

**Appendix C:
Example of Advisory Board Bylaws**

The following example is for a stand-alone Transportation Advisory Board to a transit system that is part of county government.

ARTICLE I – NAME

The name of this organization shall be the _____ County Transportation System Advisory Board (____ Board).

ARTICLE II – PURPOSES

The following are the purposes for which the ____ Board has been formed:

1. To make recommendations to the ____ County Board of Commissioners regarding the ____ system.
2. To support the provision of public transportation for the citizens and visitors of ____ County, North Carolina including, but not limited to, clients of human service-oriented agencies, employees of said agencies, governments and businesses, both seasonal and regular, and the general public throughout ____ County. Public transportation is to be coordinated and delivered by the most efficient and economical means available.
3. To engage in any lawful act or activity as deemed fit by the ____ County Board of Commissioners.

ARTICLE III – GOVERNMENT

The Board shall be appointed by the ____ County Commissioners and shall consist of representatives from:

1. One (1) member shall be a current member of a County Board of Commissioners
2. Two (2) members shall represent (other government or governmental affiliates)
3. Three (3) members shall represent public human service agencies.
4. Four (4) members shall represent public and business sectors.
5. One (1) member shall represent private transportation providers.

Among the above individuals, the interests of the following demographic groups shall also be represented: elderly persons, people with disabilities, minorities, those with Limited English Proficiency, and people with low incomes.

ARTICLE IV – TERMS OF OFFICE

Terms of office for all members except the Board of Commissioners Representative shall be for two (2) years with terms staggered to establish a continuity of participation, (initial term for first member selected in each category shall be for two (2) years and the second member selected in each category shall be for one (1) year). The Board of Commissioner representative is an annual appointment made by the Board of Commissioners in December of each year. Members may be reappointed by the _____ County Board of Commissioners for a maximum of three (3) consecutive terms, there being no limit on non-consecutive terms.

ARTICLE V – MEETINGS

1. Regular meetings of the Board shall be held every month, on the third Thursday of each month (or at such other time that may be chosen by a majority of the Board). There shall be special meetings as necessary to conduct such business as should come up before the Board. The special meetings may be called by the Chairperson when he/she deems it for the best interest of the organization. When possible, notices of such meetings shall be mailed at least seventy-two (72) hours before the meeting to all members. Such notice shall state the reasons that such meeting has been called. No other business but that specified in the notice may be transacted at such meeting without the unanimous consent of all present at such meeting.
2. At the request of four (4) members of the Board, the Chairperson shall cause a special meeting to be called. Seventy-two (72) hours should be allowed for the call of a special meeting. No other business but that specified for the special meeting may be transacted at such special meeting.
3. The presence of not less than five (5) members shall constitute a quorum and shall be necessary to conduct the business of the Board.
4. A voting member who misses three (3) consecutive meetings, or who misses more than four (4) meetings in any one (1) year shall lose his/her status as a member of the Board until or unless reappointed by the county Board of Commissioners

ARTICLE VI – VOTING

At all meetings, all votes shall be by voice.

ARTICLE VII –ORDER OF BUSINESS

1. Call to Order
2. Approval of the minutes of the preceding meeting
3. Old and Unfinished Business
4. New Business
5. Adjournment

ARTICLE VIII – ADVISORY CAPACITY

The _____ Board shall be in an advisory capacity only as to the management of the affairs and business of _____. The Board shall have only the authority to advise and/or recommend policy and/or procedures or otherwise to the County Administration and the _____ County Board of Commissioners. Affairs and Business of the _____ Advisory Board may include recommendations to the _____ Board of Commissioners concerning:

- EDTAP distribution
- Grant applications
- Service changes and enhancements
- Fee structures
- By-laws of the organization
- Appointments of Board members
- Contractor selection
- Transportation Development plan
- Budget
- Any transportation issues
- Other issues requiring the attention of the _____ Board.

The _____ Board may also make recommendations to the _____ County Manager in regard to the position of Transportation Coordinator concerning selection and evaluation.

Vacancies in the said Board shall be filled by the _____ County Board of Commissioners.

ARTICLE IX – OFFICERS

The officers of the _____ Board shall be as follows:

Chairperson – shall be elected by the members of the Board. He/she shall preside at all meetings, sign all official papers, appoint committees, call special meetings when he/she deems it advisable, and perform all such duties as usually devolve upon a chairperson, except when such duties are properly delegated.

Vice-Chairperson – shall be elected by the members of the Board. In the event the Chairperson resigns his/her position. The Vice-Chairperson shall become acting Chairperson until such time as a new Chairperson is appointed by the County.

Secretary – The Secretary shall be elected by the members of the Board. The Secretary shall keep official records of the Board, handle the correspondence of the Board as directed and keep accurate minutes of each meeting.

ARTICLE X – AMENDMENTS

The By-laws may be altered, amended, repealed, or added to by a majority vote of the _____ County Board of Commissioners.