

**BY-LAWS  
OF THE  
TRANSIT ADVISORY COMMITTEE**

The Transit Advisory Committee was established by resolution of the Board of Directors of the Transit Authority of the City of Omaha during its regular meeting on September 25, 1975. On August 1, 2022, the Transit Authority of the City of Omaha, a political subdivision of the State of Nebraska, converted to a regional transit authority pursuant to the Regional Metropolitan Transit Authority Act (Neb. Rev. Stat. §§18-801 to 18-825) and became known as the Regional Metropolitan Transit Authority of Omaha, dba Metro (hereinafter “Metro”). In the event of any conflict between these By-laws and any applicable state, federal, or local laws, rules, or regulations, the latter shall prevail and control.

**ARTICLE I: NAME**

The name of this advisory body shall be the Transit Advisory Committee (TAC). The office of TAC is located at 2222 Cuming Street, Omaha, Nebraska 68102.

**ARTICLE II: PURPOSE**

TAC is an advisory committee formed to advise the Metro Board of Directors (“Metro Board”) concerning any service area program(s) or project(s) of local community concern. All advice provided by TAC shall not be binding on the Metro Board. TAC shall also have the authority to resolve appeals by applicants denied eligibility to Metro’s Americans with Disabilities Act (ADA), as amended, complementary paratransit service (“MOBY”), and issue final eligibility determinations.

**ARTICLE III: MEMBERSHIP**

TAC membership shall be comprised of up to eleven (11) committee members (“Committee”) representing the diversity, interests, and perspectives of the community in which Metro serves. The Committee shall seek public, interested community members, and service providers’ input in the development of recommended transportation plan(s) or project(s) either directly or through Metro staff assistance.

1. Membership Representation: At minimum, the Committee shall include, but not be limited to, members representing different incomes, races and ethnicities, abilities and disabilities, identities, and ages. Additionally, efforts will be made to ensure that membership reflects:
  - a. Users of various modes of travel/transportation
  - b. Diversity by geography in home and/or work address (representative of the Transit Authority Board districts as well as neighboring communities across the region)
  
2. Appointment and Term of Office: Members shall be strictly volunteers and serve two-year terms. Any stipend or compensation is at the discretion of Metro’s Board of Directors.
  - a. Metro’s Chief Executive Officer (“CEO”) and the TAC Chair shall develop and publish an application for membership.

- b. Applications will be accepted annually from August 1<sup>st</sup> through October 1<sup>st</sup>; or by public notice of any special membership selection cycle as determined by the TAC Chair.
- c. Applications may be submitted online, in person, or by mail.
- d. Preference shall be given to applicants residing in Metro Board Districts or service areas.
- e. A TAC membership selection committee comprised of two (2) Metro staff members designated by the CEO and the TAC Chair will review applications and select applicants for membership.
- f. New members will generally start their term beginning in January of the following year.
- g. Membership may temporarily drop below the desired eleven members due to resignations and/or challenges in recruiting qualified applicants. Membership vacancies shall be filled by application during the regular application process or special membership selection cycle.
- h. Current or former TAC members shall be eligible to reapply for additional terms of service and may do so through the regular application process.

#### **ARTICLE IV: DUTIES AND RESPONSIBILITIES**

- A. The duties and responsibilities of Committee members include:
  - I. Each Committee member is expected to attend regularly scheduled meetings and participate in committee meetings.
  - II. To ensure the community has an accessible forum to solicit community feedback.
  - III. To serve as a conduit and liaison between members of the community, the Board of Directors, and Metro staff.
  - IV. To work and coordinate with community service providers and organizations interested in transportation issues affecting the area.
  - V. To provide a forum to discuss a variety of local transportation issues and provide public input on such issues to the Board of Directors.
  - VI. To review and provide input on proposed changes to the route network.
  - VII. To assist staff members in conducting and facilitating public hearings, meetings, open houses, and community events for Metro.
  - VIII. To recommend changes to policies, procedures, and practices, regarding service standards and operations to Metro staff members and the Board of Directors as set forth by federal, state, and local law, statutes, regulations, and rules. All TAC recommendations shall be advisory only and not binding on Metro nor its Board of Directors.
- B. Sub-Committees
  - I. TAC must establish an ADA eligibility appeal sub-committee as set forth by Metro's MOBY Guidebook and MOBY Application to resolve appeals by applicants denied eligibility to Metro's Americans with Disabilities Act (ADA), as amended, complementary paratransit service ("MOBY") and issue final eligibility determinations.
    - a. The ADA eligibility appeal sub-committee meeting shall not be open to the public in consideration of the confidentiality of medical information.
    - b. All ADA eligibility appeal committee members shall ensure the confidentiality of the appellant's medical information.
    - c. In order to facilitate the review of appeals, the ADA eligibility appeal subcommittee shall not be subject to a minimum quorum requirement.
    - d. The final eligibility determination for the appellant(s) shall be delivered by the attending Metro staff member via email within forty-eight (48) hours of the

decision to the Paratransit Manager, Paratransit Certification Clerk, and Director of Operations

- II. The TAC may establish sub-committees from within its Committee membership as determined by a majority vote as necessary.
- III. Subcommittees shall elect their own chairs.
- IV. Except as otherwise provided in these Bylaws, subcommittees may be of any size.

