

Monadnock Regional Coordinating Council for Community Transportation

BYLAWS

(Adopted June 2012, Updated August 2015, September 2018)

Article I: Name

The name of this Regional Coordinating Council shall be the Monadnock Regional Coordinating Council for Community Transportation (hereinafter called the MRCC). These bylaws shall provide the procedures for conduct of business of the MRCC.

Article II: Purpose

The MRCC's mission is to actively lead and engage the Monadnock Region in building an innovative, coordinated and resilient transportation network. Its vision is a regional transportation network for everyone.

The Region includes the following towns:

Town of Alstead	Town of Jaffrey
Town of Antrim	City of Keene
Town of Bennington	Town of Marlborough
Town of Chesterfield	Town of Marlow
Town of Dublin	Town of Nelson
Town of Fitzwilliam	Town of New Ipswich
Town of Frankestown	Town of Peterborough
Town of Gilsum	Town of Richmond
Town of Greenfield	Town of Rindge
Town of Greenville	Town of Roxbury
Town of Harrisville	Town of Sharon
Town of Hancock	Town of Temple
Town of Hinsdale	Town of Troy
Town of Stoddard	Town of Walpole
Town of Sullivan	Town of Westmoreland
Town of Surry	Town of Winchester
Town of Swanzey	

The MRCC has been established to act as an advisory committee of the State Coordinating Council for Community Transportation (SCC) to:

- Help develop and guide the coordination of shared ride and public transportation options within the Region.
- Assist in the selection, guidance, and monitoring of a Regional Transportation Coordinator, an organization that will be responsible for the day-to-day coordination of community transportation.
- Review and make recommendations for transportation options such as mileage reimbursement, rider subsidy programs, volunteer driver programs, and vehicle sharing¹, as well as related functions such as travel training, information referral, call-center functions, vehicle procurement, insurance and maintenance, training, technological support and other related services.

¹ In this context, the term vehicle sharing is the act of sharing or using a vehicle(s) acquired by one program with other Federal programs and/or community organizations to provide transportation services, if permitted by the program's policy.

- Provide comment and recommendations to the SCC Transportation relative to the policies that the SCC has established.

Article III: Membership of the MRCC

Section 3.01 Membership Eligibility Criteria

The MRCC shall be composed of organizational and citizen members. The MRCC shall strive for broad representation from among the following categories.

(a) Organizational Members - Any of the following organizations may be members of the MRCC upon formal adoption of the MRCC's Policy Governing Conflict of Interest by that governmental unit or organization and formal acceptance by the MRCC.

- i. Any county, municipality, private non-profit or for-profit organization based in the Region that funds or purchases transportation services
- ii. Public or private transportation organizations that arrange and/or provide transportation services for the general public or human service agency clientele either incidentally or under contract
- iii. Any regional agency involved in the planning of public/passenger transportation in the Region
- iv. Any state agency involved in the planning of public/passenger transportation in the Region
- v. Organizations representing groups of consumers that would be positively affected by such mobility and access improvements in the Region including the elderly and persons with disabilities
- vi. Medical Centers, hospitals and rural healthcare providers
- vii. Organizations representing the needs of low income citizens
- viii. Institutions providing adult and post-secondary education
- ix. Employers in the public and private sectors

Each Organizational Member shall designate one (1) representative and one (1) alternate representative to the MRCC to serve in the absence of the other representative.

(b) Citizen Members - Citizen Members must be residents of the Monadnock Region and take an active interest in improving mobility for seniors and persons with disabilities. There shall be no more than three (3) citizen members on the MRCC. The term of each citizen member shall be two years. Citizen members may serve multiple terms. Citizen members shall have voting rights. The MRCC, at its discretion, may designate alternates for appointed citizen members.

Section 3.02 Rights and Responsibilities of Membership

To maintain "good standing," a member shall have signed a conflict of interest statement, attend at least 75% of the meetings in the previous 12 months, miss no more than two unexcused consecutive meetings; and is encouraged to serve as a member of at least one of the MRCC's subcommittees.

Article IV: Officers of the MRCC

Section 4.01 Officers and Terms of Office

The Officers of the MRCC shall be:

- Chair
- Vice Chair
- Secretary
- Treasurer

If co-chairs exist, all references to Chair apply equally to Co-Chairs. The term of each officer shall be two years. Officers may serve multiple terms but no officer may serve more than two (2) successive terms in any single office.

Section 4.02 Election of Officers and Operating Year

The MRCC's operating year shall begin on July 1. The MRCC will elect officers by majority vote at a regularly scheduled meeting prior to the start of the operating year. Officers shall assume office on July 1.

Section 4.03 Responsibilities of the Officers

The Chair, or in the event of his/her absence, the Vice Chair, shall preside at all meetings of the MRCC; 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 the members of MRCC, including the establishment of committees and appointment of committee members as may be necessary or convenient for carrying out the business of the MRCC.

The Secretary shall oversee the keeping of the minutes of meetings.

The Treasurer shall oversee the financial records of the MRCC.

Collectively, the Chair, Vice-Chair, Secretary, and Treasurer shall comprise the Executive Committee. The Chair, Vice-Chair, Secretary, and Treasurer must be members in good standing.

