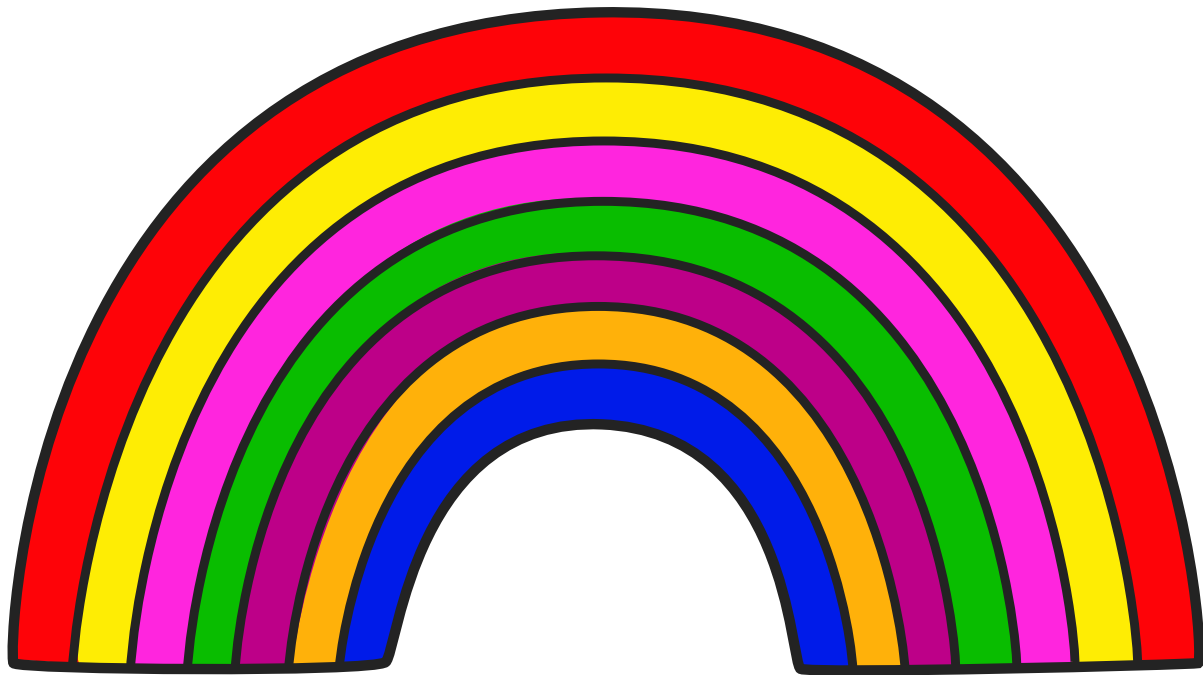


Paratransit Riders Council



Bylaws

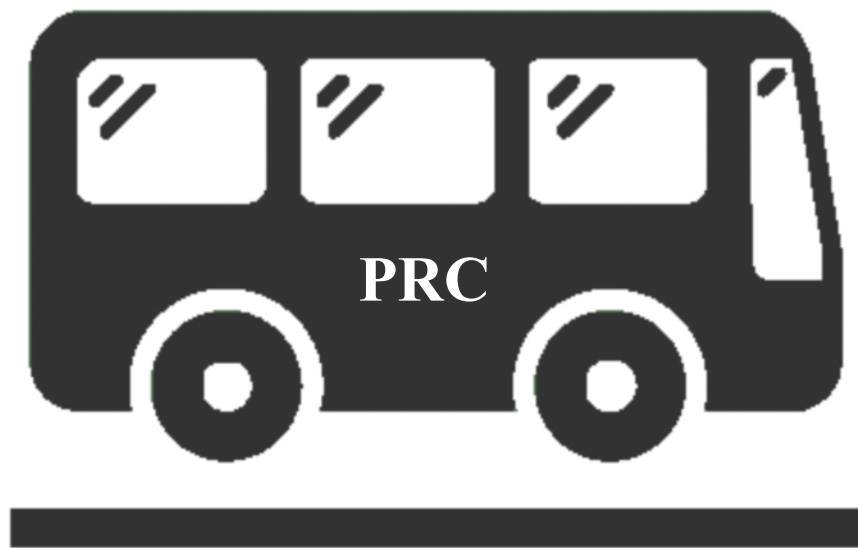
Paratransit Riders Council



Bylaws

(Revised 2020)

