

HELENA AREA TRANSPORTATION ADVISORY COUNCIL (HATAC)

Bi-Laws

Article I

- A. The name of this organization shall be the Helena Area Transportation Advisory Council.
- B. A Transportation Advisory Council (TAC) is defined as: the single group with diverse local and intergovernmental representation that cooperatively participates and assists the local transit agency in planning, assessing, prioritizing, funding, and coordinating transit services. The TAC is not a governing body for transit, but rather an advisory group.
- C. Its office address shall be that designated by the membership

Article II

- A. It shall be the purpose of the HATAC to:
 - 1. Discuss community transportation issues including unmet passenger transportation needs; how to improve transportation with the service area; resources that exist with the service area, including, but not limited to, hours of service; use of resources; schedules; and how to existing resources within the community to their fullest potential;
 - 2. Encourage and provide opportunities for volume purchasing of transit goods and services among other agencies;
 - 3. Provide leadership in the coordination and advocacy for the improvement and provision of transportation services;
 - 4. Secure local, state, federal, and private funding for the purpose of maintaining and increasing coordination and operation of public transportation services through a wide variety of possible techniques;

5. Promote and encourage passenger transportation communication and coordination of service;

6. Review and approve all capital application funding requests prior to submittal to the Montana Department of Transportation

B. HATAC will serve as the entity responsible for approval of and submitting the local transit-human services coordination plan to the Department of Transportation through:

1. Planning sessions to identify needs based on: personal and professional experiences; use of community assessment tools to identify the needs of targeted populations, assessing gaps and duplication in services; identifying and developing strategies to address the gaps and needs; and, setting priorities based on time, resources, coordination opportunities, and feasibility for implementation.

2. Ensuring public outreach. This activity is to provide opportunity for greater input from a greater number of representatives, including transportation agencies, human service providers, and passengers. A planning process in which representatives provide their opinions but have no assurance that those opinions will be considered in the outcome does not meet the requirement of “participation.”

3. Facilitating required or desired detailed transit studies and analyses. The HATAC may decide to conduct complex analysis using inventories, interviews, surveys or other tools.

4. Overseeing the coordinated public transit-human services transportation planning process. The HATAC will ensure that complete and sufficient information is provided to allow the Montana Department of Transportation to certify that the coordinated plan was developed through a process that included representatives of public, private, and nonprofit transportation and human services providers,

and participation by members of the public. It shall be signed by the Chair after approval by the HATAC members at a regularly scheduled meeting.

5. On-going oversight to coordinated public transit. The HATAC will maintain a work plan and committees necessary to assist in advancing the goals and priorities of planning documents and grant opportunities including, but not limited to, the five year transportation development plan and annual coordination plan.

Article III

A. Members. HATAC will demonstrate how they have initiated outreach activities to ensure that Federal Transportation Administration Recommended Representatives/Partners listed below have been invited and encouraged to participate in their community's transit planning process where applicable.

1. Transportation partners

- a. Area transportation planning agencies, including MPOs, Councils of Government (COGs), Rural Planning Organizations (RPOs), Regional Councils, Associations of Governments, State Departments of Transportation, and local governments;
- b. Public transportation providers (including Americans with Disabilities Act (ADA) para-transit providers and agencies administering the projects funded under FTA urbanized and non-urbanized programs);
- c. Private transportation providers, including private transportation brokers, taxi operators, van pool providers, school transportation operators, and intercity bus operators;
- d. Non-profit transportation providers;
- e. Past or current organizations funded under the Section 5310, JARC, and/or the New Freedom programs; and
- f. Human service agencies funding, operating, and/or providing access to transportation services.

2. Passengers and advocates:

- a. Existing and potential riders, including both general and targeted populations
- b. passengers (individuals with disabilities, older adults, and people with low incomes);
- c. Protection and advocacy organizations;
- d. Representatives from independent living centers and
- e. Advocacy organizations working on behalf of targeted populations.

