

Los Angeles County Metropolitan Transportation Authority

LOCAL TRANSIT SYSTEMS SUBCOMMITTEE (LTSS)

BYLAWS
Effective October 1, 2018

Approved by:
Local Transit Systems Subcommittee, July 19, 2018
Metro Technical Advisory Committee (TAC), September 5, 2018

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ARTICLE I – AUTHORITY

I.1 Authority

Under the authority of the Los Angeles County Metropolitan Transportation Authority, hereinafter referred to as “Metro”, the Local Transit Systems Subcommittee, hereinafter referred to as “LTSS” is established as a standing subcommittee of the Technical Advisory Committee (TAC) to the Metro Board of Directors.

I.2 The LTSS is created by Metro and shall have no authority separate or apart from that of Metro.

ARTICLE II – PURPOSE AND SCOPE

II.1 Purpose

LTSS is established to provide technical input and assistance to Metro on issues affecting local transit systems or transportation programs in Los Angeles County, including, but not limited to, fixed route services, commuter services, demand response service, ADA paratransit, transportation demand management, and rail feeder services.

II.2 Scope

LTSS may engage in such related activities as appropriate to carry out its purpose and may bring matters of special concern to local transit operators and to the attention of Metro through the TAC and/or appropriate Metro policy committees. To achieve its purpose, LTSS will conduct meetings, appoint committees or working groups, and engage in such activities as it deems necessary.

LTSS intends to provide technical review of and advise Metro on the following topics including, but not limited to:

- Coordination of transit services among local operators; and, between local operators and regional operators including Metro;
- Long and short range regional transportation planning;
- Local Return transit program development and coordination including legislation, regulations, guidance, reporting, and funding allocations;
- Proposition A 5% of 40% Discretionary incentive program guidance, reporting, and funding allocations;
- Unmet transit needs;
- Regional fare collection program plans, funding, implementation, guidance, and reporting including Universal Fare Card Systems (TAP);
- Regional ADA transportation services (Access);
- Regional transportation studies, initiatives, pilot programs and services that affect or would benefit LTSS agencies such as Rapid Bus, NextGen, Micro-transit, and First Mile-Last Mile programs;
- Legislation and regulatory issues effecting local transit systems;
- Federal, state and local grant programs including but not limited to FTA 5310; and
- Potential new funding programs for local transit providers.

ARTICLE III – MEETING LOCATION

III.1 Principal Meeting Location

The principal meeting location for the transaction of LTSS business is hereby fixed and located at Metro, Local Programs, One Gateway Plaza, Los Angeles, California 90012.

III.2 Alternate Meeting Location

LTSS shall have the authority to change the location of the principal meeting location from time to time by a simple majority vote of the LTSS voting representatives present at a duly authorized meeting, and will provide 10 days advance notice of such change for the affected meeting.

ARTICLE IV - MEMBERSHIP**IV.1 Membership**

All agencies that expend Los Angeles County Local Return funds for “Local Transit” demand response or fixed route services are entitled to participate in LTSS activities. See Exhibit A for the current listing of Local Transit agencies.

With the exception of Los Angeles County and City of Los Angeles, all agencies are combined into six geographical clusters for the purpose of balancing geographical representation, improving communication channels, and simplifying business practices.

Exhibit A may be amended annually at the first meeting of each calendar year to best maintain geographical representation and allow updates to agency participation based on changes to eligible services.

IV.2 Voting Member

A voting member is specified as a representative from the following: Los Angeles County, City of Los Angeles, or an agency within a cluster, and will have one (1) vote each.

Voting members are determined by the following:

- a. Clusters comprised of five (5) or more agencies will self-select two (2) representatives that will serve as voting members;
- b. Clusters comprised of four (4) or less agencies will self-select one (1) representative that will serve as a voting member;
- c. Los Angeles County and City of Los Angeles will each have one representative that will serve as their respective voting member; and
- d. Metro is a non-voting Ex-Officio member.

IV.3 Terms

The term for the voting members from Los Angeles County and the City of Los Angeles will not expire.

Each cluster may appoint a voting member(s) for a term of up to two (2) years ending on the last day of each even numbered calendar year. There is no maximum number of terms a voting member may serve.