Paratransit Riders Council



Bylaws

(Revised 2020)

Draft Bylaws PRC

Article 1: Organization/ Place of Business

- 1.1 Name: The name of this organization shall be the Paratransit Riders Council of the Pioneer Valley Transit Authority, hereafter referred to as the PRC or the Council.
- 1.2 This Council shall perform in accordance with the duties and purpose to which it was intended as stated in 3.01
- 1.3 The operating year of the Council Shall be from Jan 1 to December 31
- 1.4 Business Address will be the Paratransit Riders Council / CO the PVTA 2808 Main St. Springfield MA 01107

Article 2: Mission and Purpose

2.01 Mission: The mission of the PRC is to;

“provide a forum for paratransit riders to provide regular input to the PVTA and encourage positive change in the paratransit service with a goal of finding solutions to accessibility and rideability in the community.”

2.02 Purpose;

The PRC’s primary goal is to provide an opportunity for paratransit riders to have greater input in ongoing operations and goal setting. To that end the Committee exists to encourage and support the following activities

- *Provide a forum for the concerns of persons living with disabilities and mobility challenges in the PVTA’s service areas.*
- *Provide an opportunity to review current PVTA policies, services, and procedures that affect those living with disabilities and mobility challenges.*
- *Prepare input for the Manager of Paratransit Services and the Director of Transit Operations about issues affecting persons living with disabilities and mobility challenges.*
- *Assist the Manager of Paratransit Services and the Director of Transit Operations in planning for services and service changes that may impact persons living with disabilities and mobility challenges.*
- *Provide technical assistance and advice about serving persons living with disabilities and mobility challenges.*

2.03; Duties

The Council shall meet at least monthly to perform, at a minimum, the following tasks:

- (a) Provide input to the Manager of Paratransit Services and the Director of Transit Operations. The scope of input should include but is not limited to;
 - i. information regarding the effectiveness of the Paratransit service provided.
 - ii. input regarding PVTA’s short- and long-range plans to enhance public transportation services for the mobility impaired in accordance with the ADA.
 - iii. The Committee will be responsible to solicit input and encourage greater participation from the larger paratransit rider community.
- (b) Review ADA-related segments of public transportation plans, review progress toward goals outlined in the plans, and recommend modifications to plans as appropriate.
- (c) Consider passenger concerns concerning paratransit service and ADA issues related to fixed-route service.

Article 1 – Organization

1.01 – Name. The name of this organization shall be the Paratransit Riders Council of the Pioneer Valley Transit Authority, hereafter referred to as the PRC or the Council.

1.02 – Council Performance. This Council shall perform in accordance with the duties and purpose to which it was intended as stated in Article 2 – Mission and Purpose.

1.03 – Operating Year. The operating year of the Council Shall be from January 1 to December 31.

1.04 – Business Address. The Business Address will be the Paratransit Riders Council, c/o the PVRTA, 2808 Main St., Springfield, MA 01107-1513.

Article 2 – Mission and Purpose

2.01 – Mission. The mission of the PRC is to “provide a forum for paratransit riders to provide regular input to the PVRTA and encourage positive change in the paratransit service with a goal of finding solutions to accessibility and rideability in the community.”

2.02 – Purpose. The PRC’s primary goal is to provide an opportunity for paratransit riders to have greater input in ongoing operations and goal setting. To that end the Committee exists to encourage and support the following activities:

- a. Provide a forum for the concerns of persons living with disabilities and mobility challenges in the PVRTA’s service areas.
- b. Provide an opportunity to review current PVRTA policies, services, and procedures that affect those living with disabilities and mobility challenges.
- c. Prepare input for the Manager of Paratransit Services and the Director of Transit Operations about issues affecting persons living with disabilities and mobility challenges.
- d. Assist the Manager of Paratransit Services and the Director of Transit Operations in planning for services and service changes that may impact persons living with disabilities and mobility challenges.
- e. Provide technical assistance and advice about serving persons living with disabilities and mobility challenges.

