



BYLAWS
of the
CITY OF SEDONA
TRANSIT ADVISORY COMMITTEE

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SECTION 1.0: NAME/PROVENANCE:

The City of Sedona's (CITY) Transit Advisory Committee (TAC) serves in an advisory capacity to, and at the pleasure of, the CITY Manager or his or her designee.

SECTION 2.0: MISSION:

The mission of the TAC is to:

1. Advise CITY staff on matters relating to all activities of the CITY's Public Transportation system including the complementary Paratransit provisions of the Americans with Disabilities Act (ADA).
2. Provide a mechanism for communicating concerns, advice, and recommendations between those who rely on the CITY for their fixed bus route and ADA Paratransit needs, and the CITY staff.
3. Advise CITY Staff, on recommended actions to improve the quality of the CITY's public transportation system, to include, but not limited to, policies, dispatch, routing, span of service, scheduling, and field operations.
4. To participate annually in the identification of community transit needs by establishing a list of short-term and long-term projects which may include expanding or reducing existing services.

SECTION 3.0: MEMBERSHIP:

3.1: Membership Generally:

The CITY Manager or his or her designee shall appoint not less than six (6) and not more than nine (9) individuals to the TAC with a majority consisting of one-half plus one of the total active members.



The CITY shall provide a staff representative to the TAC who shall serve as an ex-officio member.

The TAC shall consist of individuals chosen to represent key sectors of the community, (e.g., disabled, elderly, social service, Veterans, education, healthcare, youth, business, and regular citizens of the community).

As much as practicable, the CITY shall seek a balance among these sectors as well as a geographic balance across the CITY's service area.

In their advisory capacity, members are charged with making suggestions formally through the TAC. The members may identify themselves as members of the TAC, however, only the Chair, or designee of the Chair, shall speak specifically for the entire body.

3.2: Term of Membership:

The CITY Manager or his or her designee shall appoint individuals to the TAC for three (3) year terms.

3.3: Membership Solicitation:

On a continuous basis, CITY shall announce and publicize potential vacancies on the TAC and call for the nomination of persons to serve as members. CITY Staff shall elicit expressions of interest, process application forms, and compile background information. Individuals may be nominated by organizations, may be self-nominated, or may be nominated by the TAC itself.

Applicant information shall be provided to the TAC for review. The TAC shall review the nominations and recommend appointments on an annual basis to the CITY Manager or his or her designee.

3.4: Vacancies/Removal:

Vacancies may occur upon resignation, disability, or removal by the TAC for lack of participation or other good cause, as determined by the TAC by majority vote.

Upon the occurrence of a vacancy, the TAC may nominate a successor to the CITY Manager or his or her designee from its existing files of nominees or may call for additional nominations. If the member whose departure caused the vacancy was nominated by an organization, that organization may nominate a potential replacement.

Vacancies shall be filled only for the unexpired term of the departing member.



TAC terms shall begin on January 1st.

SECTION 4.0: OFFICERS:

4.1: Terms and Election of Officers:

During the first meeting of the calendar year, the TAC shall elect a Chair and Vice Chair to serve for a one (1) year term. The Chair shall preside over all meetings of the TAC. The Vice-Chair shall perform the duties of the Chair in his or her absence.

If both officers are absent, the majority of the quorum may appoint a Presiding Officer for that meeting.

Upon resignation or removal of an officer, a special election shall be held. Ex-officio members of the committee are not eligible for election as officers.

4.2: Duties of Officers:

Chair - The Chair of the TAC sets meeting agendas, presides over all Committee meetings, appoints subcommittees, and carries out any other duties assigned by the CITY Manager or his or her designee. The Chair shall be the primary liaison with CITY Staff.

Duties of Vice Chair - Upon the inability or unwillingness of the Chair to serve, the Vice Chair, shall succeed to the Chair for the remainder of the term. In the temporary absence or incapacity of the Chair, the Vice Chair shall carry out the duties of the Chair.

4.3: Duties of Members:

Members - The TAC shall select a Presiding Officer in the temporary absence of both the Chair and the Vice Chair. Members are required to attend scheduled meetings. An established pattern or practice of failure to notify designated CITY staff or the Chair or Vice Chair of non-attendance in a timely manner may result in being released from the TAC.

SECTION 5.0: CITY STAFF:

CITY Staff shall serve as the primary staff to the TAC.



SECTION 6.0: ORGANIZATION AND PROCEDURES:

6.1: Meetings:

The TAC shall meet at a regular time and date agreed upon by a majority of the members to carry out the purpose and duties described herein. The meetings shall be open and public in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.). The meetings shall be held at a location accessible to persons with disabilities or shall be made available through a widely offered virtual media.

6.2: Quorum:

A majority of the voting members shall constitute a quorum for the transaction of business. A majority consists of one-half plus one of the total active members.

6.3: Voting:

Each member, with the exception of the ex-officio members, shall have one (1) vote. Ex-officio members of the TAC shall not vote although they may participate freely in any and all discussions of the TAC.

Voting on all matters shall be on a voice vote unless any member in attendance requests a roll call.

As the TAC functions in an advisory capacity to the CITY, any item voted upon by its members and carried by majority vote shall be considered advisory in nature. The CITY shall not be bound to or obligated to adhere to any TAC recommendation.

6.4: Limitation of Discussion:

Discussion on any particular matter by TAC members or by any member of the general public may be limited at the discretion of the Chair to such length of time as the Chair may deem reasonable under the circumstances.

6.5: Conduct of Meetings:

The meetings shall be conducted in accordance with the principles of Robert's Rules of Order.

6.6: Minutes:

Official minutes will be kept, noting the members and visitors present, motions entertained, and actions taken at each meeting.



Minutes shall be prepared by CITY staff and posted on the CITY website after each TAC meeting. The minutes shall reflect minority views in addition to the majority viewpoint.

6.7: Reports:

In addition to reports and recommendations specifically requested by the CITY Manager or his or her designee, the TAC shall submit a periodic report containing the attendance record of each member, a summary of activities and projects undertaken during the preceding year, and the TAC's recommendations to the CITY.

6.8: Bylaws:

Subject to the approval by the CITY Manager or his or her designee, the information set forth in these bylaws shall be deemed sufficient to serve as the bylaws for the TAC. These bylaws may be amended by a majority vote of the TAC, however, require subsequent approval by the CITY Manager or his or her designee.

6.9: Communications:

The TAC may communicate freely with elected or appointed bodies, public or private agencies or individuals to obtain information or opinions regarding CITY TAC matters. Copies of relevant correspondence received by TAC members regarding TAC issues shall be forwarded to the CITY staff and included in the TAC agenda packet.

6.10: CITY Staff Assistance:

CITY Staff assistance shall consist of providing information, preparing meeting agendas as directed by the Chair, preparing meeting minutes, preparing correspondence and reports as requested by the TAC, and generally assisting the TAC.

6.11: Conflict of Interest:

A TAC member or ex-officio TAC member shall disqualify himself/herself from making, participating in, or attempting to influence any TAC decision which will have a foreseeable material financial effect, distinguishable from its effect on the public generally, on (1) any real property in which said person has a direct or indirect interest worth more than \$2000; (2) any source of income aggregating \$250 or more in value provided to, received by, or promised to said persons within twelve (12) months prior to the time when the decision is made; or (3) any business entity in which said person is a director, officer, partner, trustee, employee, or holds any position of management.