

**INDIANAPOLIS PUBLIC TRANSPORTATION CORPORATION
MOBILITY ADVISORY COMMITTEE BYLAWS**

ARTICLE I - NAME

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

ARTICLE II - PURPOSE

- A. The Board of Directors (“Board”) of the Indianapolis Public Transportation Corporation, which does business as IndyGo (IPTC) establishes the MAC as an advisory committee of the Board to:
1. Represent and advocate for individuals with disabilities within the IPTC service area regarding the transportation needs of those individuals.
 2. Advise and provide appropriate input to the Board concerning the provision of public transportation to individuals with disabilities, including by way of example and not of limitation, driver conduct, arrival and departure times, rider safety, and communication.
- B. The MAC shall provide any recommendations and feedback it may have on IPTC’s operations within its sphere of concern in writing to the Board from time to time, but at a minimum one (1) time annually prior to the end of each calendar year.
- C. The Board and the MAC may meet from time to time as determined necessary by the Board.

ARTICLE III - LIMITATIONS ON AUTHORIZATION

The MAC serves in an advisory capacity to the Board and shall have no independent authority to take official actions that bind IPTC or the Board. No MAC member may speak on behalf of the MAC, to the Board or otherwise, without authorization by affirmative vote of a majority of the members of the MAC. The foregoing notwithstanding, the MAC chairperson or their designee may make reports to the Board and to IPTC staff concerning MAC activities.

ARTICLE IV – MEMBERSHIP

- A. The MAC shall consist of eleven (11) members appointed by the Board as follows:
1. Six (6) individuals residing within the IPTC service area who are individuals with or without disabilities and/or familiar with paratransit service and/or fixed route service within the area.
 2. Three (3) individuals who represent agencies, businesses or nonprofit organizations which provide services to individuals with disabilities within the IPTC service area.

3. Two (2) individuals who represent employers within the IPTC service area with a demonstrated commitment to hiring and supporting the needs of individuals with disabilities.
- B. Each appointed member shall serve a term of two (2) years on the MAC, after which they may be reappointed by the Board or replaced by another appointee.
 - C. A member may resign from the MAC by giving written notice to the MAC chairperson. The notice shall specify an effective date of resignation, and when possible be submitted thirty (30) days prior to that date. If a member resigns from the MAC before the member's term has expired, the Board shall appoint a new member to serve the remainder of the term.
 - D. A member may be reappointed to the MAC or replaced by the Board at the end of the member's term.
 - E. Members are encouraged to recruit individuals with a desire to serve on the MAC.
 - F. A member may be removed from the MAC:
 1. If there is a majority vote of all members of the MAC to remove a member due to the member's failure to participate in committee activities or for engaging in behavior that the majority deems to reflect negatively on the MAC or IPTC.
 2. By a majority vote of the Board, for any reason.

ARTICLE V – ATTENDANCE

- A. MAC members are expected to attend all regularly scheduled and special meetings of the committee, in person or virtually.
- B. If a member is absent from two (2) or more meetings within a year without a valid excuse the individual may be removed from the MAC as provided for in Article IV, Section F.

ARTICLE VI – OFFICERS

- A. The MAC shall elect from among its members a Chairperson and Vice-Chairperson.
- B. The terms of the Chairperson and Vice-Chairperson shall be coterminous with their term as a member of the MAC. Elections to fill the Chairperson and Vice-Chairperson offices shall be held as needed when a vacancy in the office occurs. Election for an office shall be by majority vote of the MAC members in attendance at the meeting at which the election is held. Members must be present, in person or virtually, to be nominated for and elected to an office. The Chairperson or Vice-Chairperson may be removed from office under the conditions and in the same manner as provided for in Article IV, Section F.

C. The Chairperson shall:

1. Preside over all MAC meetings.
2. Prepare the agenda for MAC meetings, with input from MAC members and IPTC staff.
3. Serve as spokesperson for the MAC, including representing the MAC while presenting reports of its activities and recommendations to the Board.
4. Ensure that all MAC activities adhere to the MAC Bylaws.
5. Perform such other duties as required and approved by the MAC or the Board.

