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**Bylaws of the Contra Costa  
Paratransit Coordinating Council (PCC)  
3/1/06**

**ARTICLE 1. Mission**

To promote and support the provision of optimal paratransit service in the most user-friendly, customer oriented, and cost-effective manner for Seniors and Persons with Disabilities in Contra Costa County.

**ARTICLE 2. Definitions**

Paratransit: Passenger transportation that is either pre-scheduled or demand-responsive, usually wheelchair accessible, and focused on seniors and persons with disabilities.

**ARTICLE 3. Purpose**

The purpose of the PCC is to:

- Advise the Contra Costa Transportation Authority (hereinafter “CCTA”) Board and staff on issues affecting paratransit service in Contra Costa County.
- Review and prioritize paratransit funding applications as requested by the Metropolitan Transportation Commission (hereinafter “MTC”).
- Serve as a forum for paratransit service providers, consumers, and agencies that serve elderly and disabled persons to discuss issues of mutual interest and to assist in the resolution of concerns related to paratransit service delivery and use.

- To promote the development and coordination of a comprehensive, integrated paratransit system.
- To perform other paratransit duties that may be assigned by CCTA.

#### ARTICLE 4. Membership

##### 4.1. Membership shall consist of:

##### 4.1.a. Paratransit Riders (9 members)

1. Three representatives who are paratransit riders and who reside in western Contra Costa County  
(Including the cities of El Cerrito, Hercules, Pinole, Richmond, and San Pablo and the unincorporated areas of west County and including Rodeo and Crockett)
2. Three representatives who are paratransit riders and who reside in eastern Contra Costa County  
(Including the cities of Antioch, Pittsburg, Oakley, and Brentwood, and the unincorporated areas of east County including Bay Point, Byron, and Bethel Island)
3. Three representatives who are paratransit riders and who reside in central/southern Contra Costa County  
(Including the cities of Concord, Clayton, Martinez, Danville, Walnut Creek, San Ramon, Lafayette, Orinda, Moraga, and Pleasant Hill, and the unincorporated areas of central and south County including Alamo, Blackhawk, Diablo, and Pacheco)

The paratransit rider membership from each subregion shall include at least one member who is a senior and at least one member who is a person with a disability.

##### 4.1.b. Staff of the following Paratransit Service Providers (9 members) “Paratransit Service Provider Staff”

A representative of each of the following nine paratransit service providers: five (one representative each) of the public paratransit

operators in Contra Costa County [AC Transit, BART, County Connection, Tri Delta Transit, and WestCAT], and four (one representative each) of the cities that receive Measure C/J funds to provide paratransit services in Contra Costa County [Antioch, El Cerrito, Richmond, and San Pablo].

- 4.1.c. Staff of Agencies that Provide Social Services (6 members) "Service Agency Staff". Six members of staffs of agencies that represent or serve persons who use paratransit services in Contra Costa County ("service agency staff"). These agencies can be either governmental, private non-profit, or private for profit in nature, that represent seniors or persons with disabilities in Contra Costa, including staff of paratransit service providers not included in Section 4.1.b.. At least one representative in this category must be a provider of paratransit services to seniors and/or persons with disabilities.
- 4.1.d. Staff of Funding Agencies (2 non-voting members) "Funding Agency Staff". Two members of staff from other agencies (not included in sections 4.1.b or 4.1.c above) that fund paratransit services. These two members are non-voting, ex-officio members of the PCC.

#### 4.2. Vacancies

Open notices will be posted and circulated when a Paratransit Rider or Service Agency vacancy occurs on the PCC. It is the responsibility of the PCC to actively recruit new members. All potential applicants for seats on the PCC from the subregional categories must complete an application and be recommended by the PCC nominating subcommittee and approved by a vote of the PCC. Transit agencies are expected to fill their own vacancies from their respective staffs. The PCC may also solicit to fill vacancies in the agency category by sending a letter of interest to eligible agencies.

#### 4.3. Term of office

This section applies to PCC members who are Paratransit Riders or Service Agency staff or staff of funding agencies.

Members are appointed for a staggered two-year term. Members may volunteer to continue to serve upon confirmation by the PCC.

The PCC may solicit applications for a replacement to fill the remainder of an unexpired term if an alternate is not available.

#### 4.4. Alternates

For the Paratransit Rider members of the PCC, up to three alternates are selected to serve from each of the three subregions of the county. These alternates are designated 1, 2, or 3. If a PCC Paratransit Rider member is unable to attend, the alternate for that subregion (in rank order) would represent that subregion and would be entitled to vote. Alternates are encouraged to attend PCC meetings as non-voting members. If the PCC member resigns during the term, the alternate (in rank order) would be offered the position on the PCC, as long as the paratransit rider membership from each subregion continues to include at least one member who is a senior and at least one member who is a person with a disability.

Paratransit Service Providers, Service Agency staff and Funding Agency staff may each appoint an alternate to serve in their place when the PCC member is unable to attend.

