

MEETING DATE: February 26, 2007

AGENDA ITEM: Discussion of the Nomination Process to Recommend an Individual to the Westside Cities Council of Governments for the Metro Westside/Central Governance Council.

ATTACHMENTS

- | | <u>Pages</u> |
|--|---------------------|
| 1. Los Angeles County Metropolitan Transportation Authority Service Sector Governance Council Bylaws | 1-5 |

**LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY
SERVICE SECTOR GOVERNANCE COUNCIL BYLAWS**

ARTICLE I: PURPOSE

The purpose of the Service Sector Councils is to guide the staff at the local Service Sectors for the purpose of improving bus service within each respective sector.

In order to achieve MTA's mission of being responsible for the continuous improvement of an efficient and effective transportation system for Los Angeles County, the Service Sector Councils shall support staff in:

- Facilitating a partnership along a shared vision for responsive community based transportation services;
- Organizing the functions of the MTA to best serve our customers in a manner that is efficient and effective;
- Developing an organizational framework that will lead the MTA into being a world class transportation agency;
- Fostering a more dynamic working environment; to reduce management layers by moving responsibility and accountability closer to the customer; and
- Achieving overall improvement in service quality.

The General Managers, in concert with the Councils, will support Sector efforts to deliver, monitor, and improve safety and performance of all bus service operated by the divisions within their respective Sector; develop efficient coach operator work assignments and service schedules that are responsive to customer needs and monitor existing service resource allocations; develop and implement changes in bus service that improve service quality, ridership and operational efficiency; and, develop and implement a planning and public communication process that elicits and responds to the community and the customer.

ARTICLE II: MEMBERSHIP

- A. COMPOSITION: The Councils are comprised of up to nine members of the community residing or working within the boundaries of a designated Service Sector of the MTA. Members of the Service Sector Council may be elected officials and/or private citizens, and shall require that at least fifty percent of the Council members be consumers of transit service. Sectors have the option of retaining structures already in place and may request to the MTA Board a change in the number of members represented on the Council. MTA Board Members and employees are prohibited from membership on a Service Sector Council.
- B. TERMS OF SERVICE: Each member of the Service Sector Councils shall serve a term of three-years, which shall be staggered among members, and are subject to the same restrictions as the MTA Board members.

- C. ELIGIBILITY: Members of the Service Sector Councils must reside or work within the Service Sector boundaries.
- D. APPOINTMENTS: MTA Board Members shall confirm and appoint members of the Service Sector Councils based on nominations submitted through a locally adopted process by a coalition comprised of Councils of Governments, Interim Joint Powers Authorities and any cities and unincorporated county areas. As much as possible, members of the Councils shall be selected to reflect a broad spectrum of interests and geographic areas of the Sector. Membership on the Council is not transferable or assignable.
- E. CODE OF CONDUCT: Members of the Service Sector Councils shall adhere to the MTA Board Code of Conduct and all other relevant State and Federal laws. Sector Governance Council Members have no individual authority over MTA Operations and must act only through the Governance Council of which they are a member.
- F. VACANCIES: Council vacancies will be filled in the same manner as appointments are made.
- G. ATTENDANCE: If a member has more than three absences in a row or in a six-month period, the Council Chairperson may declare the council representative inactive and initiate a nomination process to fill the vacancy of the inactive member.
- H. RESIGNATION: A member of the Service Sector Council may render their resignation from the Sector Council by writing a letter to the MTA Board Secretary with copies to the MTA Board and the nominator.
- I. REMOVAL: The Council can remove any member of the Council at any time if it deems this is in the best interest of the Service Sector. Removal by the Council requires a 2/3, supermajority vote of those members of the Council that are present and confirmation by the MTA Board. Members may also be removed by a simple majority of the MTA Board if: 1) removal of the member is requested by the nominating authority of the member; or 2) for any cause for which the Board deems removal of the member to be warranted.

ARTICLE III: GOVERNANCE

- A. OFFICERS: The officers of the Council shall consist of the Chairperson and Vice-Chairperson, each of who shall be elected from among members of the Council. The Council, annually, or at its June meeting and at such other time as there may be a vacancy, shall elect officers. The term of office shall be one year. Each shall serve for the balance of the current term.
 - 1. Duties of the Chairperson: The Chairperson shall preside at all meetings of the Council and shall exercise and perform such other powers and duties as may be assigned by the Council or prescribed herein.
 - 2. Duties of the Vice-Chairperson: The Vice-Chairperson shall perform the duties of the Chairperson in his or her absence, and when so acting shall have all the powers of and be subject to all the restrictions of the Chairperson.
- B. SECRETARY: The MTA Board Secretary shall keep or cause to be kept minutes of each meeting for distribution to the MTA Board and the MTA Chief Executive Officer. The MTA Board Secretary shall maintain, or cause to be maintained, an up-

to-date roster of members, (and those individuals receiving agendas and minutes) and have it available at all meetings of the Council.

- C. In the absence of the Chair and Vice-Chair, the Sector Council shall determine the presiding officer for the meeting.