The Chairperson may delegate to another MAC member the duty of presiding over a MAC meeting or presenting to the Board on behalf of the MAC.

D. The Vice-Chairperson shall:

1. Assist the Chairperson in fulfilling their duties.
2. Serve in the role of Chairperson when the Chairperson is unable to do so.
3. Chair subcommittees or special projects as designated by the MAC.
4. Perform other duties as required and approved by the MAC or the Board.

E. IPTC's Chief Executive Officer shall appoint an IPTC staff member to serve as Secretary of the MAC. The Secretary shall take minutes of MAC meetings, assist the Chairperson in setting the agenda for meetings, and perform other duties as necessary to support the MAC. The Secretary may delegate duties to other IPTC staff members.

ARTICLE VII - MEETINGS

A. The MAC shall hold regular meetings on a bi-monthly basis in odd-numbered months each year. The MAC Chairperson, in coordination with the Secretary, shall set an annual schedule of regular meetings for the following calendar year at its final regular meeting each year. Meetings may be held virtually and/or in person. Any online platform used for virtual meeting participation shall be determined by IPTC and shall be accessible to individuals with disabilities. The location of any in-person meeting shall be as determined by IPTC and the facility at which such a meeting is held shall be accessible by public transportation (fixed route and paratransit) and the meeting room shall be accessible to individuals with disabilities.

B. There shall be an agenda for all MAC meetings.

1. Any MAC member, Board member, or IPTC staff member may submit items to be included on the agenda for a meeting.

2. Items for the agenda should be submitted to the Chairperson and Secretary at least one (1) week prior to the date of each meeting.
 3. When submitting an agenda item, all materials supportive of the item should be submitted at one time.
 4. The Chairperson (or other designated person) shall preside over the meeting following Roberts Rules of Order (most recent edition), shall maintain decorum, and shall adhere to the agenda. The addition of new business that is not on the agenda shall be at the discretion of the Chairperson (or other designated person presiding over the meeting) and shall be at the close of the meeting after all agenda items have been discussed.
- C. The MAC may only vote to take an action or make a recommendation to the Board at a meeting at which a quorum is present. A quorum shall be a majority of the members of the MAC. In the absence of a quorum, the only motion that the Chairperson may entertain is a motion to adjourn the meeting.
- D. Votes to take an action or make a recommendation to the Board shall be by roll call vote of the members present at the meeting following a motion by a member which is seconded by another member. All motions require a majority vote to carry. The Secretary shall call the roll for all votes.
- E. The Secretary shall provide copies of the minutes of all MAC meetings to the members of the MAC and to the Board at the Board's next regularly scheduled meeting following each MAC meeting.

ARTICLE VIII - SUBCOMMITTEES

- A. There shall be a standing subcommittee of the MAC known as the Nominating Subcommittee.
1. The purpose of the Nominating Subcommittee shall be to recruit qualified individuals to serve on the MAC and to nominate those individuals to the Board for an appointment to the MAC.
 2. The Nominating Subcommittee shall be composed of no less than four (4) MAC members appointed by the Chairperson and the Secretary.
 3. The Nominating Subcommittee shall submit nominations for appointments to the MAC to the Board's Service Committee. If approved by the Service Committee, the nomination will be presented to the Board for approval at the Board's next regular meeting following the Service Committee meeting.
- B. The MAC may establish ad hoc subcommittees that may be helpful and relevant to the purpose of the MAC.

1. The Chairperson shall appoint a chairperson for any ad hoc subcommittee established by the MAC. The subcommittee chairperson shall be either a present or former member of the MAC.
2. Other membership on an ad hoc subcommittee is not restricted to MAC members. Members of subcommittees are subject to removal from the subcommittee under the conditions and in the same manner as provided for in the case of a MAC member in Article IV, Section F.
3. Any ad hoc subcommittee established may be dissolved by a majority vote of MAC members.

ARTICLE IX – AMENDMENTS

These Bylaws may be amended by a majority vote of the Board. The Board shall solicit input from MAC members before taking any action to amend these Bylaws.