

## **By-Laws of TMTA's Advisory Committee on Accessible Transportation Services**

### ***Authority and Purpose***

1. The Advisory Committee on Accessible Transportation Service, hereinafter referred to as ACATS, exists via Resolution of the Board of Directors of the Topeka Metropolitan Transit Authority (TMTA).
2. The purpose of ACATS is to gain consumer and agency input, make and receive recommendations concerning the transportation services of TMTA, including, but not limited to, concerns with the Americans with Disabilities Act and other legislation pertinent to accessible public transportation in the city of Topeka.

### ***Membership***

1. Membership is by appointment of ACATS, subsequent to a solicitation and election process.
2. Membership shall consist of ten (10) voting members. At least fifty-one percent (51%) of the voting membership shall be persons with disabilities and consumers of TMTA services. ACATS shall ensure cross-disability representation. Membership shall also include a minimum of two (2) ex-officio members from local agencies. Ex-officio members shall be non-voting members of ACATS.
3. After having received announcement of a meeting, any member who determines that he/she will not be able to attend shall inform the ACATS secretary stating the reason for the absence. When a member has been absent without notification from two (2) consecutive meetings and has failed to respond to queries from the Chairperson regarding continued membership, he/she shall be removed from ACATS.
4. Members who are unable to attend shall not be allowed to appoint alternate members to attend on their behalf unless previously authorized by the Chairperson. The only exception is an ex-officio member, who may appoint an alternate to serve on their behalf.
5. Members shall be appointed to a three (3) year term. All members shall be eligible for re-appointment. A member may serve no more than two (2) consecutive terms, unless no other person requests membership to the committee. Former members may be re-appointed after one (1) year off ACATS.

### ***Officers***

1. Officers shall include a Chairperson and a Vice-Chairperson.
2. All officers shall be elected every two (2) years by majority vote of the membership at a meeting in which a quorum is present.
3. The Chairperson shall preside at all meetings and shall appoint any sub-committee members. The Chairperson shall also schedule and call all meetings in accordance with the wishes of ACATS members, unless a special meeting is deemed necessary. The Chairperson shall vote only in the instance of a tie vote of the membership.
4. The Vice-Chairperson shall serve in the absence of the Chairperson, with all the powers and duties therein.

### ***Meetings***

1. Meetings shall be held bi-monthly.
2. Meetings shall be held only in an accessible building/meeting room and shall be open to the public.
3. A quorum shall consist of a simple majority of voting members, currently requiring six (6) members.
4. Minutes of all meetings shall be maintained. TMTA shall provide a secretary for the recording and maintaining of ACATS minutes. Minutes of all meetings and other information shall be distributed to the membership prior to the next scheduled meeting in accessible formats, as requested. There is no formal approval or voting process for minutes.
5. Special meetings may be called by the Chairperson, TMTA, or by written request of a majority of the voting membership. Notice of such meetings may be by telephone, e-mail, or by mail and shall indicate who is calling the meeting and for what purpose it is being called.

### ***Amendments***

These By-Laws may be amended by the membership at any regular meeting by a two-thirds (2/3) vote of a quorum of the members.