

City of Lawrence  
Public Transit Advisory Committee  
By-laws

Article I  
Purpose

Section 1. The Public Transit Advisory Committee (Committee) was established to review, evaluate and consider public transit system issues and advise the City Commission and City staff.

Article II  
Membership

- Section 1. The Committee shall be composed of no less than five members and no more than nine members.
- Section 2. Committee members shall be residents of the City of Lawrence.
- Section 3. Committee members shall have an interest in issues and policies regarding the provision of public transit in Lawrence.
- Section 4. Committee members shall serve three (3) year terms, except upon initial appointments to this Committee.
- Section 5. The Mayor of Lawrence will appoint Committee members with consent of the City Commission.
- Section 6. Committee members shall be limited to serving two (2) complete terms.

Article III  
Officers

- Section 1. The elected officers of the Committee shall be:
- a. Chair
  - b. Vice-chair
- Section 2. Terms shall be for one (1) year beginning March 1.
- Section 3. Officers shall be elected at the first regularly scheduled meeting in February of each year.

- Section 4. The duties of the elected officers shall be:
- a. Chair
    - 1. Shall preside at all meetings of the Committee.
    - 2. Shall serve on the ADA Eligibility Review Board
  - b. Vice-chair
    - 1. Shall preside at Committee meetings in the absence of the Chair.
- Section 5. The Public Transit Administrator shall serve as Secretary to the Committee.

#### Article IV Meetings

- Section 1. The Committee shall meet the third Thursday of every other month at 4:00 pm unless otherwise designated by the Committee (February, April, June, August, October and December).
- Section 2. The Chairman may call special meetings provided at least three (3) full days notice is given to all Committee members and the media.

#### Article V Quorum

- Section 1. A majority of currently appointed Committee members (9) shall constitute a quorum. A majority of those present and voting is necessary to conduct business.

#### Article VI Resignation Procedures

- Section 1. Upon the voluntary or involuntary (see Article VII, Section 2 and Article VIII) resignation of a Committee member, the Secretary shall notify the Mayor of the appropriate facts and request that a replacement member be appointed.

Article VII  
Attendance

- Section 1. Committee members are expected to attend all regularly scheduled and special Committee meetings.
- Section 2. Failure to attend three (3) consecutive meetings without valid excuse and notice to the Chair or Public Transit Administrator will be deemed as automatic resignation by a Committee member.

Article VIII  
Conduct

- Section 1. Committee members are subject to all rules and regulations as established by the City of Lawrence and/or other governmental jurisdiction and agencies having legal authority to regulate public officials' behavior and conduct.
- Section 2. No Committee member may use his/her title or office in public representations unless authorized by the Committee.

Article IX  
Amendments

- Section 1. Amendments to these bylaws may be initiated at any time during a regular Committee meeting.
- Section 2. Passage of an amendment will require a majority vote of all Committee members.
- Section 3. Amendments shall take effect immediately unless otherwise stipulated in the amendment.

Approved: May 16, 2000  
Amended: November 20, 2001  
Amended: February 19, 2004