

Local Coordinating Board for Transit

Section 1: Authorization and Purpose

- A. The Local Coordinating Board for Transit is an advisory board established under the authority of the Ozarks Transportation Organization (OTO), which serves as the federally designated metropolitan transportation planning organization (MPO) for the Springfield, Missouri Transportation Management Area. The Local Coordinating Board for Transit will use the 3-C (comprehensive, cooperative, continuing) transportation planning process while considering policies and studies appropriate to the Local Coordinating Board for Transit.
- B. The purpose of the Local Coordinating Board for Transit is to confer with and advise on the effectiveness of coordinating transportation in the Ozarks Transportation Organization study area, and to be a problem-solving entity, where possible. The goals of the Local Coordinating Board for Transit will be the same as those established in the OTO Transit Coordination Plan. In addition, the Local Coordinating Board for Transit will analyze issues arising within the planning area of the Ozarks Transportation Organization from a human services transit perspective and make recommendations to the MPO Board of Directors.

Section 2: Membership

The Local Coordinating Board for Transit shall be composed of people involved in planning, transit, human services, safety, or related fields and whose experience and expertise is valuable for supporting the Ozarks Transportation Organization.

- A. Local Coordinating Board for Transit membership will be comprised of area human services and transportation agencies. The Local Coordinating Board for Transit shall contain no fewer than seven (7) members, but no greater than fifteen (15) members.
- B. Initial Local Coordinating Board for Transit membership will be based upon the Transit Coordination Plan Advisory Team membership with members added or subtracted based upon criteria developed by the Local Coordinating Board for Transit.
- C. Terms of service will be three (3) years with staggered terms. Initial members will serve a one (1) year, two (2) year, or three (3) year term accordingly.

Section 3: Meeting Procedure

- A. The rules of order herein contained shall govern deliberations of the Local Coordinating Board for Transit. Roberts Rules of Parliamentary Procedure herein

shall govern any point of order or rule on debate applicable to the deliberations by this Local Coordinating Board for Transit and not contained.

- B. The Local Coordinating Board for Transit shall establish and approve an annual meeting schedule. MPO Staff will normally initiate meeting notices and Local Coordinating Board for Transit function(s). When providing notification for a meeting at least five days notice will be provided describing the time and location. A proposed agenda should also be provided to ensure that adequate preparation can occur. The five days notice may be waived if extenuating circumstances require an emergency meeting and provided that all members have received actual notice of such meeting.
- C. All meetings of the Local Coordinating Board for Transit shall be open to the general public who may participate at the discretion of the Chairman.
- D. A quorum shall consist of at least one-half of the voting members.

Section 4: Officers

- A. The Local Coordinating Board for Transit shall elect a representative from their membership to serve as Chairman at their initial meeting. The Chairman shall serve a one (1) year term to expire the first meeting of the calendar year following the first full-year of the position. Thereafter, each one (1) year term shall commence at the first meeting of the calendar year and end at the first meeting of the following calendar year. The position of Chairman will be filled using the rotation system set-up by the Local Coordinating Board for Transit.
- B. The Local Coordinating Board for Transit shall elect a Vice-Chairman at their initial meeting. The Vice-Chairman position shall assume the duties of Chairman following his or her respective term. The Vice-Chairman will assume the responsibilities of the Chairman in his or her absence.
- C. Any appointed positions on the Local Coordinating Board for Transit shall commence and/or conclude at the first meeting of the calendar year after the term expiration.
- D. A modification of the Local Coordinating Board for Transit members may occur mid-year if there are changes in staff or resignations.
- E. The Chairperson shall convene and conduct meetings, appoint committees, establish agenda items with the assistance of the MPO staff, and serve to represent the interests and consensus of the Local Coordinating Board for Transit. The Vice-Chairperson shall fulfill all the Chairperson's duties when the Chairperson is not present.

Section 5: Committees

The Chair shall appoint the following standing committees from among qualified voting members of the Local Coordinating Board for Transit, as well as external parties as may be necessary.

- A. Funding Application Committee. The Funding Application Committee shall be responsible for recommending application requirements as well as successful applications to the full membership of the Local Coordinating Board for Transit.
- B. Other Committees. The Chair shall appoint such other committees as required to carry out the goals of the Local Coordinating Board for Transit.

Section 6: Responsibilities

- A. The Local Coordinating Board for Transit shall discuss options, review proposals, and recommend technical methods, procedures, and standards on all policies, reports, programs, and plans related to transit coordination issues, specifically relating to implementing recommendations from the Transit Coordination Plan within the planning area of the Ozarks Transportation Organization.
- B. The Local Coordinating Board for Transit shall discuss and recommend transit coordination plans and programs to the MPO Board of Directors.
- C. The Local Coordinating Board for Transit shall make recommendations to the MPO Board of Directors on federal transit funding allocations, including, but not limited to, FTA Section 5310, 5316, and 5317 funding programs.

Section 7: Staff Support

- A. Staff support shall be provided to the Local Coordinating Board for Transit. This support would include assistance with:
 - a). Facilitating meetings, including preparing agendas, meetings, meeting location;
 - b). Review and approval of the OTO Transit Coordination Plan;
 - c). Various transportation related work plan tasks; and,
 - d). Staff for all committees.

Section 8: Order of Business

- A. The business of the Local Coordinating Board for Transit shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by unanimous consent.
 - 1. Call to Order
 - 2. Approval of minutes of previous meeting(s)
 - 3. Approval of agenda for current meeting(s)
 - 4. Unfinished business
 - 5. New business
 - 6. Presentation of other communications to the Local Coordinating Board for Transit
 - 7. Adjournment

Section 9: Motions

- A. No motion shall be debated or put to a vote unless seconded. When seconded, the proposer shall have the floor.
- B. The motion shall be reduced to writing by the proposer when required by the presiding officer or any members of the Local Coordinating Board for Transit.
- C. When a question is under debate, the following motion shall be in order and shall have precedence over each other in the order stated:
 - 1. To adjourn to a certain day
 - 2. To adjourn
 - 3. To postpone to a certain time
 - 4. To take a recess
 - 5. To lay on the table
 - 6. To previous question
 - 7. To amend

Motions 1-5 shall be decided without debate.

Section 10: Rules of Debate

The presiding officer may move, second, and debate from the Chair and shall not be deprived of any of the rights and privileges of a member by reason of their acting as the presiding officer.