2.03 – Duties. The Council shall meet at least monthly to perform, at a minimum, the following tasks:

- (a) Provide input to the Manager of Paratransit Services and the Director of Transit Operations. The scope of input should include but is not limited to:
 - i. information regarding the effectiveness of the Paratransit service provided.
 - ii. input regarding PVRTA’s short- and long-range plans to enhance public transportation services for the mobility impaired in accordance with the ADA.
 - iii. the Committee will be responsible to solicit input and encourage greater participation from the larger paratransit rider community.
- (b) Review ADA-related segments of public transportation plans, review progress toward goals outlined in the plans, and recommend modifications to plans as appropriate.
- (c) Consider passenger concerns concerning paratransit service and ADA issues related to fixed-route service.

Bullets related by letters >>

(d) Educate the community-at-large, persons living with disabilities, and other key stakeholders about paratransit needs/issues in order to garner community support and increase the effective use of paratransit services.

Article 3 Membership:

3.01 The committee consists of 15 members Representing the rider community (mobility impaired and those over the age of 60) or their representatives. Representatives are defined as staff members of agencies that support mobility impaired individuals or those age 60 and over. Up to 3 members may be representing agencies that support people with disabilities or those 60 and over. Agencies may designate an alternate member, but each seat represented by an agency representative will have only one vote. The member and the alternate may attend but both may not vote. (See page 9)

3.02 The Director of Transit Operations or his/her designee and the General Manager of the Paratransit operator or his/her designee are ex officio members.

3.03 Terms of membership: 3-year terms. Initial terms will be staggered by lottery with 5 members being appointed to 1-year terms, 5 to two-year terms and the remaining 5 appointed to three-year terms. Each PRC member is eligible to serve at least a second term.

3.04 The bylaw subcommittee does not at this time recommend term limits. This subject should be reviewed by the bylaws subcommittee and recommendation made to the full council by Dec. 2022.

3.05 Terms will begin in April and conclude the last day of March of the appropriate year. The annual meeting for the purpose of electing officers, voting on bylaw changes and other organization matters shall occur in April. (This has been moved to new 4.03)

3.06 Council members shall be selected according to the following formula:

1 member each will be chosen to represent the largest communities in terms of ridership for the communities of Amherst, Chicopee and Holyoke. Springfield, by virtue of its significant ridership, shall have 2 representatives who shall serve non-concurrent terms,

7 Additional members will be chosen to represent the following areas;

Eastern Hampden/Hampshire: representing, Belchertown, Palmer, Ware. 1 representative

Central Hampden; Representing, Hampden, Ludlow, Wilbraham. 1 Representative

Southern Hampden; Representing, Agawam, East Longmeadow, Longmeadow. 1 representative

Western Hampden; Representing, West Springfield, Westfield. 1 Representative

Hampden Hampshire A; Representing, Hadley, Leverett, Sunderland and Pelham. 1 Representative

Hampden Hampshire B; Representing, Easthampton, Granby and South Hadley. 1 Representative

Hampshire North; Representing Northampton, Williamsburg. 1 Representative

Each community or region may determine the method of selection for members in accordance with the provisions of these bylaws. Selection methods may include recommendation by a governing body or bodies or some other generally accepted method.

Whenever possible communities should rotate membership through each district community as terms expire.

The remaining three members shall be appointed by the PVTA to and may include representatives of agencies that serve members who make up the paratransit rider community.

In the event that a community or region fails to appoint a representative at the expiration of a term, the PVTA shall make an appointment to fill the vacancy. If the PVTA makes such an appointment every attempt will be made to appoint a member from the community(ies) in question.(This was made in a separate rule 3.07)

3.07; Membership on the PRC is open to all in accordance with the provision of these bylaws. No individual shall be excluded from membership on the basis of race, creed, color, religion, national origin, sex, sexual orientation, gender identity, age, or physical/mental disability. (New number 3.08)

PRC BYLAWS REVISED

- (d) Educate the community-at-large, persons living with disabilities, and other key stakeholders about paratransit needs/issues in order to garner community support and increase the effective use of paratransit services.