C. Conflicts of Interest

- I. Members agree that impartiality and objective oversight is critical to its success in meeting its mission. Any TAC member who has a substantial conflict of interest in the outcome of any matter brought before TAC shall make that interest known and such acknowledgement shall be documented in the meeting notes. The member shall refrain from voting and influencing the outcome of the matter in any way. Examples of such conflicts of interest include, but are not limited to:
  - a. Personal connections to paratransit applicants, members of Metro's staff, and/or the Transit Authority Board of Directors.
  - b. Current employees of Metro and their immediate relatives are not eligible to serve as TAC members.
  - c. Any potential personal or financial benefit resulting from a discussed policy, program, or project.
- II. Any disputes regarding conflict of interest shall be decided by the CEO.

**ARTICLE V: OFFICERS**

A. Officers shall consist of a Chair and Vice-Chair.

**B. Appointment and Election of Officers**

- I. The Chair and Vice-Chair shall be elected by a majority vote of the TAC membership at the December meeting of the committee. A vacancy in these offices shall be filled by a majority vote of the TAC membership at the next official meeting after the vacancy occurs.
- II. The term of office for the Chair and Vice-Chair shall be one year (January to December). There is no limit to the number of terms the officers may serve.
- III. Election Process and Procedure
  - a. Members shall express intent to run for an officer role at least two (2) weeks prior to the December meeting.
  - b. Votes will be conducted anonymously by ballot during the December meeting.
  - c. Metro staff will administer the voting process as non-voting members.
  - d. The new Chair and Vice-Chair will be announced at the December meeting.
  - e. If a tie occurs, Metro staff will re-administer ballots for subsequent votes.
  - f. Elected officers will assume their roles at the January meeting.
  - g. Members can nominate other TAC members for Chair and Vice-Chair positions. Such member must accept the nomination.

C. Officer Duties

- I. Chair: Shall call and preside at all meetings of the TAC; provide communication between the TAC and the members of the Transit Authority Board of Directors and/or Metro staff. Specific duties include but are not limited to:
  - a. Providing leadership to the TAC's members.
  - b. Conferring with Metro leadership on TAC priorities and concerns.
  - c. Helping guide and mediate TAC decision-making processes.
  - d. Evaluating the performance of TAC in fulfilling its purpose on an annual basis.
  - e. Serving on the committee to review applications and select new members.
- II. Vice-Chair: Performs the duties of the Chair in their absence or other duties as assigned.

**ARTICLE VI: MEETINGS**

A. Rules of Procedure

- I. The Chair shall call official meetings as provided herein. The meetings will be governed by Robert's Rules of Order where not otherwise prescribed by these Operating Rules. Roberts Rules of Order may be temporarily suspended by a two-thirds vote of the TAC members present.
- II. At least one (1) Metro staff member will facilitate each TAC meeting, create, and organize meeting agendas, communicate with TAC members, and record meeting notes.
- III. Meetings will be conducted in a hybrid format allowing both in-person and virtual participation from members, staff, and guests. Members should strive to attend the majority of meetings in person, with virtual participation at no more than four (4) meetings each year.
- IV. Members agree to foster an atmosphere that supports open and respectful dialogue and welcomes diverse views. Members may communicate with the Chair, Vice-Chair, Metro staff facilitator(s), and with each other as needed to ensure their views have been fully considered.
- V. The Chair shall have the authority to monitor and/or limit discussion from members and non-members attending committee meetings or to take other appropriate action necessary to conduct all business in a timely and orderly manner.

B. Notice of Regular Meetings

- I. The notice of regular meetings of the TAC shall be emailed and posted on Metro's website or otherwise transmitted at least seven (7) days in advance of the meeting day.
- II. Agendas  
An agenda will be sent with the notice of regular meetings. Regularly scheduled TAC meetings are open to the public, except as expressly provided by these Bylaws.
- III. Special Meetings  
Special meetings may be scheduled at the discretion of the Chair or upon the written or oral request of at least three (3) members. All members shall receive notification at least 24 hours prior to any special meeting. Notification of special meetings will be posted on the Transit Authority's website and will be open to the public, with the exception of MOBY appeals.

IV. Quorum and Voting

The presence of seven (7) members or 40%, whichever is less, of the TAC at an officially called meeting shall constitute a quorum. Members attending virtually shall be considered part of the quorum and may participate in all voting matters. In the absence of a quorum, the committee may continue to discuss agenda items not requiring a vote or may move to adjourn the meeting to a subsequent date. The Chair shall be considered part of the quorum but shall vote only in the event of a tie.

V. Membership Termination, Removal or Resignation

- a. Any members missing three (3) consecutive meetings or five (5) meetings in a calendar year without proper advance notification to the Metro representative will be subject to expulsion by vote of the group effective upon set expulsion.
- b. Any member wishing to resign from the committee during the course of their term of service shall notify the Chair and Metro representative in writing.
- c. Any member may be removed from the committee at the discretion of the Chair and Metro staff representatives and shall be notified of said expulsion in writing.

**ARTICLE VII: AMENDMENT OF BYLAWS**

These Bylaws may be amended at any TAC meeting where a quorum has been established and by a majority vote of members present, provided written notice has been sent to TAC members stating the intention to amend and specifying the proposed amendments at least thirty (30) days prior to the vote. The amendments will not become official unless and until approved by a majority vote by Metro's Board of Directors.