

## **BY-LAWS**

### **SUSQUEHANNA REGIONAL TRANSIT AUTHORITY PEOPLE WITH DISABILITIES (PWD) ADVISORY COMMITTEE**

#### **ARTICLE ONE**

##### **MISSION AND VISION STATEMENT**

###### 1.01 Vision

Through support and collaboration with the Susquehanna Regional Transit Authority (SRTA), the Committee will identify opportunities to enhance safe, affordable, and accessible transportation that is barrier-free and where a high quality of life and self-determination are valued.

###### 1.02 Mission

In partnership with advocates, community members, service providers, seniors, low-income residents, families, and individuals who are living with mobility barriers, the Committee will continue to develop recommendations that enhance and support the protection of transportation and rights for persons with disabilities and others with mobility barriers. The focus is to enable individuals to pursue physical well-being, personal and professional satisfaction, and participation as active community members through transportation.

## **ARTICLE TWO**

### **PURPOSE AND POWERS**

- 2.01 The purposes of this committee are as follows:
- a. to advance opportunities for persons with disabilities and/or persons with low incomes to obtain access to local public transportation systems, consistent with Title II of the Americans With Disabilities Act (ADA), Pub. Law. No. 101-336, and other applicable federal and/or state legislation that pertain to PWD related transportation services.
  - b. to facilitate communications between and collaboration with SRTA management and those social service organizations that advocate for persons with disabilities, all in an effort to improve transit services for such persons;
  - c. to increase awareness of the existence and availability of all SRTA operated and/or affiliated transportation services for persons with disabilities, and to recommend ways in which such persons can more effectively and efficiently utilize these types of services; and
  - d. to identify opportunities to improve the quality of services to persons with disabilities and/or persons with low incomes and/or provide these services at a reduced cost.
  - e. to review and comment upon pending state or federal legislation of interest or concern to persons with disabilities, to the extent that such

legislation involves or affects their rights under the ADA to obtain access to local public transportation systems.

2.02 The SRTA People with Disabilities Advisory Committee is organized and shall be operated exclusively for advisory purposes. No administrative or executive functions are being delegated by SRTA to this committee. Therefore, the SRTA People with Disabilities Advisory Committee is not an “agency” subject to the Sunshine Act, 65 Pa. C.S.A. §703. To the contrary, this committee will not take official action on any aspect of SRTA’s management or operations, and it will specifically lack the authority to make binding recommendations to SRTA’s management.

### **ARTICLE THREE**

#### **COMMITTEE MEMBERS**

3.01 The SRTA People with Disabilities Advisory Committee shall consist of a maximum of twenty- five (25) permanent/voting members and a non-specific number of advisory members. All members shall serve without compensation.

#### 3.02 Permanent/Voting Committee Member Requirements

- a. Must have a disability as defined in Section 3 of the Americans With Disabilities Act (ADA) as well as being a user of local transit services.
- b. Permanent/Voting members are required to attend a minimum of two-thirds of the scheduled monthly meetings and not miss more than three (3) consecutive scheduled monthly meetings or:
- c. Represent an area social and/or governmental agency that provide PWD services.

### 3.03 Advisory Members

a. Advisory members are defined as SRTA staff along with non-disabled individuals who have a specific interest or expertise in PWD related transit topics.

### 3.04 Addition/Replacement of Committee Members

Nominations for and approval of additional and/or replacement committee members shall be conducted in accordance with the Committee's approved procedure governing this process.

### 3.05 Removal of Committee Members

The Committee may vote to either formally warn or remove a member for any of the following reasons:

- a. Failure to comply with the meeting attendance requirements outlined in Section 3.02b without cause
- b. Disruptive behavior

## **ARTICLE FOUR**

### **MEETINGS**

The SRTA People with Disabilities Advisory Committee shall meet monthly, either virtually, in person, or some combination thereof at such times and places as the members shall determine. Special meetings of the committee will be held at such times and places as the members shall determine.

4.01 Notice of the times and places of regular and special meetings of the SRTA People with Disabilities Advisory Committee shall be given, via email, to each member not less

than five (5) calendar days prior to the date of the meeting. Such notice need not state the purpose of the meeting.

4.02 A special meeting of the committee may be called by either the Chair, Vice-Chair, or at least one-third (1/3) of the committee members.

4.06 Attendance by a member at any meeting of the SRTA People with Disabilities Advisory Committee shall constitute a waiver of notice of such meeting.

4.07 One-third (1/3) of the current voting members, but not less than eight (8), shall constitute a quorum for the transaction of business. The vote of a majority of the committee members present at a meeting at which a quorum is present shall be necessary to act.

## **ARTICLE FIVE**

### **OFFICERS**

5.01 The officers of this committee shall consist of a Chair, Vice-Chair Secretary, and such other officers with such duties as the members shall determine from time to time.

5.02 The officers of the committee shall be elected by the voting members at the March meeting of each calendar year, and each shall serve a one (1) year term. All officers shall come from the voting members of the committee. Committee officers are limited to serving no more than three (3) consecutive terms. These limits may only be waived through an affirmative vote by the Committee .

5.03 Committee Chair

a. The Chair will, subject to the control of the committee, supervise and oversee the business of the committee. All decisions or other actions taken by the chair are subject to Committee review and approval. Specifically, the Committee Chair:

- \* Assembles and distributes meeting agendas
- \* Conducts the meetings
- \* Creates project-specific subcommittees as necessary
- \* Waives the annual minimum meeting attendance requirement for individual Permanent/Voting members where appropriate
- \* Casts the tie-breaking vote when necessary

#### 5.04 Committee Vice-Chair

a. The Vice-Chair performs all duties and exercises all powers of the Chair when the Chair is absent or is otherwise unable to act. The Vice-Chair will also perform such other duties as may be prescribed from time to time by the committee.

#### 5.05 Committee Secretary

- a. Maintains minutes of all meetings of the committee
- b, Serves as the custodian of all committee records, and, generally, will perform all duties incident to the office of Secretary which may be assigned from time to time by the committee members.
- c. Coordinates the development of any external communications including the PWD website

5.06 SRTA will give all notices required by the By-Laws, and SRTA shall have sole authority over and responsibility for all public information relating to the work of the committee.

**ARTICLE SIX**

**AMENDMENTS**

6.01 These By-Laws may be altered, amended and repealed, and new By-Laws may be adopted, by the affirmative vote of a majority of all Permanent/Voting Committee Members, with the vote at any regular meeting or at any special meeting, provided that at least five (5) calendar days' notice is given, via email, of the intention to alter, amend, repeal, or adopt new By-Laws at such meeting.

The undersigned, Secretary of the SRTA People with Disabilities Advisory Committee, hereby certifies that this is a complete and accurate copy of the original By-Laws of the SRTA People with Disabilities Advisory Committee.

DATE: June 29. 2022

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Name:  
Title: Secretary