

ARTICLE I: NAME

Section 1.

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

ARTICLE II: PURPOSE

Section 1.

The purpose of the Council is to:

Advise SamTrans Staff and the 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 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 paratransit service.

ARTICLE III: LOCATION

Section 1.

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

ARTICLE IV: FUNCTION

Section 1.

The overall function of the Council is to improve service quality and availability to users of paratransit service, in particular Redi-Wheels and RediCoast. The Council will also ensure that San Mateo County Providers fully comply with Americans with Disabilities Act (ADA) requirements.

Section 2.

Review claims for Transportation Development Act Article 4.5 (TDA 4.5), Measure A, Federal Transit Administration (FTA) 5310, FTA Section 5311, State Transit Assistance (STA). Make recommendations on funding guidelines and amounts and report recommendations directly to decision-making body. Review Redi-Wheels and RediCoast budgets on a quarterly basis.

Section 3.

Educate the community-at-large, persons with disabilities, the Board of Supervisors, the SamTrans Board of Directors, and PCC members about paratransit needs/issues in order to garner community support and increase the effective use of paratransit services.

Section 4.

Ensure that the diversity of disabilities, income levels, and minorities represented within the disability community are equally served by the paratransit program.

Section 5.

Act as an advisory council to lobby decision-makers and work in cooperation with the community to advocate for paratransit needs.

Section 6.

Mediate between users and providers to resolve problems when possible, and advocate for solutions when mediation is unsuccessful.

Section 7.

Monitor provider performance and service quality regularly.

Section 8.

Develop leadership skills of paratransit consumers in their participation on the PCC.

Section 9.

Participate in regional and local paratransit planning processes.

Section 10.

Serve on PCC Bus Review Committee and make recommendations on new vehicles.

Section 11.

Participate in SamTrans committees such as Efficiency Review Committee (ERC), the various appeals committees and others as appropriate.

Section 12.

Participate on SamTrans committees to select vendors for paratransit services.

ARTICLE V: MEMBERSHIP

Section 1.

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

Section 2.

The membership of the Council 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.

The members shall be selected by the Executive Committee, which shall present its recommendations to the Council for ratification. The Executive Committee shall review membership applications and make recommendations to the full Council for ratification.

Section 4.

All nominations for membership and recommendations for deletions to the membership roster other than as specified in Section 5 must be ratified by a majority vote of those present at a regular meeting.

Section 5.

A Council 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, member will be notified with a copy of this Bylaw (Article V, Section 5). Former members may reapply for PCC membership for review by the PCC Executive Committee.

A Council member, representing a social service agency, may designate an alternate from that agency to attend any PCC meetings. The Council member will be counted as present for that PCC meeting.

Section 6.

There is no term limit for members in good standing.

A vacancy for a member agency representative or consumer member may be filled upon ratification of the Council of the nomination submitted by the Executive Committee.

Section 7.

Committee participation by each Council member is expected.

ARTICLE VI: OFFICERS

Section 1.

The Council 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 Council 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.

Section 2.

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

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

Section 3.

The function of Secretary shall be performed by the PCC staff consultant. The duties of the Secretary shall include the taking of minutes at all Council meetings and 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.

1. Budget and Grant Review

1. Review TDA 4.5, Measure A, FTA 5310, STA, and FTA Section 5311 claims, the Redi-Wheels and PCC budgets, and make recommendations to full PCC.
2. Educate PCC members on grant review and other related financial issues.

2. Advocacy and Legislative

1. Monitor paratransit service quality and trends; raise and address problems, issues, concerns.
2. Implement problem resolution process (for individual and systemwide problems) for paratransit issues; process should include mediation.
3. Organize community around paratransit needs, access, service delivery, 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 Chair of action and advocacy items for PCC meetings.
7. Meet with and lobby legislators.

3. Education

1. Conduct general public awareness campaign regarding paratransit service issues, problems, planning, needs.
2. Educate public (including Board of Supervisors, SamTrans Board of Directors, and

PCC members) about meaning, impact, and implementation of Americans with Disabilities Act *and other federal and state legislation.*

3. Organize informational booths at conferences, fairs and other public gatherings.

4. Executive

Committee shall consist of all PCC officers, *immediate past PCC chair and chairs of all standing committees. The Chair shall have the option of appointing one other person at large.*

1. Conduct annual (or more frequent, if needed) PCC member orientation.
2. Develop goals and objectives for PCC and update annually.
3. *Advises the chair on appointment of committee chairs and mentor committee chairs.*
4. Provide overall guidance/direction to committees.
5. Address special projects as needed and assign special projects/tasks to specific PCC members.
6. Participate in countywide and regional paratransit planning.
7. Communicate with SamTrans Board of Directors and Board of Supervisors about PCC activities and paratransit issues.
8. Nominate new members.

Section 2.

Such other committees shall be appointed by the Chairperson as the Council from time to time shall deem necessary to carry on the work of the Council.

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.

Section 4.

The PCC will endeavor to hold bi-annual retreats in order *to develop a two year work plan.*

ARTICLE VIII: MEETINGS

Section 1.

The Council 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 Council members.

Section 2.

The Secretary shall give written or electronic notice of each regular meeting of the Council to each Council member at least one week prior to the meeting date. In the event

that a special meeting is called, the Secretary shall give written or electronic notice to all Council members at least 24 hours in advance of the said meeting.

ARTICLE IX: QUORUM

Section 1.

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

ARTICLE X: VOTING PROCEDURES

Section 1.

Each member of the Council shall have one vote.

Section 2.

No member shall discuss or vote on any grant review issue or any recommendation for funding when s/he represents 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

Section 1.

These bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote at any duly organized meeting of this Council, provided that a copy of any amendment proposed for consideration shall be 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

Section 1.

The rules contained in the latest edition of "Roberts Rules of Order Newly Revised" shall be used as a guideline for conducting meetings provided they are consistent with these bylaws. These bylaws adopted by the Council on September 17, 1982 revised on July 1994; October 1999; June 12, 2001; April 14, 2009 and September 13, 2011.