organizations representing groups of consumers and constituents that would be positively affected by such mobility and access improvements in the region.
- **Citizen members** – Citizen members must be residents of the service area and take an active interest in improving mobility for seniors and persons with disabilities. There shall be at least one (1) citizen member on ACT. The maximum number of citizen members on ACT shall equate to no more than 10% of the total organizational members. The term of each citizen member shall be two years. Citizen members may serve multiple terms. Applications to be a citizen member must be submitted to the Secretary no later than 10 days prior to ACT's regular monthly meeting. Appointed by the Chair, the Membership Committee will review the applications and recommend the appropriate number of citizen members, to be voted upon by the membership at a regular ACT meeting. Citizen members have voting rights but do not have the right to designate an alternate.

- **State & Federal agency members** – State and federal agency members associated with the work of ACT are automatically non-voting ex-officio members of the RCC.

III.2 Rights and Responsibilities of Membership

Each member is afforded one (1) full vote on any decision put to a vote. Each organizational member's vote can be cast by his/her representative or alternate representative.

III.4 Termination of Membership

A member may terminate its membership in ACT with thirty (30) days written notice to the ACT Chair.

An organization's membership may be terminated if it fails to have a Designated Representative for one (1) year. The member organization will receive two months' notice before its membership is terminated. Such termination will be in writing and signed by the ACT Chair.

Article IV: Officers of the Council

IV.1 Officers and Terms of Office

The Officers of ACT shall be as follows:

- Chair (*Initial term to run 2010-2011*)
- Vice Chair (*Initial term to run 2010-2011*)
- Secretary (*Initial term to run 2010*)

An individual must participate in some facet of the RCC's work to be elected as an officer. Except for the Secretary's initial term, a term is to be for a two (2) year period.

IV.2 Election of Officers and Operating Year

The RCC's operating year shall begin July 1st. The RCC's ***annual meeting*** shall be the first general membership meeting following the start of the operating year.

Officers will be elected by majority vote on an annual basis at the RCC's ***annual*** meeting.

Nominations for officers will be made at the regularly scheduled meeting ***prior to the Annual Meeting or at a special meeting no later than 30 days prior to the Annual Meeting.***

IV.3 Responsibilities of the Officers

The Chair, or in the event of his/her absence, the Vice Chair, shall preside at all meetings of the RCC; but neither shall be deprived of his/her right to vote.

The Chair or Vice Chair shall have such other powers and perform such other duties as may from time to time be voted by ACT, including the establishment of committees and appointment of committee members as may be necessary or convenient for carrying out the business of the RCC.

The Secretary shall be responsible for attending all meetings and keeping accurate records thereof.

Collectively, the Chair, Vice Chair, Secretary and two (2) at-large members appointed by the Chair shall comprise the Executive Committee. The at-large member appointees must be members in good standing.

IV.4 Vacancies

If an officer vacates an office for any reason the Chair (or Vice Chair if the vacancy is the Chair) shall declare the vacancy at the next regularly scheduled meeting. The Chair (or Vice Chair if the vacancy is the Chair) may accept nominations from the floor at the meeting at which the vacancy has been declared. If nominations from the floor are accepted, voting will take place at the next scheduled meeting.

IV.5 Removal of Officers

A member of ACT, or another person, has the right to submit an allegation of wrongdoing regarding an officer currently serving. This may be verbal, or written, and should be given to the Chair, unless it is the Chair who is in question, and then it is to be given to the Secretary. The remaining Executive Committee and two other members of ACT will meet within 10 business

days. They will meet with the officer about whom the allegation was made and review the allegation, which may include meeting with the person who submitted the allegation. During the review, the officer's position in question will be suspended. Within 25 business days, the remaining Executive Committee and two other members of ACT will have decided if the Officer is to remain in office, and depending on the seriousness of and decision around the allegation, whether that officer can remain a Designated Representative. The decision of the Executive Committee plus two other members of ACT will be final.

Article V: Meetings of the Council

V.1 Regular Meetings

ACT shall meet bi-monthly, or at the call of the Chair. The RCC may vote not to hold the next regular scheduled bi-monthly meeting. The Chair may also cancel a regular bi-monthly meeting. Should the regular bi-monthly meeting be cancelled by the Chair, the reason(s) for that decision will be provided along with the notice of the cancellation.

At the regular meetings, ACT may take such actions, pass such resolutions, or conduct such other business as are on the agenda or may otherwise be properly brought before it.