Article 3 – Membership

3.01 – Council Membership. The committee consists of 15 members Representing the rider community (mobility impaired and those over the age of 60) or their representatives. Representatives are defined as staff members of agencies that support mobility impaired individuals or those age 60 and over. Up to 3 members may be representing agencies that support people with disabilities or those 60 and over. Agencies may designate an alternate member, but each seat represented by an agency representative will have only one vote. The member and the alternate may attend but **only one may vote.** (NEEDED CLARIFICATION) (See page 9)

3.02 – Ex Officio Members. The Director of Transit Operations or his/her designee and the General Manager of the Paratransit operator or his/her designee are ex officio members.

3.03 – Terms of membership. **Membrship shall be** 3-year terms. Initial terms will be staggered by lottery with 5 members being appointed to 1-year terms, 5 to two-year terms and the remaining 5 appointed to three-year terms. Each PRC member is eligible to serve at least a second term.

3.04 – Term Limits. The bylaw subcommittee does not at this time recommend term limits. This subject should be reviewed by the bylaws subcommittee and recommendation made to the full council by Dec. 2022.

3.05 – Membership Terms. Terms will begin in April and conclude the last day of March of the appropriate year. **Elections take place at the Annual Meeting.**

3.06 – Selecting Council Members. Council members shall be selected according to the following formula:

- (a) 1 member each will be chosen to represent the largest communities in terms of ridership for the communities of Amherst, Chicopee and Holyoke. Springfield, by virtue of its significant ridership, shall have 2 representatives who shall serve non-concurrent terms,
- (b) 7 Additional members will be chosen to represent the following areas; Eastern Hampden/Hampshire: representing, Belchertown, Palmer, Ware. 1 representative
- (c) Central Hampden; Representing, Hampden, Ludlow, Wilbraham. 1 Representative
- (d) Southern Hampden; Representing, Agawam, East Longmeadow, Longmeadow. 1 representative
- (e) Western Hampden; Representing, West Springfield, Westfield. 1 Representative
- (f) Hampden Hampshire A; Representing, Hadley, Leverett, Sunderland and Pelham. 1 Representative
- (g) Hampden Hampshire B; Representing, Easthampton, Granby and South Hadley. 1 Representative
- (h) Hampshire North; Representing Northampton, Williamsburg. 1 Representative
- (i) Each community or region may determine the method of selection for members in accordance with the provisions of these bylaws. Selection methods may include recommendation by a governing body or bodies or some other generally accepted method. Whenever possible communities should rotate membership through each district community as terms expire.
- (j) The remaining three members shall be appointed by the PVTA to and may include representatives of agencies that serve members who make up the paratransit rider community.

3.07 – Failure to Appoint. In the event that a community or region fails to appoint a representative at the expiration of a term, the PVTA shall make an appointment to fill the vacancy. If the PVTA makes such an appointment every attempt will be made to appoint a member from the community(ies) in question. (was 3.06k)

3.08 – Provision For Membership. Membership on the PRC is open to all in accordance with the provision of these bylaws. No individual shall be excluded from membership on the basis of race, creed, color, religion, national origin, sex, sexual orientation, gender identity, age, or physical/mental disability.

3.09 – Open Membership. Membership on the PRC is open to any eligible individual without cost or fee.

PRC BYLAWS ORIGINAL

3.08: Membership on the PRC is open to any eligible individual without cost or fee. (new number 3.09)

3.09: Vacancies: should a seat become vacant for any reason during the term of any member such vacancy will be filled as follows; (new number 3.10)

- (a) The opening will be advertised in a manner to be determined (notification on community websites, social media, PVRTA website, etc) for a minimum of 15 days
- (b) The Council shall consider nominations and select a replacement at a regularly scheduled meeting
- (c) A simple majority of those present and voting shall be required to confirm the appointment.
- (d) Members appointed in this manner should reside in the district / community served by the member whose absence created the vacancy
- (e) Members appointed in this manner shall serve the remaining term of the position being filled

Article 4: Meetings

4.01: The Paratransit Riders Council of the PVRTA will hold regular meetings on such dates and at such times and places as may from time to time be designated by the Chairman. One regular meeting each year shall coincide with the annual meeting in April.

4.02: Special meetings may be called by the chairperson in response to urgent issues that may require immediate attention.