3. Human service partners:

- a. Agencies that administer health, employment, or other support programs for targeted populations. Examples of such agencies include but are not limited to Departments of Social/Human Services, Employment One-Stop Services,
- b. Vocational Rehabilitation, Workforce Investment Boards, Medicaid,
- c. Community Action Programs (CAP), Agency on Aging (AoA);
- d. Developmental Disability Council, Community Services Board;
- e. Non-profit human service provider organizations that serve the targeted populations;
- f. Job training and placement agencies;
- g. Housing agencies;
- h. Health care facilities; and
- i. Mental health agencies.

4. Other:

- a. Security and emergency management agencies;
- b. Tribes and tribal representatives;
- c. Economic development organizations;
- d. Faith-based and community-based organizations;
- e. Representatives of the business community (e.g., employers);
- f. Appropriate local or State officials and elected officials;
- g. School districts;
- h. and Policy analysts or experts.
- i. Consultants or government representatives may participate in an ex-officio capacity unless a resident of the HATAC service area.

B. Interested Parties representing one or more of the Federal Transportation Administration recommended partners list will express their interest/desire, through a letter to the Chair, to become a member of the HATAC. Each member will declare who they are representing. There will be 1 vote per agency or entity and 2 “at large” member slots with each of those having a single vote a piece.

C. Resignation of Members: Members may resign by sending a letter of resignation to the Chair or through verbal resignation at an HATAC meeting. Resignations will be recorded in HATAC minutes.

Article IV

A. Meetings

1. The HATAC will meet as necessary to accomplish its objectives. The Chair, in cooperation with the Executive Committee and with input from members, will prepare meeting agendas.

2. The HATAC will establish a yearly calendar with an established monthly date. The HATAC may cancel a monthly meeting if the membership agrees. The HATAC will provide a time and place that is accessible to all participants. A master calendar will be developed no later than the last meeting of the calendar year, for the next year.

3. All members may participate in any regularly scheduled or special meeting. A meeting may be conducted through the use of any means of communicating by which all members may participate. A person participating by teleconference is deemed to be present in person at the meeting.

4. Roberts Rules of Order, as revised, shall be the guidance for the conduct of all meetings of the Partnership and the resolution of any procedural matters.

B. Conflict of Interest. A conflict of interest exists when a HATAC member is requested to vote on agency specific funding and the member may benefit personally. If a conflict of interest is determined to exist, then

the member must abstain from voting. All members will sign a conflict of interest statement.

C. Attendance. All members are expected to attend and participate in HATAC meetings on a regular basis.

1. Members who fail to attend four (4) meetings in any given calendar year may be subject to removal or replacement at the discretion of a unanimous vote of the Executive Committee. A participant who misses five (5) meetings in any calendar year shall not be included on the membership list for the next calendar year

2. The HATAC Executive Committee will outreach members after a member has missed two (2) meetings within any six (6) month period. The member will be asked to review their ability or desire to participate and be considered as a member not in good standing until reinstated as in good standing by instruction of the Chair to the Secretary.

3. If a member is unable to attend a meeting, that member may send a designee in their place.

D. Training. HATAC will ensure that the full membership has the training and orientation necessary to be an effective advisory body through methods including, but not limited to:

1. All members shall complete the official membership form.

2. All members shall receive a copy of the HATAC Bylaws.

3. All members shall receive a copy of the Montana Transportation Coordination Handbook.

4. All members shall receive a copy of the annual work plan.

E. Voting

1. A quorum consists of 51% or more of members in good standing or their designee. If a quorum is not present, any issue requiring action

will be deferred to the next meeting, including approval of the annual coordination plan.

2. Each member is entitled to one vote. A member may send a designee.

3. A member who has not attended HATAC meetings three (3) of the four (4) months prior to approval and submission of the Montana Department of Transportation application for funding/coordination plan shall not be allowed to vote to approve or disapprove the application/coordination plan.

