

- Bis-Man Transit Board –

**Citizen Transportation
Advocacy Group**

BYLAWS

Article I - NAME

The name of this Group shall be the Citizen Transportation Advocacy Group (CTAG). Establishment of the Group is authorized by the Bis-Man Transit Board.

Article II - OBJECTIVE

The CTAG serves to provide the Bis-Man Transit Board (BMTB) with advice, comments and suggestions pertaining to multi-modal plans, programs, and projects administered by BMTB of interest to the citizens of the Bismarck/Mandan community. The group shall serve in an advisory capacity with its objective being to act as a sounding board for the BMTB staff in developing plans and programs to address public transportation in a multi-modal framework. The functions of the group shall include, but are not limited to the following:

1. Advise BMTB staff and the BMTB Board of Directors on consumer issues related to the design of the public transportation system, its ancillary systems/services, performance, policies, marketing and communications.

Article III - COMPOSITION-QUALIFICATION AND TERMS

CTAG members shall be appointed by the Bis-Man Transit Board, and shall serve at the pleasure of the Bis-Man Transit Board. Members representing specific jurisdictions (*) will be nominated by their respective jurisdiction. The BMTB will strive to appoint Group members that represent the diverse makeup of the Bismarck/Mandan community including members of underrepresented groups.

The CTAG will consist of up to a maximum of twenty (20) members. Members will be appointed based on their representation of the following constituencies:

Interest	Number of Members
Bismarck resident*	1
Mandan resident *	1
U-Mary Representative *	1
BSC Representative*	1
United Tribes Representative*	1
Bismarck Public Schools Representative *	1
Mandan Public Schools*	1
The Downtowners Association *	1
Mandan Progress*	1
BMDA or Chamber of Commerce	1
Member Representing the Senior Population	1
Senior Rider	1
Paratransit Rider	1
Member Representing Disabled Population	1
Frequent Fixed Route Rider	1
Student Rider	1
Member Representing Active Transportation Interests	1
Member Representing Low Income Housing and/or Homeless Interests	1
Member Representing the Healthcare Field	1

All members, while understanding that they may have been appointed by virtue of a particular position or interest they hold or represent, must also understand that they represent ALL of the citizens of the community as advocacy group members.

Initial appointments to the Group shall be six for a one-year term, six for a two-year term and six for a three-year term. Subsequent to the initial appointment, the term of appointment shall be for two years, which may be renewed. Members shall draw lots to determine term of initial appointment.

Article IV- MEMBERSHIP WITHDRAWAL

Membership may be withdrawn by the BMTB Executive Director for any of the following reasons:

1. Three (3) consecutive unexcused absences or five (5) absences in an eighteen month period.
2. Misrepresentation at time of appointment with respect to personal use of BMTB's service.
3. If member does not reside in the BMTB service area or ceases to represent the constituency to which the member was assigned.

Article V - OFFICERS AND DUTIES

The Group members will elect a Group Chair and Vice-Chair by a majority of the members present at the October/November/December meeting. A quorum is necessary to hold the elections. Offices will be held for one year or until their successors are elected.

The Chair will preside at all meetings. Should the Chair be absent, the Vice-Chair will preside. In the unlikely event both Chair and Vice-Chair are absent; the remaining members will select an alternate member to preside.

The Chair may appoint ad hoc committees on an as-needed, non-scheduled basis to accomplish a specific task and report back to the full CTAG. Ad hoc committees must have less than a quorum of CTAG members. The CTAG may not direct the ad hoc committee on how to fulfill its function or when it should meet.

BMTB staff will provide the administrative support for the Group including e-mailing minutes and agendas to members, and any other related duties.

Article VI - MEETINGS

The CTAG shall meet quarterly (or more frequently as deemed necessary) at a date, time and place set by resolution of the BMTB effective January 2018, unless otherwise scheduled by the majority of a quorum. Additional meetings may be required to address time sensitive matters.

All CTAG meetings will be held in accordance with open meeting laws (Century Code 44-04-17.1 through 44-04-31.). Public Notice of all meetings shall be given pursuant to the open meeting laws.

Agenda items will be agreed upon by the Chair and the BMTB staff representative, or upon motion of the Group. Any Group member may make recommendations for the agenda.

Each member shall have one (1) vote and a quorum shall consist of more than 50% of voting members. A majority vote of the quorum shall be necessary to present an issue to the Executive Director and to the BMTB Board of Directors.

All actions of the Group shall require the approval of a majority of the quorum present.

Article VII - PARLIAMENTARY PROCEDURE

The rules contained in "Roberts Rules of Order", shall govern the Group in all cases to which they are applicable, and not inconsistent with the bylaws of the Group.

Article VIII - PROHIBITED ACTIVITIES

No individual member shall represent the CTAG to the general public or at a BMTB Board meeting without majority vote of a quorum at a CTAG meeting prior to the representation.

No CTAG member will represent BMTB to the general public without consent of the Executive Director (or designee) prior to the representation.

Article IX. IMPERTINENCE-DISTURBANCE AND MEETING

Any person, including Group members, making personal, impertinent or indecorous remarks while addressing the Group may be barred by the chairperson from further appearance before the Group at that meeting, unless permission to continue is granted by an affirmative vote of the Group. The chairperson may order any person, including Group members, removed from the Group meeting who causes a disturbance or interferes with the conduct of the meeting, and the chairperson may direct the meeting room cleared when deemed necessary to maintain order.

Article X. COMENSATION

All members of the CTAG operate on a voluntary basis and will not be compensated for their time. Free rides will be provided for active CTAG members on the public transportation system up to the value of a fixed route monthly pass, each month.