



TRANSIT RIDERS ADVISORY COMMITTEE BY-LAWS



Date Approved: December 2, 2009

Dates Amended: August 7, 2018; December 6, 2022

ARTICLE I -NAME

The name of the advisory group shall be the Des Moines Area Regional Transit Authority (DART) Transit Riders Advisory Committee and may be referred to as "TRAC."

ARTICLE II -MISSION

MISSION STATEMENT:

The Mission of TRAC is to increase rider input so decisions made by DART and the DART Commission are more informed and better represent the will and need of riders. This mission is consistent with DART's goal to encourage public input in order to provide the best service to all of its customers.

GOALS:

- Develop rider awareness of TRAC and of the opportunities that TRAC provides for riders to make their voices heard.
- Ensure the decision-making process clearly reflects riders' needs and concerns.
- Aim for a high level of rider satisfaction with DART.

RESPONSIBILITIES:

TRAC shall serve in an advisory capacity to the DART Commission and may work with staff to:

- Study, analyze, investigate and make recommendations to the DART Commission and staff on transit issues, projects and policies that impact riders;
- Become familiar with the DART system, policies and fare structure;
- Become familiar with the budget process and the levy allocation method;
- Review, analyze and prepare recommendations on issues that relate to transit in the Greater Des Moines communities;
- Develop methods to regularly and actively seek community input;
- Develop recommendations which take into consideration the needs of people throughout the DART service area, and which consider the financial impacts of different solutions on both customers and DART.

COMMUNICATION WITH BOARD AND STAFF:

TRAC shall submit recommendations on transit related projects, policies and issues as requested by the Commission as well as provide updates on TRAC discussions at the corresponding DART Commission Meeting.

The DART Commission will give careful and due consideration to TRAC's recommendations before taking any final action; TRAC recommendations shall be considered only advisory in nature.



TRAC does not have authority to act or obligate the DART Commission, its officials, or DART Staff.

A DART staff member shall be designated by the Chief Executive Officer as the "TRAC liaison." The liaison will be the primary staff contact for TRAC members and be responsible for coordination between TRAC and the Commission.

ARTICLE III -MEMBERSHIP PRIVILEGES

COMPOSITION:

TRAC shall be composed of eleven (11) members. These 11 members will include five (5) riders representing DART's fixed route (Express Routes and Local Routes, with at least 1 rider for Express and 1 rider for Local), three (3) riders representing DART's mobility services (Paratransit, On Call, and DART On Demand) and at-large membership to include three (3) members representing key constituencies such as refugees, seniors 65+, students, low-income individuals or millennials.

All 11 members must reflect a broad representation of people from different geographic locations of DART's service area and not any particular advocacy group. Membership shall reflect a broad array of age, gender, race, culture and disabilities so as to best reflect the concerns of riders. DART employees, family members and elected officials are not eligible for membership on TRAC.

SELECTION PROCESS FOR MEMBERS:

Applications will be solicited on an annual basis, corresponding to the expiration of terms of service. If all members are re-elected for the second term, the solicitation process will be postponed until there is a vacancy to fill. All applications are valid for one year.

After the application deadline has passed, a team of DART staff, headed by the TRAC liaison, will review applications and determine candidates to recommend to the Board of Commissioners. Once recommendations have been determined, they will be brought to the Executive Committee of the Board and then the next Commission meeting to present for final approval.

TRAC MEMBER REQUIREMENTS:

In order to be considered for TRAC, and to remain an active TRAC member, riders must:

- Be regular users of DART provided services. Frequent use of the system is encouraged to keep a strong connection to fellow riders and the system.
- Be able to attend 2/3 of the scheduled TRAC meetings and notify DART staff if unable to attend. Attendance by conference call, webinar or other such technology is permitted.
- Be willing to participate in projects or events outside of regularly scheduled TRAC meetings as needed or as requested.