Article V

A. HATAC Executive Committee. HATAC will elect the following officers with corresponding duties to provide leadership for the full HATAC membership.

1. Chairperson – The Chairperson shall preside at all monthly meeting; be responsible for the preparation of the monthly meetings and distribution of materials to the membership including the agenda; shall appoint all committees and their Chairperson; and, shall serve as an ex officio member of all committees.

2. Vice Chairperson – The Vice-Chairperson is empowered to act in the absence or disability of the Chairperson on behalf of the Chairperson on all organizational matters. If the Chairperson is unable to serve, the Vice-Chairperson will assume the duties of the Chairperson until the next election of officers.

3. Secretary – The Secretary shall keep, or cause to be kept, the official record of meetings and other documents pertinent to the work of the HATAC in both electronic and paper copy including, but not limited to, meeting minutes, committee reports, conflict of interest forms, bylaws, contracts and other agreements, membership forms and attendance records.

4. Treasurer – The Treasurer shall keep, or cause to be kept, the financial records, revenue and expenses for the HATAC, including in-kind revenue. The Treasurer will produce, upon request of any member, a full financial accounting for the HATAC. When the HATAC engages the service of a fiscal agent the Treasurer will serve as the point of contact between the HATAC and the fiscal agent.

B. Election. The election procedure for HATAC executive committee positions will begin the month following the deadline date for completion of the coordination plan. The members shall elect officers (Chairperson, Vice Chairperson, Secretary, and Treasurer) for one year terms of service. Officers may serve multiple terms if elected.

C. Elections Procedure. The month following the deadline date for completion of the coordination plan, the current Chair shall request nominations from members for candidates to be considered for the Executive Committee.

1. Prior permission of the member must be obtained to submit a name for candidate consideration. All nominations must be submitted in writing to the Secretary.

2. All nominations will be verified by the current Chair to determine if permission had been received prior to the nomination being submitted.

3. If a member has been nominated as a candidate for office, and the member did not grant prior permission, the nomination is void.

4. The Executive Committee and any interested HATAC members shall review the nominations and an announcement of candidates will be communicated to all members.

5. Candidates may be given the opportunity to address the membership on their desire and qualifications for candidacy. No nominations will be accepted from the floor during any meeting between the call for candidates and the election.

6. An election will be held, for all offices. Electronic balloting is permissible. The Chair and any volunteers from the HATAC wishing to participate will count the ballots.

7. The election results will be communicated to the membership.

8. Members elected to the HATAC take office effective the monthly meeting following counting of ballots.

9. The Chair will appoint a member to fill the unexpired term of any of the elected officers should any of the offices become vacant.

Article VI

A. HATAC Bylaws will be reviewed yearly. Bylaw revisions will be presented after the review and when applicable.

B. Recommended amendments to the Bylaws will be presented to members of the HATAC for a vote.

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Conflict of Interest Policy and Procedure

Annually the members of the Helena Area Transportation Advisory Council (HATAC) must complete and sign this disclosure form stating that they understand and have read/reviewed the HATAC Conflict of Interest policy and agree to adhere to it.

POLICY: A Conflict of Interest would occur if the HATAC member were to initiate a project for funding or vote to fund a project in which the member would benefit directly, financially.

PROCEDURE: Whenever there is reason to believe that the actions of any member may be in violation of the state conflict of interest laws, the Chair should be notified immediately. The Chair may consult with legal Counsel whenever it is suspected there could be a conflict of interest.

If the matter cannot be resolved immediately, the vote in question is deferred until the Executive Committee can act on the conflict issue.

The member is replaced in the event that the member is found to have a conflict that cannot be eliminated by having the member refrain from voting or engaging in discussion leading to a vote of an issue before the HATAC, or if a member knowingly votes on an issue that is later proven to be a conflict of interest for them.

I have read and understand the Conflict of Interest Statement above. I accept and will comply with provisions of the Statement.

HATAC Member Signature: _____

Date Signed: _____