V.2 Virtual Meetings

Should conditions or circumstances exist that allow for the physical meeting location requirements of NH RSA 91-A to be waived in accordance with applicable law, or should NH RSA 91-A be amended to permit the same, virtual meetings may be held without a quorum present in a physical meeting location, and without a physical meeting location for public attendance, so long as they are done in accordance with applicable law, and the following criteria are met:

- The public is provided access to the meeting by telephone with additional access possible by video or other electronic means;
- The public is provided notice of the necessary means for accessing the meeting;
- A mechanism is provided for the public to alert the committee chair during the meeting if there is a problem with access; and
- The meeting will be adjourned if the public is unable to access the meeting.

V.3 Special Meetings

The Chair, or in the event of his/her absence, the Vice Chair may call a special meeting of the RCC as required and shall call a special meeting at the request of one-third (1/3) of the members. Business at special meetings shall be limited to the subjects stated in the call for them.

V.4 Information Meetings

The Chair may call an informational meeting as may be required for the presentation and dissemination of reports, analyses, or other data, and for the informal discussion thereof by the RCC. No formal action by ACT shall be taken at such meetings. Resolutions may be introduced and discussed at such meetings, but formal debate and action on such resolutions may take place only at future regular or special meetings.

V.5 Meeting Notice and Agenda; Open Meetings

Not less than seven days advance notice in writing of regular or informational meetings shall be given to all members. Not less than three business days advance notice in writing of special meetings shall be given to all members. Such notices, for a regular, informational or special meetings, shall contain the time, place and proposed agenda.

All meetings of the Executive Committee shall be noticed three business days in advance.

The form of the meeting notices shall follow the notice requirements of RSA 91-A:2.

All meetings of ACT shall be subject to the New Hampshire's Right to Know laws (RSA 91-A).

All regular meetings shall be open to the general public.

V.6 Quorum

Five voting members present of the membership constitutes a quorum. At least one attendee must not be a member of the Executive Committee.

A simple majority will constitute a quorum for any of ACT's committees.

V.7 Structure and Conduct of Meetings

Parliamentary procedures for the conduct of meetings shall be vested with the Chair. ACT procedures shall provide an opportunity for all members to be heard on any given issue and for the efficient conduct of business.

V.8 Public Participation at Meetings

Any person is welcome to attend all regular and special meetings of the RCC, excluding any required non-public sessions, and be permitted to address ACT under direction from the Chair. There shall be two separate opportunities for public comment in these meetings – the first shall be specific to other business, the second specific agenda items. The Chair shall establish when these opportunities shall occur in the agenda. Each public comment shall be limited to 3 minutes. This limit may be extended at the discretion of the Chair.

Any person wishing to comment at the meeting must first provide his/her name and address, and to the Secretary.

Article VI: Voting

No member will be permitted to vote unless its duly-designated representative has signed the ACT Conflict of Interest Policy.

No vote on a substantive matter shall be taken unless the issue to be voted on has been listed in the proposed agenda, and timely notice (see Article V.4) has been given to all members. Election of Officers and Citizen Members are considered to be substantive issues. Financial commitments of the RCC and its members are also considered substantive issues. A quorum must exist before any formal vote is taken (see Article V.5).

Each member is afforded one (1) vote on any decision put to a vote and must be present, in person or electronically, to vote. In the absence of a voting organizational member representative, a designated alternative may cast the vote if present at the meeting. Otherwise, no proxy voting is permitted.

All decisions put to a vote, with the following exceptions, require a majority vote of all members present, in person or electronically, to pass. The exceptions, which require a 2/3 vote of all members present to pass, include changes or amendments to these bylaws (see Article VIII) and officer removals (see Article IV.4).

Article VII: Committees of the RCC

On an annual basis, ACT shall establish or continue standing committees as may be necessary or convenient for carrying out the business of the RCC. Standing committees will be chaired by members of ACT but may include non-ACT members.

In addition to the Executive Committee, standing committees may include:

- Marketing/Public Information Committee
- Membership Committee

Additional standing committees can be established if deemed necessary or convenient to conduct the business of the RCC. These committees can be established upon the affirmative vote of the majority of the ACT members present at a regular or special meeting.

The Chair, or in his/her absence, the Vice Chair, shall establish ad hoc committees and appoint committee members as may be necessary or convenient for carrying out the business of the RCC. Non-members, because of their special expertise or association with particular issues, and at the discretion of the Chair, may be appointed to ad hoc committees.

Article VIII: Amendments

These bylaws may be amended by the affirmative vote of 2/3 vote of the RCC present at a regular meeting thereof, if the notice of such meeting has contained a copy of the proposed amendment. Amendments are considered a substantive issue.

Article IX: Effective Date

These bylaws will become effective upon adoption by 2/3 vote of the ACT members present.

Effective: December 2, 2009

Amended: March 3, 2010

Amended: February 1, 2012

Amended: March 21, 2012

Amended: July 17, 2013

Amended: January 6, 2016

Amended: January 9, 2019

Amended: July 13, 2022