



## **BYLAWS of the SAN MATEO COUNTY PARATRANSIT COORDINATING COUNCIL (PCC)**

### **ARTICLE I: NAME**

The name of this organization shall be the San Mateo County Paratransit Coordinating Council (PCC).

### **ARTICLE II: PURPOSE**

The purposes of the PCC are to:

- Advise the San Mateo County Transit District (SamTrans) staff and Board of Directors on planning, policy, and other matters related to the provision of the Americans with Disabilities Act (ADA) paratransit services by Redi-Wheels and RediCoast.
- Advocate for a high-quality paratransit service, which is safe, reliable, and responsive to changing needs and is consistent with the spirit, letter, and intent of the ADA. The goal of the PCC is consumer satisfaction.
- Provide a forum for public input and participation in the review, assessment, and evaluation of the ADA-mandated paratransit service in San Mateo County.

### **ARTICLE III: LOCATION**

The PCC's meeting place for transaction of business is San Mateo County. The PCC is granted full power and authority to change the principal office from one location to another.

### **ARTICLE IV: FUNCTION**

#### **Section 1.**

In addition to fulfilling the purposes set forth in Article II, the overall function of the PCC is to improve service quality and availability to users of paratransit services, in particular Redi-Wheels and RediCoast. The PCC will also ensure that San Mateo County paratransit providers fully comply with ADA requirements.

#### **Section 2.**

More specifically, the PCC will:

- Review grant applications on an as-needed basis for transit-related grants from sources

such as Transportation Development Act Article 4.5 (TDA 4.5), Measure A, Federal Transit Administration (FTA) 5310, FTA Section 5311, and State Transit Assistance (STA).

- Review Redi-Wheels budgets on a quarterly basis.
- Educate the community-at-large, persons with disabilities, the Board of Supervisors, the SamTrans Board of Directors, and PCC members about paratransit needs/issues to garner community support and increase the effective use of paratransit services.
- Ensure that the diversity of disabilities, income levels, and minorities represented within the disability community are equally served by the paratransit program.
- Act as an advisory council to lobby decision-makers and work in cooperation with the community to identify and advance solutions for paratransit needs.
- Mediate between paratransit users and providers to resolve problems when possible, and advocate for solutions when mediation is unsuccessful.
- Regularly monitor paratransit provider performance and service quality.
- Develop leadership skills of paratransit consumers in their participation on the PCC.
- Participate in regional and local paratransit planning processes.
- Serve on PCC Bus Review Committee and make recommendations on new vehicles.
- Participate in SamTrans committees such as Efficiency Review Committee, the various appeals committees, and others as appropriate.

### **Section 3.**

Any and all requests for support of pending legislation or voter measures related to the PCC's purpose and function will be first considered upon receipt by the Advocacy/Legislative Committee and then, if necessary, by the Executive Committee. Finally, the request must be presented to the full membership for consideration at the earliest opportunity. The PCC may not endorse candidates.

## **ARTICLE V: MEMBERSHIP**

### **Section 1.**

The PCC shall be composed of consumers of paratransit services; human services agency representatives whose clients use paratransit services; representatives of private, public, and nonprofit paratransit providers, and others whose interests are consistent with the purpose of the PCC.

### **Section 2.**

The membership of the PCC shall not exceed 21 people, and shall include a balance of representatives from the following categories:

- Paratransit consumers
- Agencies serving the elderly

- Agencies serving persons with disabilities
- Paratransit advocates
- Paratransit providers

### **Section 3**

All PCC members are expected to participate in at least one Committee.

### **Section 4.**

There is no set term length nor term limit for members in good standing. Former members may reapply for PCC membership whenever vacancies exist.

### **Section 5.**

The Executive Committee shall review membership applications and make recommendations to the full PCC for ratification.

### **Section 6.**

All nominations for membership and recommendations for termination from the PCC other than as specified in Section 7 must be ratified by a majority vote of those present at a regular meeting.

### **Section 7.**

Members are expected to make every effort to attend PCC meetings and should notify either staff or the Chair if they will be absent. A PCC member who does not attend three (3) regularly scheduled PCC meetings in a fiscal year (July 1st to June 30th) may be notified in writing that membership on the PCC is terminated. After two absences, a member will be notified with a copy of this Bylaw (Article V, Section 7). Former members may reapply for PCC membership whenever vacancies exist.

### **Section 8.**

A PCC member representing a social service agency may designate an alternate representative from that agency to attend any PCC meetings. The alternate PCC member may vote on any motion and the member will be counted as present.

## **ARTICLE VI: OFFICERS**

### **Section 1.**

The PCC shall annually elect a chairperson and a vice-chairperson. Nominations shall be made at the regular meeting in May of each year. Elections shall be held at the regular meeting of the PCC in June. An individual receiving a majority of votes shall be deemed to have been elected and will assume office on July 1 of that year. Officers shall be elected for a one-year

term and shall be eligible for re-election for four subsequent terms. Additional terms can be served if there are no other candidates for the office.

If the Chairperson and/or vice-chairperson is removed, resigns, or the offices are otherwise vacant, the Executive Committee will call for a new election for that vacancy. In the interim, the executive committee can appoint an individual to fill the vacancy.