4.03) (NEW from 3.05)

4.03 Notices meetings shall be called with written notice (email or mailed); draft minutes shall be sent with the meeting notice. Members are required to notify the secretary of the preferred method of contact. (New number 4.04)

4.04 Roberts Rules the basics (as adopted at first meeting) shall be the operating rules of this board. (New number 4.05)

4.05 A quorum shall be defined as simple majority (8) of Council members. Whenever a quorum is not present official meetings cannot be conducted. (New number 4.06)

Article 5: Officers:

5.01: Officers shall include Chair, Vice-Chair, Secretary

5.02: Duties of the Chair shall be to conduct and call meetings, speak for the council and act as liaison between PVRTA, NEXT and the Council and other duties as delegated by the council

Duties of the vice chair are to assist the chair and function as chair in their absence (new number 5.03)

Secretary, to take minutes and provide appropriate notice and to function in the role of chair when the chair, and vice chair are absent. (new number 5.04)

5.03: All officers shall serve one-year terms and shall be selected at the Annual meeting in April. In the event that the election of officers cannot be completed at the Annual meeting, said officers shall be chosen at the next scheduled meeting as the first order of business. (new number 5.05)

PRC BYLAWS REVISED

3.10 – Vacancies. Should a seat become vacant for any reason during the term of any member such vacancy will be filled as follows;

- (a) The opening will be advertised in a manner to be determined (notification on community websites, social media, PVRTA website, etc) for a minimum of 15 days
- (b) The Council shall consider nominations and select a replacement at a regularly scheduled meeting
- (c) A simple majority of those present and voting shall be required to confirm the appointment.
- (d) Members appointed in this manner should reside in the district / community served by the member whose absence created the vacancy
- (e) Members appointed in this manner shall serve the remaining term of the position being filled

Article 4 – Meetings

4.01 – Regular Meetings. The Paratransit Riders Council of the PVRTA will hold regular meetings on such dates and at such times and places as may from time to time be designated by the **Chairperson**. One regular meeting each year shall coincide with the annual meeting in April.

4.02 – Special Meetings. Special meetings may be called by the chairperson in response to urgent issues that may require immediate attention.

4.03 – Annual Meeting. The annual meeting for the purpose of electing officers, voting on bylaw changes and other organization matters shall occur in April. (New from 3.05)

4.04 – Notices. Meeting notices shall be called with written notice (email or mailed). Draft minutes shall be sent with the meeting notice. Members are required to notify the secretary of the preferred method of contact.

4.05 – Meeting Rules. Robert’s Rules – the basics (as adopted at first meeting) shall be the operating rules of this board. The Basic Rules will be found at the end of the Bylaws on page 5.

4.06 – Quorum. A quorum shall be defined as simple majority (8) of Council members. Whenever a quorum is not present official meetings cannot be conducted.

Article 5 – Officers

5.01 – Officers. Officers shall include **Chairperson**, Vice-**Chairperson** and Secretary.

5.02 – Duties of the Chairperson. The **Chairperson** shall conduct and call meetings, speak for the council and act as liaison between PVRTA, NEXT and the Council and other duties as delegated by the council.

5.03 – Duties of the Vice-Chairperson. The Vice-**Chairperson** shall assist the **Chairperson** and function as Chairperson in his/her absence.

5.04 – Secretary. The Secretary shall take minutes and provide appropriate notice and to function in the role of **Chairperson** when the **Chairperson** and Vice-**Chairperson** are absent.

5.05 – Terms. All officers shall serve one-year terms and shall be selected at the Annual Meeting in April. In the event that the election of officers cannot be completed at the Annual Meeting, said officers shall be chosen at the next scheduled meeting as the first order of business.

5.06 – Consecutive Terms. Any officer seeking to serve more than two consecutive terms must receive votes from at least 2/3 of the members present and voting unless no other member seeks to serve in that role.

Article 6 – Committees

6.01 – Committees. The Council may create sub-committees as needed. Membership on each subcommittee

5.04: Any officer seeking to serve more than two consecutive terms must receive votes from at least 2/3 of the members present and voting unless no other member seeks to serve in that role. (new number 5.06)

Article 6: Committees

6.01; The Council may create sub-committees as needed. Membership on each subcommittee shall be appointed by the Chair

6.02: There will be a standing bylaw committee that must meet at least once per year and make recommendations to the Council regarding bylaw changes. The committee may report that there is no need for changes if this is the case.

