

MARC
OPERATING GUIDELINES
Special Transportation Advisory Committee (STAC)
aka STAC-JARC aka ST-JAP aka Job Access Partnership

These OPERATING GUIDELINES have been assembled to provide a conceptual and structural foundation for the conduct of business by the stakeholder members and peers attending and participating in the planning, programming, and advocacy considerations and actions in and of which the greater STAC committee engages.

I - NAME

The name of the MARC committee shall be the Special Transportation Advisory Committee hereinafter referred to as "STAC".

II – PURPOSE

The purpose of STAC is to provide guidance as determined by simple majority vote of eligible voting members attending any properly scheduled and announced meeting. The framework within which guidance shall be defined is the promotion, acquisition, and oversight of secure and reliable transportation, mobility, and accessibility to and by Special Transportation populations. The population base upon which the Purpose of and for the STAC committee to focus and the issues in which the STAC committee engages shall include but not be limited to issues and extensions of policy, practice and advocacy on behalf of the elderly, disabled, and low-income demographic within the greater Kansas City region.

III– DUTIES

STAC shall advise and make recommendations to the MARC Total Transportation Policy Committee (TTPC) and to MARC's Area Agency on Aging/MARC's Commission on Aging (COA) for either the TTPC or the COA review and recommendation to the MARC Board of Directors. Complementary presentations shall also be conducted with the MARC Transit Committee.

The duties of the STAC committee shall include but not be limited to the following issues and activity areas:

- A. STAC shall provide comprehensive contributions to mobility issues within the regions Long Range Transportation Plan as well as provide construction, maintenance and oversight of the areas urban Federal Transit Administrations mandated Coordinated Public Transportation-Human Service Transportation Plan.
- B. STAC shall make recommendations to the TTPC on the Competitive Selection of Projects to be funded by the areas urban Federal Transit Administration (FTA) Section 5316 Job Access program.
- C. STAC shall make recommendations to the TTPC on the Competitive Selection of projects to be funded by the areas urban Federal Transit Administration Section 5317 New Freedom program.

- D. STAC shall make recommendations to the TTPC by conducting a Review and Ranking of applicant requests for vehicles on behalf of the FTA Section 5310 program primarily for capital acquisitions by nonprofit agencies administered by the Missouri Department of Transportation.
- E. STAC shall make contributions to the regions maintenance of the Transportation Improvement Program (TIP).
- F. STAC shall provide a Public Community Forum for the Commission on Aging as an opportunity for public input and guidance regarding transportation programs funded through the MARC Commission on Aging.
- G. STAC shall maintain ongoing and positive relationships with state and federal agencies as well as regional Associations, Alliances, Districts, and the regions Transit and Paratransit systems of users, funders, operators, managers and administrators.
- H. STAC may make additions and modifications to these duties as policies, plans, and programs are developed.

IV – MEMBERSHIP

Membership on STAC shall adhere to the principles of being Community Oriented, Open, Inclusive, Transparent, Participatory, Peer-Based, and Stakeholder-centered.

COMMUNITY BASED

The Special Transportation Advisory Committee recognizes that communities may be defined in terms of political subdivisions, corporate status, physical or emotional health or disability, and age based or income centered. STAC advocates for **improvements that serve the common interests of the various communities** that impact the mobility environments among the region's transportation accessible options.

OPEN - Membership on the Special Transportation Advisory Committee shall be open to all participating transportation, mobility, and accessibility Stakeholders of the greater Kansas City region.

INCLUSIVE - Membership on the Special Transportation Advisory Committee shall be inclusive by opening the membership to all participating transportation, mobility, and accessibility Stakeholders of the greater Kansas City region.

TRANSPARENT - The conduct of business by the membership of the Special Transportation Advisory Committee shall be transparent with consensus positions identified using open voting and/or statistical averaging of the opinions expressed by members deemed eligible to vote by virtue of attendance as determined by the full membership.