4.5. Each non-Funding-Agency category member shall have one vote. Alternates shall vote in the place of the member only if the member is not in attendance at the same meeting.

### ARTICLE 5. Duties

5.1. The duties of the PCC membership are to:

5.1.1 Advise the CCTA, MTC, and other appropriate funding agencies on issues affecting Paratransit services in Contra Costa; for example, on applicable expenditures with the goal of improving the availability, reliability, and affordability of transportation services for elderly and disabled persons.

5.1.2 Advise CCTA and other appropriate organizations on ways to improve and increase cooperation, coordination and effectiveness of specialized transportation services for the elderly and disabled.

The PCC will also advise CCTA regarding the mobility management function.

5.1.3 Review annual claims for Measure C and Measure J Funds, applications for Federal Section 5310 funds, and/or other applicable funds and make recommendations regarding these claims and applications as appropriate.

5.1.4 Provide a forum for discussion of common goals and recommended actions affecting paratransit between agencies, organizations, individuals on the PCC and the public.

5.1.5 Oversee the implementation of the recommendations of the Contra Costa Paratransit Improvement Study (dated 3/24/04), as well as the Paratransit Study dated 1991.

5.1.6 Provide information and recommendations to CCTA on issues affecting transportation for the elderly and disabled during the updates of CCTA's strategic plan.

5.1.7 To exchange information with, and make recommendations regarding transportation to, agencies that provide services to seniors and persons with disabilities.

5.1.8 The PCC shall fulfill the role and duties of the Advisory Committee on Accessible Transportation (ACAT) as defined in the Paratransit Improvement Study.

## 5.2. Absences

Three consecutive unexcused absences are considered resignation from the PCC. If a member is unable to attend, it is that member's responsibility to inform PCC staff to contact his/her alternate to attend in his/her place. An excused absence is defined as one where the PCC member notifies the PCC staff in advance of the meeting that he or she cannot attend due to illness, travel, or prior commitment. All other absences will be deemed unexcused.

## ARTICLE 6. Officers

6.1. The PCC shall elect a Chair and Vice Chair to two-year terms.

6.2. Election of officers occurs at the last regular meeting before July 1 on even numbered years. Nominations of officers shall be limited to those members who have attended more than half of PCC meetings in the previous two years. Officers may serve additional terms without term limits.

6.3. The Chair shall preside over all meetings, appoint members to subcommittees, and assist in the preparation of the agenda for meetings.

6.4. The Vice Chair shall assume the duties of the Chair in the event of absence of the Chair.

6.5. Removal from Office: Any officer of the PCC can be removed from office for good cause. Removal from office shall be accomplished only by a two-thirds (2/3) or greater vote of members present.

6.6. Vacancies: Vacancies shall be filled by special election following notification of a vacant position (Chair or Vice Chair), by a majority vote of the quorum of the members present after a nomination has been made and seconded.

## ARTICLE 7. Meetings

7.1. The PCC chooses to conduct open meetings in accordance with the Brown Act. Subcommittees of the PCC will not be conducted in accordance with the Brown Act.

7.2. The PCC shall meet bi-monthly with additional meetings being called by the Chair as required, or as requested by PCC members.

7.3. Roberts (or more modernly Sturgis) Rules of Order shall govern PCC meetings.

7.4. The PCC shall give written notice of each regular meeting at least one week prior to the meeting date. In the event of a special meeting members shall be notified at least 24 hours in advance of said meeting.

7.5. A written record of all meetings shall be made and shall be distributed to all members, and interested members of the public upon request.

7.6. Meetings shall be held at the offices of the Contra Costa Transportation Authority. With prior notification, special meetings or subcommittee meetings may be held at other locations. Meeting locations shall be ADA compliant.

7.7. There shall be no standing subcommittees of the PCC. However, ad hoc subcommittees may be formed from time to time for work on special projects of interest to the PCC.

7.8. A quorum is reached when the number of PCC members at any meeting totals one more than half of the filled (non-vacant) seats on the PCC.

## ARTICLE 8. Public Statements

No member of the PCC may speak for the PCC without authorization by affirmative vote from the PCC; provided, however, that the Chair may make reports to public bodies about information discussed and actions taken at PCC meetings.

## ARTICLE 9. Conflict of Interest

9.1. A conflict of interest exists when any PCC member has a financial interest in the matter before the PCC. (An example of a conflict of interest is voting on recommendations for a contract where the member's spouse is an employee of the contractor.) (It is not a conflict of interest to vote on the annual paratransit allocations where the PCC member is a rider and/or representative of a particular system.)

9.2. In the event of a conflict of interest, the PCC member shall declare the conflict and not vote on the conflicted item.

9.3. Failure to comply with these provisions shall be grounds for removal from PCC.

## ARTICLE 10. Amendments

Recommendations to change the bylaws need a 2/3 vote at any meeting of PCC, provided that a copy of any amendment proposed for consideration is mailed to the last recorded address of each member at least ten (10) days prior to the meeting date.

All amendments to the bylaws, after approval from the PCC, must be submitted for approval to the CCTA Authority Board.