## **Section 2.**

It shall be the duty of the chairperson to preside over all meetings of the full PCC and serve as an ex officio member of all committees except the Nominating Committee (when the position of chair is being discussed). The Chair or their designee shall present monthly reports to the SamTrans Board of Directors. The chairperson appoints committee chairs and creates ad hoc committees as necessary.

It shall be the duty of the vice-chairperson to assist the chairperson in the execution of that office and to preside over meetings in the event of the absence of the chairperson.

## **Section 3.**

The function of Secretary shall be performed by the PCC staff. The duties of the Secretary shall include the taking of minutes at all PCC meetings and distributing notifications for all meetings in accordance with Article VIII, Section 2 of the bylaws.

# **ARTICLE VII: COMMITTEES**

## **Section 1.**

There shall be four standing committees, as listed and with the purviews described below.

### **A. Budget and Grant Review**

1. Review grant applications on an as-needed basis for transit-related grants from sources such as TDA 4.5, Measure A, FTA 5310, STA, and FTA Section 5311; review the Redi-Wheels and PCC budgets and make related recommendations to the full PCC.
2. Educate PCC members on grant review and other related financial issues.

### **B. Advocacy/Legislative**

1. Monitor paratransit service quality and trends; raise and address problems, issues and concerns.
2. Implement problem resolution processes (for individual and system-wide problems) for paratransit issues, generally including an option for mediation.
3. Organize the community around paratransit needs, access, service delivery and service quality issues, and lobby decision-makers as needed.

4. Empower consumers with the appropriate advocacy tools to improve service quality.
5. Update PCC members on federal, state, and local legislation.
6. Inform the Chair of action and advocacy items suggested for consideration at PCC meetings.
7. Meet with and lobby legislators.

### **C. Education**

1. Conduct public awareness campaigns regarding paratransit service issues, problems, planning, and needs.
2. Educate the public (including Board of Supervisors, SamTrans Board of Directors, and PCC members) about the meaning, impact, and implementation of the Americans with Disabilities Act and other federal and state legislation.
3. Organize informational booths at conferences, fairs, and other public gatherings.

### **D. Executive**

1. The Executive Committee shall consist of all PCC officers, chairs of all standing committees and a maximum of two additional past PCC chairs. The chair shall have the option of appointing one other person at large.
2. Conduct annual (or more frequent, if needed) PCC member orientation(s).
3. Develop goals and objectives for the PCC and update annually.
4. Advise the PCC chair on appointment of committee chairs and mentor committee chairs.
5. Provide overall guidance/direction/oversight to committees.
6. Address special projects as needed and assign special projects/tasks to specific PCC members.
7. Participate in countywide and regional paratransit planning.
8. Communicate with SamTrans Board of Directors and Board of Supervisors about PCC activities and paratransit issues.
9. Review all applications for membership on the PCC.

### **Section 2.**

Such other committees may be created by the Chairperson as the PCC deems necessary to carry on the work of the PCC.

### **Section 3.**

Committee members may include participants who are not members of the PCC. These participants may vote on committee decisions but may not vote at the full PCC level. Each committee Chairperson will keep the PCC informed about the composition of committee membership.

## **ARTICLE VIII: MEETINGS**

### **Section 1.**

The PCC shall call at least ten regularly scheduled meetings per year in addition to any special meetings convened by the Chairperson or at the request of five PCC members.

### **Section 2.**

The Secretary shall give written notice of each regular meeting of the PCC to each PCC member at least one week prior to the meeting date. In the event that a special meeting is called, the Secretary shall give written notice to all PCC members at least 24 hours in advance of the said meeting.

### **Section 3.**

The PCC will endeavor to hold biennial retreats to develop a two-year work plan.

## **ARTICLE IX: QUORUM**

Fifty-one percent (51%) of the PCC members shall constitute a quorum authorized to transact any business duly presented at a meeting of the PCC.

## **ARTICLE X: VOTING PROCEDURES**

### **Section 1.**

Each member of the PCC shall have one vote.

### **Section 2.**

No member shall discuss or vote on any grant review issue or any recommendation for funding when they represent an agency or group that is applying for funds under said funding proposal, or would be a contractor for such funding, or have any other conflict of interest.

## **ARTICLE XI: AMENDMENT, CORRECTIONS, OR CHANGES IN THE BYLAWS**

These bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote at any duly organized meeting of this PCC, provided that a copy of any amendment proposed for consideration shall be sent electronically to their last known email address or mailed to the last recorded address of each member at least fifteen (15) days prior to the date of the meeting.

## **ARTICLE XII: PARLIAMENTARY PROCEDURE**

The rules contained in the latest edition of "Roberts Rules of Order" shall govern the proceedings of the PCC to the extent they are not inconsistent with these bylaws.

These bylaws were adopted by the PCC on September 17, 1982, and revised in July 1994 and October 1999, and on June 12, 2001, April 14, 2009, September 13, 2011, July 9, 2019, January 11, 2022, March 14, 2023, and May 9th.