



## **Gaston County ACCESS Transportation Bylaws**

### **GASTON COUNTY TRANSPORTATION ADVISORY BOARD**

#### **ARTICLE I - NAME**

The name of this board shall be the Gaston County Transportation Advisory Board, hereinafter referred to as the "GCTAB."

#### **ARTICLE II - PURPOSE**

To ensure the provision of quality, effective, and economical transportation services for citizens of the county. The board shall serve as an advocate for Gaston County citizens who are in need of transportation services and oversee the provision of transportation services. The board shall ensure adherence to the Americans with Disabilities Act. The board shall monitor the use of resources by Gaston County ACCESS Transportation Services, ensure that the level of service provided meets the demand, and assist in projecting and planning future needs.

<b>Category</b>	<b>Roles and Responsibilities</b>
<b>General</b>	Serves as the advisory body to the governing board as the lead agency in the operation of public transportation in Gaston County. Serves as a liaison between the public transportation system and service area residents. Works with local agencies, organizations, and units of local government to maintain a coordinated and cost-effective approach to the delivery of transportation services. Assists in the formulation of GCTAB's mission, vision, goals, objectives, and strategies for shaping the public transportation system's future. Reviews public transportation services, projects, and funding to ensure that they are being fairly and equitably distributed to residents of the community served. Performs other functions and responsibilities as may be requested or prescribed by the transportation system's governing board.
<b>Planning</b>	Reviews planning proposals and provides comments with respect to concerns of various segments of the population regarding their public transportation needs. Contributes to the long-range planning of a comprehensive and viable public transportation system. Participates in the development or update of the Community Connectivity Plan (CCP), and the statewide Local Coordinated Plan (LCP). Reviews various projects and issues related to coordinated public transportation and makes recommendations for better coordination. Identifies unmet service needs. Assists in prioritizing needs.

<b>Category</b>	<b>Roles and Responsibilities</b>
<b>Operations</b>	Recommends service improvements including proposed routes, service changes, ridership policies, and fare structures. Assists public, private non-profit, private, and voluntary agencies in providing transportation services to their clients.
<b>Finance/Budget</b>	Advises on public transportation financial matters including funding, budgets, fares, billing rates, and methods. Reviews and comments on proposed operating and capital budgets.
<b>Oversight</b>	Monitors compliance with federal regulations and the status of any deficiencies noted in any official federal, state, or local review or report. Evaluates the operational and financial performance of the public transportation system.
<b>Outreach</b>	Disseminates information and holds forums to solicit public input. Participates in other community outreach efforts.
<b>Advocacy</b>	Serves as a citizen's advocacy group dedicated to improving and expanding the area's public transportation system. Assists in supporting and promoting the use of public transportation, and in locating, developing, and obtaining funding.

### **ARTICLE III - MEMBERS**

#### **Section 1 - Numbers and Qualifications**

The GCTAB is composed of one representative from each of the agencies and organizations as required by the North Carolina Department of Transportation, Public Transportation Division (NCDOT, PTO) Program Policy and other agencies as recommended by the GCTAB. All members are approved and appointed by the Gaston County Board of Commissioners.

Members must include a representative from the following core agencies:

- Gaston County Department of Social Services, Aging
- Gaston County Department of Social Services, Workfirst, Title XIX (Medicaid), Title XX
- Gaston County Health Department
- Pathways (Mental Health)
- Community Rehabilitation Facilities (Gaston Skills)
- At Large (Private Citizen)
- At Large (Private Citizen Disabled)

A maximum of twelve (12) additional members may include, but not limited to a representative from the following:

- Business/Industry
- Chamber of Commerce/Economic Development
- Civic Organization
- Employment Security Commission/Job Link Career Center
- Emergency Management Services
- Faith Community Leader
- Gaston College
- Gaston Community Action
- Gastonia Housing Authority
- Intercity Bus Operator
- Local Elected Officials/Staff
- Private Transportation Provider
- North Carolina Services for the Blind
- United Way of Gaston County
- Vocational Rehabilitation
- Gaston County Schools

## **Section 2 - Terms**

Members of the GCTAB shall serve an initial term of one year. Any person reappointed to a second or subsequent term shall serve a three-year term at the Gaston County Commissioners' discretion.

## **Section 3 - Vacancies**

Vacancies on the GCTAB shall be filled by appointments made by the Gaston County Board of Commissioners (BOC). Recommendations for appointment/reappointment will be submitted to the BOC Clerk to be forwarded to the appointing commissioner for consideration.

## **Section 4 - Attendance**

With the exception of medical reasons, any member may be removed from office if he/she is absent from three (3) consecutive advisory board meetings or has less than a 60% annual attendance record at GCTAB meetings.

The GCTAB shall submit a monthly cumulative attendance report to the BOC Clerk within one (1) week of each meeting or related subcommittee meeting.

