

RESOLUTION NUMBER 2006-039

**A RESOLUTION OF THE CITY COMMISSION OF BROWNSVILLE,
TEXAS, ADOPTING THE REVISED BY-LAWS OF THE
BROWNSVILLE URBAN SYSTEM TRANSIT ADVISORY
COMMITTEE.**

WHEREAS, the City Commission of the City of Brownsville recognizes the excellent work and dedication that the Brownsville Urban System Transit Advisory Committee members have performed; and

WHEREAS, the Brownsville Urban System Transit Advisory Committee members have reviewed, revised and adopted the attached Brownsville Urban System Transit Advisory Committee By-Laws on April 6, 2006; and

WHEREAS, there has never been a formal adoption of the Brownsville Urban System Transit Advisory Committee By-Laws by the City Commission; and

WHEREAS, the City Commission of the City of Brownsville hereby recognizes the Brownsville Urban System Transit Advisory Committee By-Laws.

NOW, THEREFORE, BE IT RESOLVED, by the City Commission of the City of Brownsville, that they authorize the adoption of the Brownsville Urban System Transit Advisory Committee By-Laws.

Passed, Approved, and Adopted this 6th day of June, 2006.



ATTEST:

Estela Von Hatten
Estela Von Hatten
City Secretary

[Signature]
Carlos A. Cisneros
Mayor Pro-Tem of Brownsville

**BROWNSVILLE URBAN SYSTEM
TRANSIT ADVISORY COMMITTEE**

By-Laws

Adopted by the City Commission

June 6, 2006

TRANSIT ADVISORY COMMITTEE
BY-LAWS

ARTICLE ONE: NAME AND ADDRESS

Section One.

The name of the Committee is the Transit Advisory Committee.

Section Two.

The address of this Committee shall be the address used by the Brownsville Urban System:

700 Jose Colunga Jr. St.
Brownsville, Texas 78521

ARTICLE TWO: MISSION AND PURPOSE

Section One. MISSION.

To provide advice and guidance to Brownsville City Commission through staff on the development, implementation and operation of the Paratransit and Fixed Route Service consistent with all State and Federal Rules and Regulations.

Section Two. PURPOSE

1. Monitor the performance of Brownsville Urban System Quality statistical reports.
2. Monitor users through a statistical report of service production for Paratransit and Fixed Route operations in order to determine deterioration due to use or abuse.
3. Review requested and proposed service, policy and procedure changes to assure that user and institutional needs have been addressed.
4. Review individual complaints, incidents and/or suggestions as needed to determine applicability to policies and procedures.
5. Provide support to staff on enforcing policies, procedures, and practices.
6. Provide advocacy support in community program benefits.
7. Provide input to staff on ideas to improve system performance, responsiveness, and productivity.
8. Review the acquisition/development of major facilities or equipment to assure it addresses the needs of the entire community.

ARTICLE THREE: MEMBERSHIP, RESIGNATION, and REMOVAL

Section One.

The Transit Advisory Committee is appointed by The Brownsville City Commission.

Section Two.

Desired membership is no less than seven and no more than nine members. These members represent citizens with disabilities, senior citizens, consumers, public agencies and the general community.

Section Three.

Each member is appointed for a term of two calendar years. If a member leaves the committee before his/her two-year term has expired, the replacement appointed in his/her place will serve the remainder of the original member's term plus a two-year term of his/her own. Members can be appointed at the convenience of the City Commission.

Section Four. RESIGNATION and REMOVAL

Any Committee Member may resign by giving notice to the City Commission. Resignations take effect when stated in such notice and acceptance is not necessary to make the resignation effective. In case of a resignation or removal the Transit Advisory Committee can recommend a new member(s) to the City Commission once resignation or removal has been noted.

Missing three consecutive meetings without an excuse will result in the removal as a member of the Committee.

ARTICLE FOUR: OFFICERS

Section One.

The appointees elect the Chairperson for the Advisory Committee.

The Chairperson shall preside at all meetings of the Committee; call special meetings when necessary; and perform other duties on a needed basis as directed by the Committee. The Chairperson shall hold the position for a one-year term.

Section Two.

The appointees elect the Vice-Chairperson for the Advisory Committee.

The Vice-Chairperson shall provide all of the functions and duties with all of the powers in the absence of the Chairperson. The Vice Chairperson shall hold the position for a one-year term.

Section Three.

The appointees elect the Secretary for the Advisory Committee.

The secretary shall give all notices in accordance with the provisions of these by-laws or as required by law and be custodian of the Transit Advisory Committee records. The Secretary shall perform all duties incident to the office of the Secretary and such other duties as, from time to time, may be assigned to him or her by the Board of Directors.

The Secretary shall hold the position for a one-year term.

Section Four.

If any appointees made to any Committee for any reason can not fulfill their duties for the assigned year. The Transit Advisory Committee will assign someone to complete the remainder of term.

ARTICLE FIVE: MEETINGS, QUORUM

Section One.

Regular meetings of the Committee shall be held on the first Thursday of the month at 5:30 pm with exceptions as deemed necessary by the Committee. Written notice of the time, place and purpose of the meeting shall be mailed by the staff, to members so as to be received at least two calendar days prior to the meeting by the staff.

Section Two. SPECIAL MEETINGS

Special meetings may be held when called by the Chairperson, at the request of a majority of the Committee Members or upon approval of a majority of the Committee.

Section Three. QUORUM

A majority of fifty percent of current membership plus one shall constitute a quorum for the transaction of business at any meeting.

Section Four. PENDING OFFICER.

In the absence of the Chairperson, the Vice-Chairperson shall preside.

Section Five. OPEN MEETINGS

All regular meetings of the Committee shall be open to the public published in accordance with the list contained in the Policies and Procedures Manual.

ARTICLE SIX: COMMITTEES

Section One. STANDING COMMITTEES

Section One-A. APPEALS COMMITTEE

The Appeals Committee should constitute of two (2) Transit Advisory Committee members as active members, one (1) Transit Advisory Committee member as an alternate member and one (1) Brownsville Urban System (BUS) staff member.

Section One-B. ELIGIBILITY COMMITTEE

The Eligibility Committee shall be constituted of BUS staff members. It shall be the duty of the BUS staff members to review the applications for eligibility purpose. BUS staff members shall also review the total number of applications and ensure their timely review and response.

Section Two. AD HOC COMMITTEES

It shall be permissible, from time to time, as often as the Committee as a whole shall deem necessary, to form AD HOC Committees to explore particular single issues pertinent to any specific operation of the Transit System. Members of these Committees shall be appointed by the Chairperson and ratified by the rest of the Committee.

ARTICLE SIX: AMENDMENTS

Any proposed amendments to the By-Laws shall be submitted in writing to the Chairperson who will, in turn, see that the proposed amendments are circulated in writing at least ten days before inclusion on the agenda of a regular meeting of the Committee. A majority vote of current members of the Committee shall be required for passage of the proposed amendment. Proxy votes will be accounted for.