

Public Transit Advisory Council

Bylaws

(Adopted March 2, 2018)

Section 1. Purpose

The Maine Public Transit Advisory Council, hereinafter "the Council," was established via 23 MRSA §4209-A to advise the Maine Legislature and the Maine Department of Transportation regarding public transit services in the State. The council shall advise the department on the review and approval of locally coordinated plans for regional transit under Title 23, section 4209 and shall advise on any statewide strategic transit planning undertaken by the department, including short-term and long-term fiscal, operating and capital investments, and the integration of transit planning with the Sensible Transportation Policy Act. Under 23 MRSA §4209, the Council is further charged with advising the Departments of Labor and Health and Human Services regarding their respective transportation programs, with a directive to maximize synergies.

Section 2. Membership

Members shall be appointed by the Commissioner of Transportation as outlined in statute. Representatives of the Maine Legislature's Transportation Committee and the Northern New England Passenger Rail Authority (NNEPRA) shall be appointed to serve as regular voting members. Employees of MaineDOT shall not be voting members.

Section 3. Meetings

The Council shall meet at the call of the chair, or at the call of at least three (3) voting members of the council. The Council must meet at least twice per calendar year. All meetings of the Council are open to the public; notice of all meetings will be posted on the MaineDOT web site. Meetings may be held all or in part by teleconference or videoconference provided a main location is accessible to the public.

Section 4. Quorum and Voting

51% of voting members constitutes a quorum for conduct of official business. Provided a quorum is reached during a meeting, the entire meeting's actions shall be considered valid; however, a minimum of 4 affirmative votes must be cast on any motion for it to carry. If fewer than a quorum is present at a duly called meeting, the council may discuss and deliberate, with opinions expressed recorded in meeting minutes.

Section 5. Duty of Chair

It is the duty of the chair to lead the Council's work, including but not limited to the following:

- Advise the Commissioner on making Council appointments and meeting statutory requirements;
- Keep members informed of pertinent concerns within the Council's purview;
- Prepare for, call and conduct meetings;
- Appoint Council committees and working groups;
- Develop and deliver Council reports to the Maine Legislature;
- Keep the Commissioner and other appropriate parties aware of Council positions as taken; and
- Oversee work of the clerk.

Section 6. Duty of Clerk

It is the duty of the clerk to support the Council's work, including but not limited to the following:

- Keep a record of Council proceedings;
- Post Council documents on the MaineDOT web site; and
- Prepare the Council's Annual Report to the Secretary of State.

Section 7. Amendments

These bylaws may be amended by majority vote at any duly called meeting at which such action is published with the meeting agenda. Proposals initiated during a meeting without prior notice may be adopted at the following meeting.