ARTICLE IV: WORK PROGRAM

In June of each year, the Council shall adopt an Annual Council work program, which outlines the activities and priorities of the Council for the following year. The work program shall be consistent with the MTA Board adopted mission, vision and goals and must comply with all Board adopted policies, service standards and other criteria.

ARTICLE V: MEETINGS

- A. **AGENDA:** Matters to be placed on the agenda for any regular meeting will be coordinated through the General Manager. Any member of the Council may also place items on the agenda through the MTA Board Secretary. The Secretary shall cause the agenda to be prepared and copies thereof to be mailed or delivered at least seven working days prior to the regular meeting date to council members, MTA staff and the public.
- B. **REGULAR MEETINGS:** The Council will hold regularly scheduled meetings. If a regularly scheduled meeting day falls on a holiday, the meeting shall be held on the next business day. Scheduled meetings should not conflict with regularly scheduled MTA Committee and Board meetings. Council meetings shall be conducted pursuant to Robert's Rules of Order.
- C. **RALPH M. BROWN ACT:** All meetings of the Council shall be called, noticed and conducted in the manner prescribed by the Section 54952.3 of the Government Code (the Ralph M. Brown Act) as amended from time to time.
- D. **PARTICIPATION:** Anyone attending the meeting is eligible to be heard. No person or member shall address the Council at any meeting until first recognized by the Chairperson. The decision of the Chair not to recognize a person may be changed by vote of a majority of the members of the Council present at the meeting. The Chairperson may, in the interest of facilitating the business of the Council, limit the amount of time which a person or member may use in addressing the Council.
- E. **ANNUAL MEETING:** The Councils shall meet and confer with the MTA Chief Executive Officer, Deputy Chief Executive Officer and other Sector Governance Councils on an annual basis to discuss the overall effectiveness of the Sectors and other related matters.
- F. **QUORUM:** A majority of council members (50%+1) shall constitute a quorum to do business; two-thirds of the Council shall constitute a supermajority.
- G. **STIPEND:** Members of the Service Sector Councils will be paid a stipend for a maximum of two meetings per month, in an amount to be determined by the MTA Board.

ARTICLE VI: AMENDMENTS

AMENDMENTS TO BYLAWS: The Board, by a simple majority, or the Council, by a 2/3 supermajority vote of the membership as listed on the membership roster at the time of such a vote may amend the bylaws from time to time. Any proposed bylaws amendments must be properly noticed on the agenda of a regularly scheduled Council meeting and scheduled for a membership vote at that same regularly scheduled Council meeting. Any Council amendments to the bylaws are subject to MTA Board approval.

ARTICLE VII: AUTHORITY

The Council is created and given perpetual succession by terms of the Los Angeles County Metropolitan Transportation Authority. The Council's authority will include, directing the Sector General Manager to:

- A. Develop route planning studies to better route and schedule Tier 2 and 3 services operated within the Sector and those Tier 1 routes so designated;
- B. Develop efficiency studies to identify ways to decrease the unit cost of services provided in the Sectors;
- C. **Call public hearings pertaining to all Tier 1, 2 and 3 bus route changes within the Sectors, including Rapid Bus, following State and Federal law and policy pertaining to public hearings;**
- D. Make changes, add or delete bus services within the Sectors in conformance with MTA service standards, collective bargaining agreements and MTA policies; **except that any proposed changes to Tier 1 services, which include Rapid Bus, must come back to the MTA Board before they are implemented.**
- E. Make efficiency changes to the operations as appropriate;
- F. Contract with planning, businesses, consultants, other local transit operators and any other contracting needs unique to the Sector in accordance with agency guidelines; and,
- G. Work with MTA planning staff and municipal operators to insure coordination of services, including Tier 1 services.

ARTICLE VIII: RESPONSIBILITIES

The Council's delegated responsibilities shall include, but not be limited to:

- A. Meet with the Sector General Manager and MTA Deputy Chief Executive Officer before the budget is adopted and further establish goals in coordination with the Sector General Manager that conform with the MTA performance evaluation plan;
- B. Prior to the budget adoption by the MTA Board, meet with the Deputy Chief Executive Officer to review the performance of the Sector General Managers in accordance with the MTA performance criteria at least once per year;
- C. Meet and confer with the Deputy Chief Executive Officer to provide input into the General Manager's evaluation;

- D. Meet in a general forum with all members of the Service Sector Councils and the MTA Board of Directors to report on the progress each Sector has made and establish lines of communication to ensure cooperation between each of the Sectors and the MTA Board at least once per year; and,
- E. Provide input to the MTA Board on budget, capital needs, Tier 1 service plans, and other issues the councils feel the MTA Board should be informed of.

ARTICLE IX: POLITICAL ACTIVITIES

Service Sector Council Members shall be subject to the restrictions that are imposed on MTA Board Members.

ARTICLE X: LIABILITY PROTECTION

Any member of the Service Sector Council made or threatened to be made a party to any action, suit or proceeding by reason of the fact that s/he is or was a Director or Officer of the Service Sector Council shall be indemnified and defended by the MTA pursuant to the law in the same manner as an officer or employee the MTA.