

Heart of Iowa Regional Transit Agency (HIRTA) Transportation Advisory Group (TAG) BYLAWS

Mission

The HIRTA Transportation Advisory Group is a diverse group of community stakeholders and business representatives interested in the advancement and improvement of public transportation.

Purpose

The TAG acts as a liaison between local communities, business representatives, agency representatives and HIRTA. The TAG provides local and regional input regarding transportation issues important to the region and included in the HIRTA Strategic Plan.

Voting Members

- Section 1. Any governmental entity located wholly or partially within HIRTA's Region and having a population of at least 1,000, shall be eligible to be a Voting Member.
- Section 2. Voting Members shall be chosen from those who are willing to serve, none of whom shall be elected officials or members of the HIRTA Board.
- Section 3. Appointments by member governments of their primary and alternate representatives to serve on the TAG shall be conveyed in writing from each member's governing body to the TAG's Facilitator.
- Section 4. During January of each year, the TAG's Facilitator shall contact member governments to request the names of each member government's primary and alternate representatives to serve for the upcoming year.

Non-Voting Members

- Section 1. A diverse makeup of TAG members is desired. Non-Voting Members will represent Local business, agencies and groups including but not limited to, health and human services, persons with disabilities, senior citizens, youth, the business and freight moving communities, traditional automobile users and advocates for non-motorized transportation or public transit.
- Section 2. Appointments of Non-Voting Members will be made by the voting membership.

Meetings

- Section 1. The TAG shall hold regularly scheduled meetings, having at minimum two per calendar year.
- Section 2. Special meetings of the TAG may be scheduled as deemed necessary by the voting members and non-voting members. At least three (3) days' notice shall be given for a special meeting.
- Section 3. All TAG meetings shall comply with the open meetings law.
- Section 4. Current informal practice encourages regional discussion and collaboration. Roberts Rules of Order will be followed when clarification is required on rules of order and/or motion procedures, in such cases the TAG Facilitator will act as the Chair.

- Section 5. The TAG Facilitator may vote and participate in discussion, but shall not make a second motion.
- Section 6. In the conduct of business, a motion shall be voted upon by voice vote, with all votes being recorded by name. If requested, an item shall be voted upon by roll call vote.
- Section 7. Agendas and supporting materials for regularly scheduled meetings shall be emailed to voting and non-voting members as least one (1) day in advance of the meeting.
- Section 8. If a member government's appointed representative(s), or an alternative representative, fails to attend three consecutive scheduled meetings of the TAG, the TAG's Facilitator shall notify the member government to request consideration of a new appointment of the member government's representatives.

Facilitator

- Section 1. The HIRTA Executive Director will be responsible for appointing the TAG Facilitator.
- Section 2. The TAG Facilitator will be responsible for disseminating materials, including agendas and minutes.
- Section 3. The TAG Facilitator may request another member of the TAG assist in taking meeting minutes. This request will be made in advance.

Committees

- Section 1. When necessary, Voting Members may establish sub-committees to aid in projects or new programs. Committees will report back to the TAG with recommendations.
- Section 2. Appointments to any committee of the TAG shall be reviewed, at minimum, annually.

Amendments to the Bylaws

These bylaws may be amended at any regularly scheduled TAG meeting, or at any meeting specially called for such purpose. The amendment is subject to submittal in writing prior to the meeting date and upon an affirmative vote of the majority of those Voting Members present and voting at the meeting.