



Bylaws

IPTC Mobility Advisory Committee (MAC)

Article I - Name

The name of the body shall be the Mobility Advisory Committee, hereinafter referred to as the “MAC.”

Article II – Purpose

- A. The MAC is established by Board of Directors of the Indianapolis Public Transportation Corporation (IPTC), hereinafter the “Board” to:
1. Represent the diversity of individuals with disabilities within the IPTC service area and advocate for the transportation needs of those individuals.
 2. Provide education and foster awareness of the transportation needs of disabled individuals to the general public.
 3. Advise and provide appropriate input to IPTC concerning the provision of public transportation to individuals with disabilities.
 4. Provide a forum in which consumers, employers, organizations and elected representatives can raise concerns, ideas and proposed solutions for improving transportation service and mobility options to individuals with disabilities.
 5. Advocate for public transportation.

Article III – Limitations on Authorization

The MAC serves in an advisory capacity to IPTC and shall have no independent duties to take actions that bind IPTC or its Board of Directors. No MAC member may speak for the MAC or to the Board on behalf of the MAC without authorization by affirmative vote of the MAC. The MAC chairperson or their designee may make reports to the Board and IPTC staff.

Article IV - Membership

- A. The MAC shall consist of eleven (11) members who have been appointed by the IPTC Board of Directors. These members shall consist of the following, each having the same duties and responsibilities:
1. Six (6) individuals residing within the IPTC service area who are persons with or without disabilities and/or familiar with paratransit service and/or fixed route service within the area.
 2. Three (3) individuals who shall represent agencies, businesses or not-for-profit groups within the IPTC service area that provides services to persons with disabilities.
 3. Two (2) individuals who shall represent employers who have demonstrated their commitment to hiring and supporting the needs of persons with disabilities.
- B. Each appointed MAC member shall serve a term of two years and shall serve no more than two consecutive full terms. After serving two consecutive terms, a member may apply for a new committee appointment after a period of one year.
1. Members may only be removed by the Board. Any recommendation by the MAC for removal of a member will require a majority vote of the MAC for that members' failure to participate in committee activities or for engaging in behavior that reflects negatively upon the MAC's purpose.
 2. Members may resign from the MAC by giving written notice to the chair. The notice shall specify an effective date of resignation, and when possible be submitted 30 days prior to that date.
 3. The term of any person appointed by the Board to fill a vacancy shall be two years beginning with the next regular MAC meeting. Such appointee may serve no more than two consecutive full terms.
 4. No person may be a MAC member if that person represents a company, person or entity that does, or seeks to do business with IPTC, with the exception of sub-recipient grant recipients; or has filed, participated in or had an interest in a claim or lawsuit involving IPTC within the past twelve months of the appointment, or during a term of appointment.

Article V – Attendance

- A. Committee members are expected to attend, in person, all regularly scheduled and special Committee meetings.
- B. Failure to attend two (2) regular consecutive meetings without a valid excuse and notice to the Chair will be deemed as an automatic resignation by a committee member.

Article VI - Officers

- A. The MAC shall elect from among the committee members a Chairperson and Vice-Chairperson who shall preside at all meetings of the MAC and represent the MAC at all matters before the Board.
- B. Terms of office shall be for one year in length and shall not exceed two consecutive terms. Elections shall be held annually at the first meeting of the calendar year and shall be by majority vote of the MAC members in attendance. Officers must be present to be nominated and elected.
- C. Chairperson Duties:
 - 1. The Chair shall preside over all regular meetings.
 - 2. The Chair shall formulate the agenda with input from MAC members and IPTC staff.
 - 3. The Chair shall serve as spokesperson for the MAC.
 - 4. The Chair shall perform such other duties as required and approved by the MAC and the Board.
- D. Vice-Chairperson Duties:
 - 1. The Vice-Chair shall assist the Chair in fulfilling his/her duties and shall serve as Chair in his/her absence.
 - 2. The Vice-Chair may chair Sub-Committees or special projects as designated by the MAC.
 - 3. The Vice-Chair shall ensure that all MAC activities adhere to the MAC bylaws.
 - 4. The Vice-Chair shall perform other duties as required and approved by the MAC.

Article VII – Meetings

- A. The MAC shall meet quarterly. The MAC shall establish in coordination with IPTC staff an annual schedule of regular meeting at its initial meeting and thereafter at the beginning of each calendar year. Meetings shall be held at 1501 W. Washington Street or at facilities accessible by public transportation and paratransit and in rooms accessible to individuals with disabilities.
- B. All meetings shall have an agenda. Only business items on the agenda shall be addressed at the meeting. Items for an agenda may be submitted by any member of MAC at least two weeks prior to the meeting. The IPTC Board or IPTC staff may also submit items for the agenda. All materials supportive of an agenda item should be submitted at the same time.
- C. A quorum of the MAC is a majority of the members. In the absence of a quorum, the only motion the Chair may entertain is a motion to adjourn.
- D. Voting on all questions or motions coming before the MAC shall be by voice vote, elevating hands.
- E. All actions or motions of the MAC require a simple majority to carry.
- F. All meetings shall be conducted in accordance with Roberts Rules of Order.
- G. IPTC shall appoint staff as it determines necessary to serve as Secretary of the MAC and to perform other duties as necessary to support the MAC, and to assist with clerical and administrative tasks pertaining to the MAC.
- H. All MAC meeting minutes will be provided to the IPTC Board of Directors.

Article VIII – Sub-Committees

- A. The MAC shall establish a Nominating Sub-Committee, which shall be responsible for nominating suitable candidates for membership.
 - 1. The Nominating Sub-Committee shall be composed of five (5) individuals: four (4) MAC members or Sub-Committee members appointed by the acting Chair; and one (1) individual representing IPTC staff.
 - 2. All candidates proposed by the Nominating Sub-Committee shall be submitted to the MAC for recommendation to the IPTC Service Committee for approval prior to appointment to the MAC by the IPTC Board of Directors.
- B. The MAC may establish Sub-Committees that may be helpful and relevant to the purpose of the MAC.

1. Any Chair of a Sub-Committee must be a member of the MAC or a former MAC member.
2. Other membership on a Sub-Committee is not restricted to MAC members.

Article IX - Amendments

The Board may amend these bylaws upon its own authority, or by approval of a recommendation received from the MAC.

Adopted by IPTC Board on 01/28/2016