Section 4.04 Vacancies

If an officer vacates an office for any reason (non-attendance, resignation), the Chair (or Vice-Chair if the vacancy is the Chair) shall declare the vacancy at the next regularly scheduled meeting. A vacancy in any office may be filled by majority vote of the members present for the remainder of the unexpired portion of the term.

Section 4.05 Removal of Officers

Members, by majority vote of all members present, may remove an officer with cause. An officer under consideration for removal will have the opportunity to be advised of the reason for removal and be given the opportunity to speak to the concerns of the membership in an Executive Session. The officer under consideration for removal may be given a thirty-day (30) period to correct any deficiencies before the vote is taken.

Section 4.06 Compensation of Officers

The Officers of the MRCC shall serve without compensation from the MRCC.

Article V: Meetings of the MRCC

Section 5.01 Full Membership Meetings

There may be no less than one (1) full membership meeting of the MRCC in each fiscal calendar quarter. However, based on the level of workload and/or need for attention of the full committee, the MRCC may meet more frequently as needed. The MRCC may vote at a prior meeting not to hold the next meeting, even if it is a quarterly meeting. For good cause, the Chair may also cancel a meeting. At the meetings, the MRCC 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.

Section 5.02 Executive Committee Meetings

The Chair, or in the event of his/her absence, the Vice Chair may call a MRCC Executive Committee meeting as needed. Business at Executive Committee meetings shall be limited to the subjects stated in the notice for the meeting.

The MRCC Executive Committee may take such actions, or conduct such other business as are on the agenda or may otherwise be properly brought before it. However, the MRCC Executive Committee may not take any actions that change the MRCC bylaws, the MRCC Policy Governing Conflict of Interest, the MRCC Coordinated Plan, or any other official written MRCC policy documents, nor may it submit grant proposals without prior consent from the MRCC's full membership at a full membership meeting (See Article 5, Section 1).

Section 5.03 Information Meetings

The Executive Committee 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 MRCC. No formal action by the MRCC shall be taken at such meetings.

Section 5.04 Meeting Notice and Agenda; Open Meetings

At a minimum, all meetings of the MRCC shall be governed by New Hampshire RSA Chapter 91-A, Access to Governmental Records and Meetings.

Section 5.05 Quorum

Five members of the MRCC must be physically present to constitute a quorum for conducting business at a full membership meeting. Three officers must be physically present to constitute a quorum for conducting business at an Executive Committee meeting. For subcommittee meetings, a simple majority of the subcommittee must be physically present to constitute a quorum for conducting business.

Section 5.06 Structure and Conduct of Meetings

- The Chairperson shall preside at each meeting of the members of the MRCC.
- In the absence of the Chairperson, the Vice Chairperson shall preside.
- In the absence of both the Chairperson and the Vice Chairperson, a chairperson chosen by a majority of the members present shall preside.

Section 5.07 Public Participation at Meetings

Any person is welcome to attend all regular and special meetings of the MRCC, excluding any legally exempt executive sessions, and there will be time allotted on each agenda for public comment. The length of each public comment may be limited at the discretion of the Chair.

Article VI: Voting

It is the intent of the MRCC that no vote on a substantive matter be taken unless the issue to be voted on has been listed in the proposed agenda and timely notice (see Article V, Section 4) has been given to all members. Election of Officers, and contractual commitments of the MRCC or its members are considered substantive issues. A quorum must exist before any formal vote is taken (see Article V, Section 5).

Each member shall have one vote on any decision put to a vote and must be present to vote. In the absence of a voting organizational member representative, a designated alternative may cast the vote if present at the meeting.

All decisions put to a vote require a majority vote of all members present to pass.

Article VII: Committees of the MRCC

On an annual basis, the MRCC may establish or continue subcommittees as may be necessary or convenient for carrying out the business of the MRCC. Subcommittees are intended to be advisory and will be chaired by members of the MRCC, but non-members may also be included.

Subcommittees shall be established upon the affirmative vote of the majority of the MRCC members present at a regular or special meeting. Non-members may be appointed to serve on MRCC subcommittees because of their special expertise or association with particular issues.

Article VIII: Discrimination

The MRCC shall not, in any of its activities, policies or programs, discriminate against any person on the basis of race, age, religion, national origin, sexual orientation, gender or any other status covered in the laws of the State of New Hampshire or the United States Code.

Article IX: Conflicts of Interest Disclosure

Any duality of interest or possible conflict of interest on the part of any MRCC member shall be disclosed to the members of the MRCC and made a matter of record when the interest becomes a matter of MRCC action. Any MRCC member having a duality of interest or possible conflict of interest on any matter will physically absent himself/herself when the subject is being discussed and abstain from voting when a conflict of interest is determined by the MRCC.

Article X: Amendments

These By-laws may be amended or repealed by the affirmative vote of a majority vote of the MRCC members present at a regular meeting thereof, if the notice of such meeting has contained a copy of the proposed amendment or repeal.

Article XI: Effective Date

These By-laws became effective upon adoption by 2/3 vote of the MRCC members present on June 28, 2012. These bylaws were amended by MRCC members on August 18, 2015.

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