

# ORGANIZATION & OPERATING PROCEDURES OF THE CENTRAL AREA RURAL TRANSIT SYSTEM (CARTS) ADVISORY COMMITTEE

## **I. Introduction**

The Central Kenai Peninsula Public Transportation Task Force (CKPPTTF), comprised of representatives from local, state, and federal agencies, businesses, social service provider groups, and non-profit organizations, was formed in 1998 in an effort to promote the planning and development of a coordinated public transportation system for the central Kenai Peninsula area. In addition, members of the CKPPTTF formed a Central Kenai Peninsula Public Transportation Steering Committee to provide direct input into the development of the Central Kenai Peninsula Public Transportation Plan. As a result of this planning effort, the Central Area Rural Transit System (CARTS), Inc. was formed in January of 2000 as a non-profit entity whose purpose is to establish, coordinate, and provide quality public transportation and related services for the residents of the central Kenai Peninsula area. Since the incorporation of CARTS, the CARTS Advisory Committee (formerly the Steering Committee) has been formed with the primary responsibility of providing input and recommendations to the CARTS Board of Directors in matters concerning the development, management, and operations of a coordinated public transportation system.

## **II. Objective**

The CARTS Advisory Committee shall promote and facilitate individual, group, and agency involvement in the planning and implementation of a public transportation system by reviewing various projects and issues related to coordinated public transportation and providing recommendations to the CARTS Board of Directors for use in their management and operating decisions.

## **III. Membership**

The CARTS Advisory Committee shall be comprised of not less than five (5) but not more than thirty (30) members, representing a broad cross section of individuals, social service provider groups, non-profit organizations, and local, state, and federal agencies within the CARTS service area. The initial CARTS Advisory Committee will be comprised of the members of the former Central Kenai Peninsula Public Transportation Steering Committee. All appointments thereafter shall be made by a majority vote of the CARTS Advisory Committee membership and in consultation with the CARTS Board of Directors.

All residents living and/or employed within the CARTS service area, except the employees of CARTS, Inc. or members of their immediate households, shall be eligible for membership on the CARTS Advisory Committee. If any person has a conflict of interest, as determined by the CARTS Advisory Committee Chairperson, because such a member, or the members immediate family, has a financial interest in an issue that comes

before the CARTS Advisory Committee, such person shall not be permitted to participate in discussion or vote on said issue.

Membership applications for nomination to the CARTS Advisory Committee may be made by any resident living and/or employed within the CARTS service area.

Upon initial appointment, one-half of the CARTS Advisory Committee shall be appointed to one-year terms. The remaining CARTS Advisory Committee membership shall serve two-year terms. Thereafter, each member shall serve two-year terms. Alternates shall also serve two-year terms. Members of the CARTS Advisory Committee may succeed themselves subject to the approval of the CARTS Advisory Committee membership and with concurrence from the CARTS, Inc. Board of Directors.

Alternates will be assigned numbers one (1) and two (2) by the initial appointment process and are so ranked First Alternate and Second Alternate. In the event of regular member absence, the First Alternate, if present, shall sit in for the absent member with full member rights of participation in conducting the business of the meeting, including voting. In the event that the First Alternate is not present the Second Alternate will substitute for the absent regular member.

Any member of the CARTS Advisory Committee may be removed by a majority vote of the CARTS Advisory Committee and with concurrence of the CARTS, Inc. Board of Directors, provided it is determined that such removal is in the best interest of the CARTS Advisory Committee and the CARTS, Inc.

#### **IV. Officers**

The officers of the CARTS Advisory Committee shall be the Chairperson, Vice Chairperson, and Recording Secretary. The Chairperson or Vice Chairperson shall preside at all CARTS Advisory Committee meetings.

Officers shall hold offices for one (1) year or until their successors are elected.

#### **V. Elections & Voting**

The election of officers shall occur annually in August. All voting shall be by voice vote or show of hands, at the discretion of the Chairperson.

A Nominating Committee appointed by the Chairperson in June shall prepare a listing of candidates to present at the July meeting.

#### **VI. Operations**

The CARTS Advisory Committee will conduct its regular monthly meeting on the second Wednesday of each month at 3:00 PM at a designated meeting place which shall be determined at the prior monthly meeting. Special meetings or work sessions may be

called by two of the three officers with ten (10) days advanced notice to members as to time, date, location, and agenda.

A quorum for meetings shall consist of one (1) officer and a simple majority of the CARTS Advisory Committee membership. Robert's Rules of Order, as revised, shall be the guidance for the conduct of all meetings and the resolution of any procedural matters.

## **VII. Amendments to the Organization & Operating Procedures**

The organizations and operating procedures contained in this document may be amended by the CARTS Advisory Committee by a majority vote during a regular monthly meeting or special meeting and with concurrence of the CARTS, Inc. Board of Directors.