6.03: Appointments to subcommittees will be reviewed annually by the Chair

Article 7: General Provisions

7.01: Public Meeting All meetings of the Council are open to the public. Citizens are welcome and are encouraged to comment during the designated portion of the agenda.

7.02: Conflict of Interest No member of the PRC shall vote on any matter that would involve an actual or perceived conflict of interest.

7.03: Invalid Provision; If any part of these bylaws is held invalid or inoperative for any reason, the remaining parts, so far as possible and reasonable, shall remain valid and operative.

Article 8: Amendments

8.01: These bylaws may be altered, amended, repealed or added to when necessary upon recommendations by the bylaw subcommittee

8.02: Recommendations of the bylaw subcommittee must be submitted to the Chair of the Council and the proposed bylaw must be included for discussion on the agenda at a regular meeting of the Council. No action may be taken on the proposed bylaw change at the initial meeting at which it is presented.

8.03: Proposed changes must be submitted to all Council members in writing (email or other electronic conveyance is acceptable) and must be posted on the PVTA website and made available for comment from the paratransit rider community for at least 15 days.

8.04: Proposed bylaw changes may be voted upon at the next regular meeting of the Council after which the

PRC BYLAWS REVISED

shall be appointed by the **Chairperson**.

6.02 – Bylaw Committee. There will be a standing bylaw committee that must meet at least once per year and make recommendations to the Council regarding bylaw changes. The committee may report that there is no need for changes if this is the case.

6.03 – Appointments. Appointments to subcommittees will be reviewed annually by the **Chairperson**.

Article 7 – General Provisions

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8.02 – Recommendations. Recommendations of the bylaw subcommittee must be submitted to the Chairperson of the Council and the proposed bylaw must be included for discussion on the agenda at a regular meeting of the Council. No action may be taken on the proposed bylaw change at the initial meeting at which it is presented.

8.03 – Proposed Changes. Proposed changes must be submitted to all Council members in writing (email or other electronic conveyance which is acceptable) and must be posted on the PVTA website and made available for comment from the Paratransit Rider Community for at least 15 days.

8.04 – Voting. Proposed bylaw changes may be voted **on** at the next regular meeting of the Council after which the change was initially submitted, provided the provisions of **7.03 – Invalid Provision** have been met.

Robert's Rules of Order – the Basics

- Justice and courtesy for all
- Maintenance of order
- Consideration of one item at a time
- All sides get heard
- Ability for each member to provide input
- Majority rule
- Protection of the rights of all members including the minority

Basic Principles

- All members have equal rights, privileges and obligations
- No person can speak until recognized by the chair
- Personal remarks during debate are out of order
- Only 1 question at a time may be considered, only 1 person may have the floor at any time
- Members have a right to know what the immediately pending question is and to have it restated before a vote is taken
- Full and free discussion of every main motion is a basic right
- A quorum must be present for business to be conducted
- A majority decides a question except when basic rights of members are involved or a rule provides otherwise.
- A 2/3 vote is required for any motion that deprives a member of right in any way (e.g., cutting off debate)
- Those who do not vote allow the decision to be made by those who do vote.
- The Chair should always remain impartial

Basic Definitions

Motion – A formal proposal made to bring a subject before an assembly for its consideration and action. Begins with “I move that...”

Second – A statement by a member who agrees that the motion made by another member be considered. Stated as “Second,” or “I second the motion.”

Amendment – Before the vote is taken on a motion, it may be amended by:

- Striking out words
- Inserting or adding words
- Striking out words and inserting others in their place
- Substituting one (1) paragraph or resolution for another

Quorum - the minimum number of members who must be present in order for a PTA to conduct business. The quorum can be found in the local unit's bylaws. For boards and committees, unless stated in the bylaws, the quorum is a majority of the members. PTAs cannot take votes on business matters unless a quorum is present.

Presiding officer/Chair – The individual who facilitates the meeting, usually the President. In the absence of the President, if none of the Vice Presidents are in attendance, the Secretary calls the meeting to order and conducts an election for a Chairman Pro Tem (a presiding officer for that meeting only)

Role of the Presiding officer

- To introduce business in proper order per the agenda
- To recognize speakers
- To determine if a motion is in order
- To keep discussion germane to the pending motion

APPENDIX — Basic Robert's Rules

(Note that any reference to "he" or "him" will be understood as "he/she" or "him/her")

Robert's Rules of Order – the Basics

- Justice and courtesy for all
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- Majority rule
- Protection of the rights of all members including the minority

NOTE
Any mention of Chair or Chairman was replaced with Chairperson.

