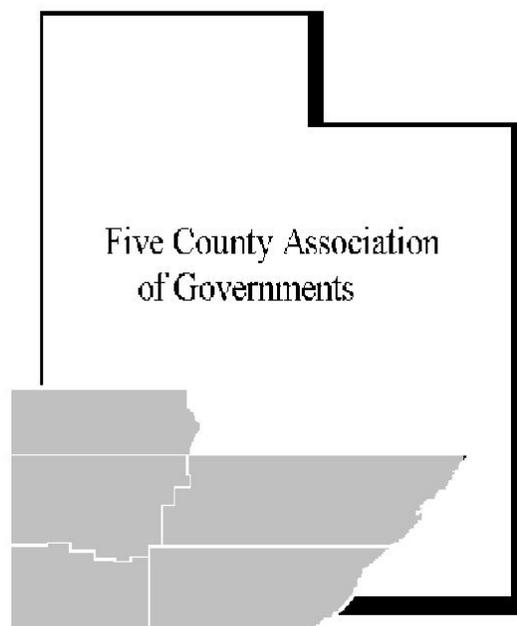


COORDINATED HUMAN SERVICES  
TRANSPORTATION PLANNING COMMITTEE  
BYLAWS

FEBRUARY 2010

ADOPTED FEBRUARY 24, 2010  
FIVE COUNTY ASSOCIATION OF GOVERNMENTS



# Coordinated Human Services Transportation Planning Committee Bylaws

## **PURPOSE**

These Bylaws define the membership, officers, functions, duties and responsibilities of the Coordinated Human Services Transportation Planning Committee.

## **ARTICLE I**

### **ESTABLISHMENT, PURPOSES, AND SERVICE AREA**

#### SECTION 1 - NAME

There is established an organization to be known as the Coordinated Human Services Transportation Planning Committee (CHSTP Committee).

#### SECTION 2 – PURPOSES, VISION, AND MISSION

- a) To complete the activities necessary to maintain a coordinated human services transportation planning program and committee.
- b) To exercise leadership and initiative in planning and implementing the development of coordinated human services transportation.
- c) Vision: Connect communities through shared resources and coordinated transportation.
- d) Mission: Address transportation through communication, coordination, and cooperation.
  - i) Communicate with stakeholders within the five county region;
  - ii) Coordinate and leverage resources to maximize transportation efficiencies; and
  - iii) Cooperate to create public and private partnerships.

#### SECTION 3 - SERVICE AREA

The service area encompasses the five southwestern Utah counties of Beaver, Garfield, Iron, Kane, and Washington.

## **ARTICLE II**

### **COORDINATED HUMAN SERVICES TRANSPORTATION PLANNING COMMITTEE**

#### SECTION 1 - ESTABLISHMENT

There is established within the Five County Association of Governments a Coordinated Human Services Transportation Planning Committee to serve as a Steering Committee.

#### SECTION 2 - RESPONSIBILITIES

- a) The CHSTP Committee is responsible for all action agreements and functions to be carried out by the Committee.
- b) The CHSTP Committee will develop and maintain a larger stakeholder resource network.

#### SECTION 3 – MEMBERSHIP AND REPRESENTATION

- a) Human services and other appropriate agencies/entities may choose a designee to serve on the Coordinated Human Services Transportation Planning Committee.
- b) Membership is by the invitation of the Five County Association of Governments Transportation Planning Organization.
- c) Stakeholder members to the Committee consist of non-voting interested parties.
- d) Alternates: Alternate members representing each member entity may be appointed to serve on the CHSTP Committee in the absence of the primary member.
- e) Any member who shall no longer be in the service of the voting human services entity shall have his/her position vacated automatically and another member shall be appointed by the appropriate human service entity.
- f) Voting members who do not participate in 3 consecutive meetings may have his/her position vacated automatically and another member shall be appointed by the appropriate human service entity or a different entity as determined by a majority of the CHSTP Committee.

