

MTA BUS OPERATIONS SUBCOMMITTEE

BY LAWS

ARTICLE I. PURPOSE AND SCOPE

Section 1

Under the authority of the Los Angeles County Metropolitan Transportation Authority hereinafter called the MTA, the Bus Operations Subcommittee, also referred to as BOS, shall be consulted on issues and will provide technical input/assistance to the MTA by reviewing and evaluating the various transportation policies, operating issues, and transportation financing programs in Los Angeles County. BOS shall review, comment upon and make recommendations on such matters as referred to it by the MTA.

In the dispatch of its responsibilities, the Bus Operations Subcommittee may conduct meetings, may appoint committees or working groups, and engage in such related activities, as it deems necessary.

Section 2

Under the authority of the MTA, BOS may also engage in such related activities as appropriate to the dispatch of its responsibilities and from time to time, may bring matters of special concern to BOS operators to the attention of the MTA through the appropriate MTA policy committees with a minimum 24 hour notification to the TAC Chair to allow TAC, at their option, to send a representative.

At a minimum, the following items will be reviewed by the BOS:

- Transportation planning and policy-making with impacts on transit, including long-range financial plans.
- Proposition A Discretionary Program Guidelines.
- Proposition A Local Return Policy and Administration Guidelines.
- Proposition C Policy and Administrative Guidelines.
- Legislative issues – federal, state, and local.
- Short Range Transit Plan (SRTP) issues.
- TDA and STA issues.

- Issues related to Proposition A Discretionary Grant MOU approvals.
- Unmet Transit needs findings.
- *Annual Funding Marks and related issues for Included and Eligible Operators*

Section 3

The staff of the MTA shall be available to aid BOS in its work.

ARTICLE II. MEMBERSHIP

The Bus Operations Subcommittee shall consist of seventeen (17) voting members and ex-officio members selected as follows:

a. Included Operators of Los Angeles County [one (1) vote each]:

- Arcadia Transit
- Claremont Dial-A-Ride
- Commerce Municipal Bus Lines
- Culver City Municipal Bus Lines
- *Foothill Transit*^{*}
- Gardena Municipal Bus Lines
- LACMTA Operations
- La Mirada Transit
- Long Beach Transit
- *Los Angeles Department of Transportation*^{*}
- Montebello Bus Lines
- Norwalk Transit System
- Redondo Beach Wave
- Santa Monica's Big Blue Bus
- Torrance Transit System

b. Eligible Operators of Los Angeles County [one (1) vote each]:

- Antelope Valley Transit
- ~~Foothill Transit~~
- ~~Los Angeles Department of Transportation~~

* Asterisk represents that those operators are either receiving partial or full formula funding under the eligible operator criteria.

- Santa Clarita Transit

c. Non-Voting Members (Ex-Officio)

- MTA – Approved Transportation Zone(s)¹

ARTICLE III. OFFICERS

The Bus Operations Subcommittee shall elect a Chairperson, Vice Chairperson, and Secretary from the voting members thereof, each of whom shall serve for one (1) year, and thereafter until either re-elected or a successor is elected.

The individual member shall be considered as the elective officer and not the organization or agency.

Election of officers will be conducted at the September meeting of BOS (and will assume their duties immediately following the meeting).

Section 1 Duties of Officers

- Chairperson – It shall be the duty of the Chairperson to preside at all meetings of BOS and to ensure that the proceedings of the meeting are conducted in keeping with adopted by laws. The Chair will also appoint the Alternates to the Technical Advisory Committee (TAC).
- Vice Chairperson – In the absence or inability of the Chairperson to act, the Vice Chairperson shall perform all the duties of the Chairperson.
- Secretary – The Secretary shall keep, or cause to be kept (by MTA staff) minutes of all BOS meetings. The Secretary shall give, or cause to be given (by MTA staff), notice of all meetings in keeping with adopted by laws.

If the Chairperson and Vice Chairperson are absent, the Secretary shall perform all the duties of the Chairperson.

Section 2

Subcommittees – The Chairperson may create special or ad hoc subcommittees, and shall appoint subcommittee members as needed, subject to the majority approval of BOS.

Section 3

Meetings Requiring BOS Representation – If any officer or subcommittee member is unable to attend a meeting to which they have been appointed, and which requires BOS representation, the Chairperson may appoint an alternate representative from the subcommittee membership.

¹ MTA approved Transportation Zone(s) shall become Included Operators and eligible to vote once provisions for eligibility have been achieved per established guidelines.

ARTICLE IV. MEETINGS

Section 1

Regular Meetings – Regular meetings of the Bus Operations Subcommittee shall be held on the ~~last~~ third Tuesday of each month.

- a. The Staff of MTA will supply BOS members with copies of meeting agendas (including supporting materials) and minutes of the prior BOS meeting no less than three (3) working days before the next scheduled meeting.

Attendance Policy:

- b. After three consecutive absences at regular meetings by the member or alternate, the agency will automatically be suspended from voting privileges. Privileges will not be reinstated until a written notice is sent by the MTA within 15 days notifying the General Manager of the agency's suspension. The appointing authority of the Agency must then send a new letter to MTA appointing the agency's BOS member and alternate. To ensure members are credited with attending the meetings, the roster must be signed at the meeting. The attendance roster becomes part of the meeting minutes.

Section 2

Quorum – Nine (9) voting members of the Bus Operations Subcommittee shall constitute a Quorum for the transaction of business.

ARTICLE V. VOTING PROCEDURES

Each voting member shall have one (1) vote. Only designated representatives may vote. Only voting members may make and second motions. ~~Nine (9) voting members~~ 50% of the votes cast (plus one) constitute a majority.-

ARTICLE VI. AMENDMENTS TO BY LAWS

The bylaws of the Bus Operations Subcommittee may be amended following thirty (30) days notice of proposed changes by a two-thirds (2/3) vote of all the voting members (subject to ratification by the MTA).

ARTICLE VII. AUTHORITY

The Bus Operations Subcommittee is created by the MTA and shall have no authority separate or apart from that of the MTA.