Basic Principles

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Role of the Presiding officer

- To introduce business in proper order per the agenda
- To recognize speakers
- To determine if a motion is in order
- To keep discussion germane to the pending motion

- To maintain order
- To put motions to a vote and announce results

General procedure for Handling a Main Motion

- A member must obtain the floor by being recognized by the chair
- Member makes a main motion
- A motion must be seconded by another member before it can be considered
- If the motion is in order, the chair will restate the motion and open debate
- The maker of a motion has the right to speak first in debate
- The main motion is debated along with any secondary motions that are debatable.
- Debate on Subsidiary, Privileged and Incidental motions (if debatable or amendable) take precedence over debate on the main motion and must be decided before debate on the main motion can continue.
- Debate is closed when:
 - Discussion has ended,
A 2/3 vote closes debate (“call the previous question” or “call the question”)
- The chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes
- The chair calls for a vote by asking “All in favor?” Those in favor say “Aye.” Then asking “All opposed?” Those opposed will say “no”
- The chair announces the result

General rules of Debate

- No member may speak until recognized by the chair
- All discussion must be relevant to the immediately pending question
- No member can speak more than twice to each debatable motion. The second time takes place after everyone wishing to debate the motion has had an opportunity to speak once
- No member can speak more than ten minutes or as decided by members. Many groups limit debate to three (3) minutes per speaker by general consent at the beginning of the meeting.
- All remarks must be addressed to the chair – no cross debate is permitted
- It is not permissible to speak against one’s own motion (but one can vote against one’s own motion)
- Debate must address issues not personalities – no one is permitted to make personal attacks or question the motives of other speakers
- When possible, the chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion
- Members may not disrupt the assembly
- Rules of debate can be changed by a 2/3 vote or general consent without objection

Example of Handling a Main Motion:

Member rises and addresses the chair:

Madam (Mister) President.

Chair recognizes member (by title or name).

Member makes the motion.

- I move that...

Another member seconds the motion (without recognition).

- Second [or] I second the motion.

The chair states the motion and opens debate.

- It is moved and seconded that...

- To maintain order
- To put motions to a vote and announce results

General procedure for Handling a Main Motion

- A member must obtain the floor by being recognized by the **Chairperson**
- Member makes a main motion
- A motion must be seconded by another member before it can be considered
- If the motion is in order, the **Chairperson** will restate the motion and open debate
- The maker of a motion has the right to speak first in debate
- The main motion is debated along with any secondary motions that are debatable.
- Debate on Subsidiary, Privileged and Incidental motions (if debatable or amendable) take on can continue.
- Debate is closed when:
 - Discussion has ended, or
 - a 2/3 vote closes debate (“call the previous question” or “call the question”)
- The **Chairperson** restates the motion, and if necessary clarifies the consequences of affirmative and negative votes
- The **Chairperson** calls for a vote by asking “All in favor?” Those in favor say “Aye.” Then asking “All opposed?” Those opposed will say “no”
- The **Chairperson** announces the result

General rules of Debate

- No member may speak until recognized by the **Chairperson**
- All discussion must be relevant to the immediately pending question
- No member can speak more than twice to each debatable motion. The second time takes place after everyone wishing to debate the motion has had an opportunity to speak once
- No member can speak more than ten minutes or as decided by members. Many groups limit debate to three (3) minutes per speaker by general consent at the beginning of the meeting.
- All remarks must be addressed to the **Chairperson** – no cross debate is permitted
- It is not permissible to speak against one’s own motion (but one can vote against one’s own motion)
- Debate must address issues not personalities – no one is permitted to make personal attacks or question the motives of other speakers
- When possible, the **Chairperson** should let the floor alternate between those speaking in support and those speaking in opposition to the motion
- Members may not disrupt the assembly
- Rules of debate can be changed by a 2/3 vote or general consent without objection

Example of Handling a Main Motion:

1. Member rises and addresses the **Chairperson**:
2. Madam (Mister) President.
3. **Chairperson** recognizes member (by title or name).
4. Member makes the motion.
 - I move that...
5. Another member seconds the motion (without recognition).
 - Second [or] I second the motion.
6. The **Chairperson** states the motion and opens debate.
 - It is moved and seconded that...