PARTICIPATORY - All attending persons at an appropriately announced meeting of the committee shall be considered a committee member and have the self-determined option of casting a vote as a **STAKEHOLDER** on any issue brought before the committee, EXCEPT, as an incentive to attend and be participatory in voting on particularly detailed issues requiring an informed awareness the full committee may establish an attendance level that pre-qualifies members as **ELIGIBLE** to vote on said detailed issues. In these Committee determined circumstances the established attendance-based level of eligibility shall qualify stakeholder participants as **PEERS**.

V –MEETINGS

Notices and tentative agendas shall be sent to the distribution list of attendee's and non-attendee representatives as regularly circulated with all properly announced meeting notices. Media representatives shall be included on the distribution list. Such notice shall state the date time, and place of the meeting.

The STAC committee shall meet as often as necessary in order to respond to its responsibilities. The Committee shall establish the second Wednesday of each month as its regularly scheduled monthly meeting and all regular meetings shall be preceded by a properly announced Meeting Notice in a manner consistent with historical pattern.

Special meetings may be called and scheduled by the Chair as needed to facilitate the intent of responding to the Purpose of the STAC committee.

Quorum - At all meetings of the Special Transportation Advisory Committee, a simple majority of the attending members shall constitute a quorum and have authority to transact business.

Unless otherwise determined by the committee, a member is considered in attendance when self-introductions are made and or the attendance sheet is self-signed.

Subcommittees or Work Groups may be established by the Committee to address specific issues identified by the committee at a regularly and properly announced meeting of the committee. Subcommittees may also meet on the same day as that of the full committee.

VI – OFFICERS

Officers of the Special Transportation Advisory Committee shall consist of a Chairperson and a vice-chairperson. MARC staff shall serve as a functioning Secretary without an official designation as an Officer. The term of office shall be one year beginning at the January meeting. If a January meeting is not held the officers shall be elected at the first properly announced and held meeting in the new calendar year. The Chair and the Vice Chair shall be from opposite states. There shall be no automatic succession among the officers, and officers may succeed themselves if elected by simple majority vote by the members attending a properly announced meeting of the Special Transportation Advisory Committee.

The Chairperson shall lead the meetings and in consultation with MARC staff resource person is responsible for developing Committee agendas, notices, and summaries.

The Vice-chair shall assist the Chair in leading the meetings. If the Chair cannot attend a meeting, the Vice-chair shall lead the meeting. In the event of resignation or incapacity of the Chair, the Vice-Chair shall become the Chair for the unexpired portion of the term.

The MARC staff committee resource person serving as the functioning Secretary shall take attendance at all meetings and provide a meeting summary. The Secretary shall rely on the Chair to validate the accuracy of Meeting Summaries as the opening agenda item at each properly announced meeting of the STAC committee.

VII – STAFF

The STAC committee shall rely on staff provided by the Mid America Regional Council. Staff shall assist the Officers of the Committee and Committee-designated subcommittees/Working Groups in fulfilling their duties and responsibilities.

VIII – SUBCOMMITTEES

Subcommittees or Working Groups shall be designated by the Chairperson as necessary to investigate and report on specific subject areas of interest to the STAC committee with the consent of a simple majority of the members attending any properly announced meeting of the STAC committee. These Subcommittees/Working Groups are automatically dissolved upon completion of the assignment.

IX – CONDUCT OF BUSINESS

The STAC committee and Working Committees shall conduct business in general accordance with Robert's Rules of Order.

X – ADOPTION AND AMENDMENT

These Operating Guidelines shall be adopted by a majority vote of STAC committee members present at a regular meeting provided they have been properly announced and distributed to each member in a manner consistent with the historical distribution of STAC meeting notices. These Operating Guidelines may be amended by a simple majority vote of the Committee members at a regular meeting provided that the proposed amendments have been distributed to each member in a manner also consistent with the historical distribution of STAC meeting notices.

XI – CERTIFICATION

These Guidelines supercede existing previous by-laws and operating guidelines as of the date adopted by the STAC committee on February 11, 2009