

RESOLUTION NO. 11-952

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, COUNTY OF YAVAPAI, ARIZONA, ESTABLISHING A TRANSIT ADVISORY COMMITTEE ("COMMITTEE") AND ADOPTING CRITERIA FOR THE MAKEUP AND MISSION OF THE COMMITTEE

WHEREAS, the Town of Chino Valley administers and operates a rural public transit system; and

WHEREAS, the Arizona Department of Transportation Section 5311 Rural Transportation Grant program requires funding recipients to create a Transit Advisory Committee; and

WHEREAS, the meetings of the Transit Advisory Committee will be open to the public pursuant Arizona Open Meeting Laws, and members of organizations as well as all interested individuals will be invited to attend; and

WHEREAS, the Transit Advisory Committee will serve to evaluate the success of services provided by Chino Valley Transit;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Common Council ("Council") of the Town of Chino Valley, County Of Yavapai, adopt the above-mentioned criteria for the makeup and mission of the Chino Valley Transit Advisory Committee.

Section 1: COMMITTEE FORMATION AND APPROVAL

The creation of the Chino Valley Transit Advisory Committee ("Committee") is hereby approved.

Section 2: PURPOSE

The purpose of the Committee is as follows:

- A. To advise the Council regarding service recommendations and operational policies.
- B. To make recommendations to the Council regarding Transit budget matters and potential funding mechanisms.

- C. To make recommendations to the Council regarding marketing and public relations issues.

Section 3: MEMBERSHIP

- A. The Committee shall consist of seven (7) members appointed by the Council at the first appropriate regular Common Council meeting held after this Resolution becomes operative. Thereafter, upon expiration of each Committee member's term, the members of the Committee shall be appointed by the Council at a Common Council meeting prior to term expirations. Each member shall serve for a term of two (2) years, with three (3) terms expiring on September 30 of even-numbered years and four (4) terms expiring on September 30 of odd-numbered years. Appointments to fill un-expired terms shall be for the remainder of the term.
- B. The Committee or its staff liaison shall make recommendations to the Council for appointments to the Committee to fill expired terms or vacancies on the Committee.
- C. Members of the Committee shall serve at the pleasure of the Council.
- D. The Committee shall, to the greatest extent feasible, be comprised of a variety of persons representing other transit-related entities, human services agencies, foundations, businesses, educational entities, and citizens at large.
- E. Persons eligible to serve as Committee members shall live within the Town limits, except three (3) members who may reside outside Town limits in Yavapai County and in an area normally impacted by the Town's transit system.
- F. Town employees are not eligible to serve as voting Committee members. The Transit Coordinator shall serve as the primary staff liaison to the Committee in a non-voting status, and the Council may elect to appoint a non-voting Council liaison to the Committee.

Section 4: QUORUM

A majority of the Committee, four (4) members, shall constitute a quorum.

Section 5: OFFICERS

- A. Officers of the Committee shall be a Chair, Vice-Chair and Secretary. These Officers shall also serve as the Executive Committee.
- B. In the event that the term of a Committee member serving as an Officer expires and said Committee member is re-appointed to the Committee by the Council, said

Committee member shall not automatically resume his previous position and duties. All appointments to serve as an Officer of the Committee must be filled by election at the annual meeting. If an Officer position becomes vacant during the term, an election shall be conducted at the next scheduled Committee meeting to fill the position for the remainder of the term.

C. The Chair shall:

1. Set the agenda for meetings of the Committee and advise the Secretary no less than one week prior to the regular meeting.
2. Preside at all meetings of the Committee.
3. Call special meetings of the Committee, unless an additional meeting is determined during a regular meeting.
4. Make reasonable best efforts to mediate any problems arising among Committee members.
5. Present both written and verbal reports to the Council, in a sufficient time to allow Council to incorporate any necessary budget items, as to the progress of the Committee.

D. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair.

E. The Secretary, or designee, shall:

1. Post copies of meeting agendas no less than twenty-four (24) hours prior to a meeting of the Committee.
2. Mail or deliver meeting minutes, agenda, and appropriate attachments to all members of the Committee no less than five (5) days prior to the regular meeting. The distribution of information is to include the Town Clerk, for distribution to the Council.
3. Keep a true and accurate account and minutes of all proceedings of the Committee and its meetings
4. Provide copies of the minutes of any regular or special meeting to all Committee members and to the Town Clerk. Upon request, minutes from meetings may be presented to the public and comply with the provisions of Arizona law regarding public meetings, including, without limitation, A.R.S. Sections 38-431 and 38-431.01.

Section 6: MEETINGS

- A. The Committee shall meet quarterly, or as needed. The day, time and place of such meetings shall be determined by the members of the Committee.
- B. The Chair may call special meetings at least forty-eight (48) hours in advance of such meetings, or a meeting may be called at the request of four (4) members of the Committee, or, additional meetings may be established prior to the end of a regular scheduled meeting.
- C. The Committee shall adhere to all applicable provisions of Arizona Revised Statutes, the Chino Valley Town Code, and this Resolution. For rules of procedure not otherwise set forth, Robert's Rules of Order, Newly Revised shall govern the proceedings of the Committee.

Section 7: SUBCOMMITTEES

- A. The Committee may create such Subcommittees as it deems necessary. These may include, but are not limited to: Marketing & Public Relations, Finance, and Operations.
- B. At the annual October meeting, the Committee Chair shall appoint a Chair for each of the Subcommittees. The term for all Subcommittee Chair positions shall be for one year.
- C. Any Special Subcommittee may be disbanded after said Subcommittee has made its final report to the Committee.

Section 8: MEETING AGENDA

- A. Any agenda request shall be presented to the Chair or Secretary at least one (1) week prior to a Committee meeting.
- B. The Chair shall determine the items to be placed on the agenda.
- C. Meeting agendas shall be posted as required by state law.
- D. The format of the agenda for Committee meetings is as follows:
 - 1. CALL TO ORDER
 - 2. ROLL CALL
 - 3. APPROVAL OF MINUTES

4. CALL TO THE PUBLIC
5. STAFF REPORT
6. SUBCOMMITTEE REPORTS
7. OLD BUSINESS
8. NEW BUSINESS
9. ADJOURNMENT

Section 9: STANDING RULES

A majority of the whole Committee may adopt Standing Rules to govern procedures so long as they are not in conflict with the provisions of this Resolution.

Section 10: ABSENCES; REMOVAL FOR UN-EXCUSED ABSENCES

- A. Except in emergencies, a Committee member shall notify the Chair or Town staff of any intended absence from a Committee meeting not less than twenty-four (24) hours prior to that meeting.
- B. In the event that a Committee member misses three (3) consecutive meetings without being excused by the Chair, or in the event that a Committee member misses four (4) regular meetings without being excused by the Chair within a twelve (12) month period, the Committee shall forward a recommendation to the Town Clerk for consideration by the Council of removal of said Committee member.

Section 11: RESIGNATIONS

- A. A Committee member who intends to resign shall make a written submission to the Chair stating the effective date of the resignation.
- B. The Chair shall immediately forward the resignation submission to the Town Clerk for Council action.

Section 12: COMMITTEE MEMBERS SHALL COMPLY WITH THE LAW

Committee members shall be bound by the Town Code Chapter 35: Code of Ethics, and by all other provisions of applicable law.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona this 22nd day of February, 2011.

Jim Bunker, Mayor

ATTEST:

APPROVED AS TO FORM:

Jami C. Lewis, Town Clerk

Musgrove Drutz & Kack, P.C.
Town Attorney