

**OPERATING PROCEDURES FOR THE PUBLIC TRANSIT & PASSENGER
RAIL COMMITTEE
of the Toledo Metropolitan Area Council of Governments (TMACOG)**

ARTICLE I. COMMITTEE AUTHORIZATION

The Public Transit & Passenger Rail Committee is established in Section X of the Transportation Council Operating Procedures.

ARTICLE II. PURPOSE

The Public Transit & Passenger Rail Committee is a subcommittee of the Transportation Council. The Committee's overarching goal is expressed by the regional Transportation Vision Statement, adopted at the first TMACOG Transportation Summit:

All Transportation stakeholders in our region working together to achieve a sustainable and integrated intermodal transportation system to enhance our quality of life and our competitive position in a global economy.

The Committee shall operate as a collaborative volunteer committee supported by a professional staff person. It is responsible for implementing the portion of the transportation program applicable to public transportation and passenger rail. It works with the Transportation Council to maintain communication on public transit and passenger rail issues among and between TMACOG standing committees and subcommittees, other transportation stakeholders, and the broader regional community.

ARTICLE III. DUTIES AND RESPONSIBILITIES

The Public Transit & Passenger Rail Committee has the following functions and responsibilities:

- A. Recommends to the Transportation Council actions, projects, programs and policies that will support improvement in public transit and passenger rail transportation in the region. This includes recommendations regarding:
 - 1. the TMACOG Annual Work Program,
 - 2. the Regional Transportation Plan and,
 - 3. as appropriate and as related to public transit and rail passenger projects, the bi-annual TMACOG Transportation Improvement Program.
- B. Oversees and participates in completing the public transit and passenger rail portions of the Annual Work Program;
- C. Coordinates regional participation in identifying public transportation needs and passenger rail facility and service development;
- D. Promotes favorable regulations and legislation for public transportation and passenger rail;
- E. Advocates for
 - 1. Recognition and support of public transit and passenger rail transportation as the co-equal to all other major modes of transportation;
 - 2. Public transit improvements that provide expanded personal mobility in the TMACOG region;

3. A viable national passenger rail system that provides service to Southeast Michigan and Northwest Ohio;
4. Implementation of designated high speed rail corridors, the Ohio Hub Plan, and the Midwest High Speed Rail Network; and
5. Linkages between public transit, passenger rail, and other forms of personal transport to create a fully multimodal integrated transportation system.

ARTICLE IV. MEMBERSHIP

Members shall be appointed annually by the Chair of the Transportation Council. Membership of the Committee shall be constructed so as to provide a definitive opportunity for transportation stakeholders and the general public to participate in and provide input to the planning process.

ARTICLE V. MEMBERS TERM OF OFFICE

The term of office for each member of the Public Transit & Passenger Rail Committee will begin upon appointment by the Transportation Council Chair and will conclude at the Winter General Assembly following appointment. A member may be reappointed at the discretion of the Transportation Council Chair.

ARTICLE VI. QUORUM

There shall be no required quorum to conduct the business of the Committee. A motion shall be considered to have passed upon affirmative vote of a simple majority of members present at any duly called and scheduled meeting of the Public Transit & Passenger Rail Committee.

ARTICLE VII. COMMITTEE LEADERSHIP

- A. There shall be a Committee Chair and a Vice Chair.
 1. The term of office for the Chair and Vice Chair shall be one calendar year. The Committee shall elect these officers after nominees are recommended by the Steering Committee and opportunity is given for the committee members to make additional nominations. The election shall be held at the first Committee meeting of the calendar year.
 2. The Transportation Council Operating Procedures provide that the Committee Chair will be a member of the Transportation Council, and that in the absence of the Committee Chair at a duly scheduled meeting of the Council, the Vice Chair may represent the interests of the committee and vote.
- B. There shall be a Steering Committee to guide and provide leadership for the Committee, make recommendations to the Committee on appropriate major issues, and set agendas for meetings.
 1. The Steering Committee will annually recommend to the Committee those persons to be on the Steering Committee for the coming calendar year. The Steering Committee election shall be held at the first Committee meeting of the calendar year.
 2. The Steering Committee shall annually recommend candidates for Committee Chair and Vice Chair.

ARTICLE VIII. DURATION OF COMMITTEE

The Public Transit & Passenger Rail Committee is a Standing Committee of the Transportation Council pursuant to Section X of the Transportation Council Operating Procedures.

ARTICLE IX. ACCOUNTABILITY

The Committee reports to and is responsible to the Transportation Council. Periodic reports will be made as requested.

ARTICLE X. FUNCTIONAL RESPONSIBILITIES

- A. The Public Transit & Passenger Rail Committee shall meet at least quarterly during the year to undertake its regular business and review the progress of any subcommittees, or at the call of the Chair when business dictates a more frequent schedule.
- B. There shall be a standing Steering Committee. The Committee Chair is hereby authorized to appoint additional subcommittees and work groups as needed to carry out the mission and purposes of the Public Transit & Passenger Rail Committee. These subcommittees shall have a discrete, defined objective and shall cease to exist upon completion of that objective or at the pleasure of the Chair. These subcommittees and work groups must operate within the overall policies of TMACOG.
- C. All committee activities will comply with TMACOG's policy on the Ohio Open Meetings Act.

ARTICLE XI. PARLIAMENTARY AUTHORITY

Except where otherwise specified in these procedures or agreed to by a unanimous vote of voting members present at a Committee meeting, the rules contained in the most recent edition of *Robert's Rules of Order* shall govern Committee proceedings in all cases where they are applicable and not inconsistent with the TMACOG Bylaws.

ARTICLE XII. AMENDMENTS

These operating procedures may be amended by a majority vote of the Public Transit & Passenger Rail Committee at a regular meeting or a meeting specifically called for this purpose. Any such amendments shall become effective only after ratification by the Transportation Council.

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- Original operating procedures recommended by the Passenger Rail Steering Committee April 15, 2002 and the Passenger Rail Committee April 29, 2002; approved by the TMACOG Transportation Council January 8, 2003.
- Amendments recommended by the Passenger Rail Committee July 31, 2006, and approved by the Transportation Council November 1, 2006.
- Amendments recommended by the Public Transit & Passenger Rail Committee August 17, 2011, and approved by Transportation Council September 7, 2011.