## **ARTICLE IV - Duties and Responsibilities**

The GCTAB shall perform the following duties or be responsible for the following functions:

- Serve as a liaison between the residents of Gaston County and the county government concerning transportation issues.
- Serve as the advisory body to Gaston County as the lead agency in the operation of the Gaston County Transportation System (Gaston County ACCESS).
- Evaluate the program and policies of ACCESS to determine the effectiveness and any needed changes, particularly with respect to a coordinated and cost-effective approach to the delivery of transportation services to area human service agencies and the public and making recommendations to the Board of Commissioners.
- Advocate for the pursuit of financial support of needed transportation services for Gaston County residents.
- Review and make recommendations regarding the annual budget for ACCESS.
- Assist in the development and update of the Community Transportation Services Plan (CTSP).
- Perform other functions as may be requested by the Gaston County Board of Commissioners.

## **ARTICLE V: Regular Meetings**

### **A. Dates and Locations**

Meeting: Meetings shall be held at least quarterly. The Chair may have monthly meetings at his/her discretion. Notice of changes in the time and place of each such meeting shall be given to each member by telephone, mail, e-mail, fax, or in person, no later than the Thursday prior to scheduled meetings. Any board member desiring all notices be made by way of the U.S. Postal Service will notify the Transportation Director.

Quorum: At all meetings of the GCTAB, either regular or special, 51% of appointed members shall constitute a quorum. If a quorum is not present, the presiding officer may adjourn the meeting to a day and hour fixed by him/her, but the board shall meet with a quorum present at least quarterly.

Public notice of all meetings will be provided in compliance with G.S. 143-318.12. The news media/sunshine list must be provided with written notice 48 hours in advance of all meetings.

Request for Public Information pertaining to Gaston County ACCESS will be handled by the Transportation Director in a prompt and timely manner. If there is a question whether to release the information, the County Attorney will be asked for his/her opinion. The TAB chairperson will be notified for information purposes.

## **ARTICLE VI: Officers**

### **Number and Title**

The principal officers of the GCTAB shall be the chairperson and vice-chairperson. The Access Transportation Director or the Access Transportation Assistant Director will serve as secretary.

### **Elections**

The chairperson and vice-chairperson shall be elected by the GCTAB for a term of one year. Elections will be held during the first meeting of the Gaston County Fiscal year. Consecutive terms may be served.

### **Vacancies**

Any vacancy in any office elected by the board may be filled by the GCTAB for the unexpired portion of the term.

### **Chairperson**

The chairperson shall preside at all meetings of the board and shall represent the board in activities on its behalf. The Transportation Director will be responsible for scheduling and submitting notices of all meetings to the membership of the board and giving public notice of meetings as required by G.S. 143-318.12.

### **Vice Chairperson**

The vice-chairperson shall perform the duties of the chairperson in his/her absence.

### **Secretary**

The secretary shall record and keep a file of the minutes of all board meetings. All meetings will be taped, and the tape will be filed for a period of 60 days after the minutes are approved by the board. All TAB board minutes will be accurate and give a good descriptive view of the business covered during the meeting. The ordinary citizen should read the minutes and understand the business conducted.

## **ARTICLE VII: Committees**

The GCTAB chair may designate sub-committees, as it shall determine necessary. Minutes must be taken at each sub-committee meeting and should be filed with the official board minutes. Reports and or minutes from each sub-committee shall be given to the full membership of the board. A hard copy of sub-committee minutes will be given to all members.

## **ARTICLE VIII: Board of Commissioners**

The Gaston County Board of Commissioners may direct the GCTAB regarding matters relating to it and may override or re-direct actions of the GCTAB.

**ARTICLE IX: Amendments**

These by-laws may be adopted, altered, or repealed by the affirmative votes of a majority of the GCTAB at any regular meeting of the board, but only if the notice of said meeting contained a copy or an accurate summary and explanation of the proposed by-laws amendment, alteration, or repeal as the case may be.

**ARTICLE X: Fiscal Year**

1. Fiscal Year: The fiscal year shall begin on the first day of July and end on the last day of June.
2. Annual Report: The Transportation Director shall present a brief annual report by the end of the first quarter of the fiscal year, reviewing the year ended and presenting the program and forecasts for the following year.
3. Robert's Rules of Order: Rules contained in Robert's Rules of Order shall govern at all board and committee meetings where they do not conflict with the by-laws of the GCTAB.

**ARTICLE XI: Termination of Membership**

Termination of membership shall be recommended to the Gaston County Board of Commissioners when an appointee has a substantial material conflict of interest.

These By-Laws were adopted for Gaston County Transportation Advisory Board (GCTAB) on

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Signatures:

Advisory Board Chair\_\_\_\_\_ Date\_\_\_\_\_

Transportation Administrator\_\_\_\_\_ Date\_\_\_\_\_

Certification

I, Donna S. Buff, Clerk to the Gaston County Board of Commissioners, do hereby certify that the above is a true and accurate copy of the Transportation Advisory Board By-Laws as adopted by the Board of Commissioners on January 28, 2025.

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Donna S. Buff, Clerk to the Board

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