#### SECTION 4 - OFFICERS

- a) The Coordinated Human Services Transportation Planning Committee shall nominate from its membership for the positions of Chair and Vice Chair. Ratification of nomination shall require a simple majority vote. The position of Chair and Vice Chair shall be for one-year terms. Successive terms are not limited. Individuals may request to be replaced at any time.
- b) If the Chair should relinquish his/her elected position, he/she shall be replaced by the Vice Chair and a new Vice Chair will be elected.

- c) In the absence of the Chair, the Vice Chair shall have the powers of Chair. If both are absent the quorum may elect a temporary Chair.
- d) The Chair and Vice Chair shall serve without compensation.
- e) The Chair and Vice Chair shall be able to vote on all matters before the Committee. He/she shall sign on behalf of the CHSTP Committee all documents requiring signatures and shall perform all other duties required of the Chair or Vice Chair.

#### SECTION 5 - VOTING AND MEETINGS

- a) Each represented entity shall have one vote. Stakeholders do not vote. When a legitimate need arises, as determined by the Chair, a voting member may designate a temporary proxy to vote in his/her place. The Chair or FCAOG Transportation Staff shall be notified of the proxy by the member prior to the meeting.
- b) The number of voting members shall be established during the Call to Order to determine the presence of a quorum. Duly appointed alternates and proxies shall be counted as quorum members.
- c) A quorum for the CHSTP Committee consists of a majority of voting members. Members attending through electronic means shall be included in the quorum count, and have all privileges and responsibilities normally accruing. Meetings may be conducted without a quorum present, but no formal action may be taken unless as outlined in number 4 below.
- d) A simple majority of the voting quorum present at the meeting will constitute passage. A tie vote is a failure to pass.
- e) Each member may cast a vote on behalf of only one entity to the CHSTP Committee. If a member is in a position to act for more than one body, he/she must declare which one they are acting for. The member may still represent both entities in terms of the discussion, but may only vote representing one. An alternate or alternates may be appointed to represent the other entity, for voting purposes, if desired by the member.
- f) Conflict of Interest: A potential conflict of interest may arise if, on any matter before the CHSTP Committee, a voting member or a member of his/her immediate family has material economic involvement regarding the matter being discussed. When such a situation presents itself, the member must declare the potential conflict. If such conflict appears to exist and the member has not made it known, the Chair shall make inquiry.
- g) The CHSTP Committee shall follow the Open Meetings Laws of the State of Utah.

- h) Parliamentary procedure at all meetings shall be governed by Robert’s Rules of Order, except as otherwise modified herein or unless the rules are suspended by a majority of the voting quorum.
- i) The regular meeting schedule for the CHSTP Committee is on an every other month basis, unless the Chair cancels the meeting and the regular attendees are notified.

SECTION 6 - SUBCOMMITTEES AND ADVISORY COMMITTEES

- a) The Chair may set up standing sub-committees, ad-hoc committees, and public advisory committees for the CHSTP Committee as deemed necessary. Such committees shall report progress and findings, make recommendations to the CHSTP Committee, and shall receive staff support from the FCAOG.
- b) All subcommittee and advisory committee meetings shall be open to the public.

**ARTICLE III**  
**COORDINATED HUMAN SERVICES TRANSPORTATION PLANNING STAFF**

SECTION 1 - RELATIONSHIP TO FIVE COUNTY ASSOCIATION OF GOVERNMENTS

The CHSTP Committee is staffed by the Transportation Planning Office of the Five County Association of Governments (FCAOG).

SECTION 2 - RESPONSIBILITIES

The FCAOG Transportation Planning Office staff provides support as needed.

**ARTICLE IV**  
**ADOPTION AND AMENDMENT OF THESE BYLAWS**

SECTION 1 - MAJORITY VOTE FOR ADOPTION

These Bylaws may be adopted by a majority of the voting quorum of the CHSTP Committee at a scheduled meeting.

SECTION 2 - MAJORITY VOTE FOR AMENDMENT

These Bylaws may be amended by a majority of the voting quorum of the CHSTP Committee at a scheduled meeting.

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Chair, Coordinated Human Services Transportation  
Planning Committee

\_\_\_\_\_  
Date