

APTA COMMUNICATIONS SUBCOMMITTEE BYLAWS

October 8, 2006

ARTICLE I – ORGANIZATION

Subcommittee Name

The subcommittee shall be known as the APTA Communications Subcommittee, hereinafter "the Subcommittee". The Subcommittee is part of and subordinate to the APTA Research & Technology Committee.

Mission Statement

The mission of the Subcommittee is to promote the appropriate use of communications technology in mission critical applications across all modes of transit, develop methods and guidelines to reduce risk in adopting new technologies in transit, and work to ensure that key communications resources are available for mission critical transit applications.

Additionally the Subcommittee shall work to integrate activities going on in all APTA Standing Committees, Subcommittees, and Technical Forums. Recognizing that many projects are and will continue to take place outside of this Subcommittee's activities, the Subcommittee's integration role is intended to achieve APTA-wide synergy in order to maximize limited resources and promote broader awareness of communications and technology issues in transit.

Objectives

The Subcommittee's long term objective is the advocacy for adapting and promoting technology from other industries; such as the Information Technology, Telecommunications, Process Controls or Computer industries; and the preservation of critical technology resources for transit as a means of ensuring and enhancing the performance of all aspects of the public transportation industry. The Subcommittee will aid in defining and executing the annual action plan adopted by the Research & Technology Committee. Additional details specific the Subcommittee shall be further defined by the Subcommittee as necessary.

ARTICLE II - MEMBERSHIP

Membership in the Subcommittee shall be open to full time employees of APTA members or retired employees of APTA members not otherwise employed who have an interest in the activities of the Subcommittee within APTA. The Subcommittee will seek, in addition, to insure that all APTA standing committees, which have expressed interest, are represented on the Committee.

Persons desiring membership shall submit a notice in writing or by e-mail, with the person's name, title, organization, address, phone, fax, and e-mail address to the APTA Staff Advisor for or Chair of the Subcommittee.

ARTICLE III - OFFICERS

Officers

The Subcommittee shall have a Chair and may also appoint a Vice-Chair and/or Working Group Chairs. Other officers may be designated as needs are identified.

Duties of Officers

Chair - The chair shall be responsible for calling all meetings of the Subcommittee and shall preside at all meetings of the Subcommittee. The chair shall appoint all Working Group members. The Chair shall be an ex-officio member of all Working Groups. The Subcommittee Chair shall act as liaison between the Subcommittee and the APTA Research & Technology Committee and other groups as necessary on specific issues. The Chair shall direct the activities of the Subcommittee and its members and take action as necessary to ensure that the Subcommittee achieves its objectives. The Chair shall coordinate on a regular basis with the APTA Staff Advisor assigned to the Subcommittee and work to inform the APTA membership about the activities of the Subcommittee.

Vice Chair - The Vice Chair shall preside at meetings in the absence of the Chair. The Vice Chair shall assist the Chair in the development and conduct of Subcommittee activities.

Working Group Chair – A Working Group Chair shall be responsible for calling all meetings of the Working Group and preside over all aspects of the Working Group. Working Group Chair shall act as liaison between the Chair, the Subcommittee at-large, and the Working Group. Working Group Chair shall coordinate on a regular basis with the Subcommittee Chair and inform the Subcommittee Membership at-large about the activities of the Working Group.

Terms of Office

The term of Chair shall be two years with no limit on the number of terms any individual chair may serve. The Subcommittee shall determine on an annual basis, the status of the current officers. Additionally, the Subcommittee shall determine, at the call of the chair or a majority of members, whether to continue, add, or delete officers other than the Chair.

Vacancies

In the event that the Office of the Chair becomes vacant prior to the end of the term, the Vice Chair shall ascend to that office for the remainder of the term. In such case, the ascending Chair shall appoint a new Vice Chair for the remainder of the term.

In the event that the office of the Vice Chair becomes vacant prior to the end of the term, the Chair shall either appoint or hold elections for a new Vice Chair for the remainder of the term.

ARTICLE IV - ELECTION OF OFFICERS

Election of Officers

The election of officers shall generally occur at the Annual Business Meeting of the Subcommittee, which shall be held in conjunction with the APTA Annual Meeting unless specific notice to the contrary is provided. Newly elected officers shall assume office at the conclusion of the Annual Business Meeting at which they are elected.

Nominations

The nominating process shall be as designated by the Chair. The Chair may designate a nominating Subcommittee or seek some other means of identifying candidates.

ARTICLE V - MEETINGS AND VOTING

Meetings

The Subcommittee shall meet at the APTA annual meeting and the APTA Bus or Rail conferences. The Subcommittee may also meet if deemed necessary by the Chair to conduct the business of the Subcommittee. Notices shall be prepared by the Chair and sent out to the Subcommittee by either the Chair or the APTA Staff Advisor no less than 14 days prior to the meeting. Formal meetings shall be conducted in accordance with Robert's Rules of Order as amended.

Voting

Only members of the Subcommittee shall be eligible to vote on issues or matters before the Subcommittee. A vote may be taken only when a quorum is present. A quorum shall consist of greater than 50% of the total membership of the Subcommittee. Proxies may be used to vote and count towards a quorum.

Except as otherwise specified herein, all votes shall be determined by simple majority of the voting members. Voting shall be limited to no more than two individuals per organization where multiple representatives of the same agency or corporation are present. Any disputes in voting rites shall be settled by the Chair.

ARTICLE VI – WORKING GROUPS

Standing Working Groups

The sub-committee has no standing working groups but shall vote on creation of a standing working group at the call of the Chair or motion of a member.

ARTICLE VII - RECORDS and COMMUNICATIONS

Maintenance of Committee Records

The APTA Staff Advisor and Chair, shall jointly maintain the Subcommittee membership roster and all Subcommittee records, including meeting minutes.

Communications

All Subcommittee notices, announcements, and other communications shall be processed and distributed by the APTA Staff Advisor in accordance with APTA policy.

ARTICLE VIII - AMENDMENTS TO THE BYLAWS

Submission and Consideration of Amendments

Amendments to these Bylaws may be proposed by any Subcommittee member and must be submitted in writing to the Chair for consideration and voting at the next Annual Business Meeting of the Subcommittee that occurs at least 90 days after the submission of the proposed amendment. The Chair shall request that the APTA Staff Advisor distribute copies of any proposed amendments at least 60 days prior to the Annual Business Meeting.

Adoption of Amendments

Amendments to these Bylaws shall be adopted by a two thirds (2/3) vote of the Subcommittee members present and voting.

**ARTICLE IX - CONFLICTS WITH APTA BYLAWS OR FEDERAL OR
DC LAW**

In case of conflict between these Bylaws and the APTA Bylaws, Research & Technology Committee Bylaws or Federal or District of Colombia law, The APTA Bylaws, Research & Technology Committee Bylaws, or Federal or District of Colombia law shall prevail.