TERM OF OFFICE:

1. The term for each member shall be two (2) years or until replaced by the appointment of a new member by the Commission.
2. Terms shall follow the calendar year and commence in January after action by the Commission, and shall expire on December 31.
3. Members are eligible to serve two (2) terms, or four (4) years in total, if re-elected by the Commission.

ARTICLE IV -PROCEDURES

ELECTED LEADERSHIP:

The Chair and Vice-Chair shall be nominated by another TRAC member or may be self-nominated. Nominations shall occur at the second to last meeting of the calendar year prior to an expiring term. A paper ballot will be prepared containing all eligible nominees, and a vote will be conducted at the last meeting of the calendar year. The Chair must win the vote by a fifty percent (50%) majority. The Vice – Chair may be a separate vote or may be the next highest vote receiver in the election for Chair.

The term of service for both Chair and Vice Chair is a maximum of two years.

MEETING PROCEDURE:

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| Call to Order | Means EVERYONE is QUIET then the meeting can begin. |
| Quorum | Must have 60% of appointed members present in a meeting before any motions can be voted on. The Vice-Chair will conduct roll call. |
| Minutes | The committee will be asked to announce any errors or omissions. Following this, the minutes will be adopted. |
| Agenda | Additions to the agenda should be emailed to the TRAC liaison no later than the day before the meeting (Tuesday) as to allow enough time to have a current agenda available for the meeting on Wednesday. |
| Action items | After presentation and discussion of each item, the committee will take action to approve, deny, or table to a later date. |
| Discussion Items | Each item will be presented by the Chair, staff, or external speakers and will be followed by discussion by the group. |
| Public Comment | Each person present to speak should keep their comments to a minimum, and should not exceed five (5) minutes. Topics discussed should be relevant to agenda items or may be recommended for future agenda topics. The public is restricted to speak only during the designated time as noted on the agenda. |
| Future Items | TRAC members may recommend topics to discuss at future meetings. |
| Other | The next TRAC meeting date/time/location is confirmed with every member present, in addition to the next DART Commission meeting. |

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Date Amended: August 7, 2018



Motion to Adjourn This motion will officially close the meeting.

MEETING RULES:

- Attendance** Attendance is required unless there is an acceptable and reasonable cause for missing meetings. The contact for missing a meeting is the TRAC Liaison, as they will deal with missed attendance. Members shall make a concerted effort to be present for 2/3 of meetings per year. Failure to communicate absences, or meet the attendance requirements could result in removal from TRAC.
- Obtaining the Floor** Every member present at meetings shall have the opportunity to have their say. When a member would like to speak, they must raise their hand until the Chair recognizes them. In order to make sure everyone gets a chance to speak, the speaker will raise their hand in order to be recognized. Once they have been recognized, each person with their hand raised will get a chance to speak BEFORE going back to a speaker for the second time.
- Motions** Motions are made when an issue relevant to TRAC requires TRAC approval. Every motion requires a mover and most require a seconder before it can be discussed. Some motions are non-debatable (for example: adjournments, recesses, tabling). Motions should be relevant to the meeting or organization concerned; they should be affirmative or positive with regard to doing something; they should not be argumentative but capable of a conclusion; and they should not be offensive or contain improper language.
- Table** To table a motion means to put it on hold until it is brought back from the table. Both a motion to table and a motion to bring back from the table require a seconder and a simple majority.
- Call to Questions** When any member feels like the discussion has gone far enough, he/she may call to question. At this point TRAC votes on whether to end the discussion (must have 2/3 majority). If the discussion ends, the motion is reread and a vote on the motion is taken.
- Voting** Voting will be done by a verbal "Yea" or "Nay" or by a show of hands, unless it is motioned that a vote be done by secret ballot. If a member chooses to abstain from voting, that member will be asked if he/she wants to be noted. This means that he/she will appear in the minutes that he/she has abstained.
- Discussion procedures**
- 1) No one may speak longer than five (5) minutes without permission of the committee.
 - 2) No member shall interrupt another member; criticism is aimed at an idea, not a person.
 - 3) When discussion becomes repetitive, call to question is initiated or the chair can call an end of discussion and voting will take place.