Added numbers 1-6

Is there any debate? Or Are you ready for the question?

- o Chair recognizes members wishing to speak.

After debate concludes. Chair restates the motion and puts the question to a vote.

- o The question is on the motion to...

Those in favor of the motion say “aye.” Those opposed say “no.”

- o Chair announces the result of the vote and what action will be taken.

- o The “ayes” have it, and the motion is adopted. We will [stating action to be taken].

The chair continues with the next business in order.

Common methods of taking a vote:

General consent:

- o "If there is no objection, we will..." (Pause) "Since there is no objection, we will..."

Voice vote: “As many as are in favor, say “aye.” As many opposed, say “no.” The “ayes/noes” have it and the motion is adopted/lost.”

Methods of Amending

By striking out: “I move to amend the motion by striking out the word “Denver.”

By inserting: “I move to amend the motion by inserting the word ‘Las Vegas’ after the word ‘Portland’ and before the period.

By striking out and inserting: “I move to amend the motion by striking out the word ‘\$35’ and inserting the word ‘\$50.’”

Helpful terminology

- Recommendations, bylaws, rules, resolutions, budgets, and audits are adopted.
- Reports are filed.
- Resignations are accepted.
- Bills and minutes are approved.
- If corrections were made to the minutes, the minutes are then approved as corrected.
- Motions are recorded as “adopted” or “lost.”

- 7. Is there any debate? Or Are you ready for the question?
 - **Chairperson** recognizes members wishing to speak.
- 8. After debate concludes. **Chairperson** restates the motion and puts the question to a vote.
 - The question is on the motion to...
- 9. Those in favor of the motion say “aye.” Those opposed say “no.”
 - **Chairperson** announces the result of the vote and what action will be taken.
 - The “ayes” have it, and the motion is adopted. We will [stating action to be taken].
- 10. The **Chairperson** continues with the next business in order.

Added numbers 7-10

Common methods of taking a vote:

- **General consent:**
 - "If there is no objection, we will..." (Pause) "Since there is no objection, we will..."
- **Voice vote:**
 - “As many as are in favor, say “aye.” As many opposed, say “no.” The “ayes/noes” have it and the motion is adopted/lost.”

Added bullets

Methods of Amending

- **By striking out:** “I move to amend the motion by striking out the word “Denver.”
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Added bullets

Helpful terminology

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- Reports are filed.
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RULE 3.01

(The last sentence needs to be reworded. What it is saying “.... **Both may not vote.**” It means that if both representative and alternate are present that “**Both cannot vote.**”

Article 3 Membership:

3.01 The committee consists of 15 members Representing the rider community (mobility impaired and those over the age of 60) or their representatives. Representatives are defined as staff members of agencies that support mobility impaired individuals or those age 60 and over. Up to 3 members may be representing agencies that support people with disabilities or those 60 and over. Agencies may designate an alternate member, but each seat represented by an agency representative will have only one vote. The member and the alternate may attend but **both may not vote.**

RULE 3.01

Article 3 – Membership

3.01 – Council Membership. The committee consists of 15 members Representing the rider community (mobility impaired and those over the age of 60) or their representatives. Representatives are defined as staff members of agencies that support mobility impaired individuals or those age 60 and over. Up to 3 members may be representing agencies that support people with disabilities or those 60 and over. Agencies may designate an alternate member, but each seat represented by an agency representative will have only one vote. The member and the alternate may attend but **only one may vote.** (NEEDED CLARIFICATION)

RULE 3.01

Here are several options (#1 is simple)

1. The member and the alernate may attend but **only one may vote.**
2. The member and the alernate may attend but **only one of the two may vote.**
3. The member and the alternate may attend but **only one can vote. Who should vote should be designated at the roll call or in advance of the vote.**
4. The member and the alternate may attend but **only one can vote. Who should vote should be designated by the agency they represent.**
5. (Any other ideas) ?