IV.4 Voting Member Appointment

By December 31 of each even numbered calendar year, the cluster agencies will submit their appointment of voting member(s) for the next term to the Secretary. Appointees will be seated at the first LTSS meeting of the following calendar year.

Los Angeles County, the City of Los Angeles, and each cluster agency is responsible for the voting member(s) in their own agency/cluster. Each agency/cluster may appoint a voting member at any time a vacancy arises, and must notify the Secretary within ten (10) days of the appointment(s).

IV.5 Alternates

If a cluster's voting member is unable to attend an LTSS activity, called for the purpose of conducting business, an alternate may be self-selected from among its own designated cluster agency to serve as Alternate voting member, for that specific activity. The Alternate will have the same voting rights as the cluster's appointed voting member and is responsible for notifying the Secretary at the start of the meeting.

IV.6 Voting Member Removal

Clusters will be requested to replace appointees, within their respective cluster, that fail to participate in three (3) consecutive meetings or four (4) meetings within a calendar year. LTSS may expel an appointee from LTSS participation as warranted.

ARTICLE V – OFFICERS AND APPOINTEES

V.1 Annual Meeting

The LTSS shall, at its first meeting of each odd numbered calendar year, and at such other times as there may be vacancies, elect officers and appoint representatives.

V.2 Officers

The officers of the LTSS shall consist of the Chair, Chair Elect, and Vice Chair, each of whom shall be elected from among individuals representing member agencies of the LTSS. The individual member shall be considered as the elected officer and not the represented agency or organization.

V.3 Secretary

Metro will self-appoint staff to serve as Secretary to the LTSS. Secretary is a non-voting Ex Officio position.

V.4 Appointees

Appointees are two TAC representatives and their alternate(s). The Chair may appoint representatives and alternates to the TAC.

V.5 Term

The terms of office of the Officers and Appointees shall be two years, commencing during the odd numbered years. The term will begin at the first meeting of the calendar year immediately upon election and will conclude two years later at the time of the biennial election. No officer may serve more than three consecutive terms in the same office.

V.6 Nomination and Election of Officers

The Officers shall be elected in the following manner:

- a. Each LTSS voting member may place any other member of the LTSS in nomination for the Officers;
- b. Each LTSS member shall cast one vote for the candidate of his or her choice for each office;
- c. Only voting members may make and second motions; and

- d. Elections will be held as needed to fill vacancies.

ARTICLE VI - DUTIES OF OFFICERS, SECRETARY, AND APPOINTEES

VI.1 Duties of the Chair

The Chair shall preside at all meetings of the LTSS and shall exercise and perform such powers and duties as may be assigned by the LTSS or prescribed herein. The Chair shall appoint representation to the TAC and all other standing committees as appropriate. Upon the death, incapacity, or vacancy in the office of the Chair, the Chair Elect shall succeed to such office automatically, subject to ratification by the LTSS at its next meeting, at which time the LTSS shall also elect a new Chair Elect.

VI.2 Duties of Chair Elect

The Chair Elect shall perform the duties of the Chair in his/her absence and, when so acting shall have all the powers of and be subject to the restrictions upon the Chair. The Chair Elect is responsible to monitor and report on Board, TAC, BOS agendas and activity of other regulatory bodies as warranted.

VI.3 Duties of Vice Chair

The Vice Chair shall perform the duties of the Chair Elect in his/her absence and, when so acting shall have all the powers of and be subject to the restrictions upon the Chair.

VI.4 Duties of Secretary (Ex Officio)

The Secretary shall keep, or cause to be kept, minutes of all meetings of the LTSS. The Secretary shall have such other powers and perform such other duties as may be assigned by the LTSS, or prescribed herein. The Secretary shall maintain, or cause to be maintained, an up-to-date roster of members, keep attendance records, notify the LTSS and Metro staff of vacancies, and conduct periodic contact with inactive members.

VI.5 Duties of Metro Technical Advisory Committee (TAC) Representatives

There shall be two LTSS members and up to two alternates appointed as TAC representatives. They shall attend all meetings of the TAC. Representatives shall accurately reflect position(s) taken by the LTSS and in keeping with the voting procedures of the TAC, vote accordingly. Representatives shall report positions and meeting activities of the TAC during general meetings of the LTSS.

ARTICLE VII - COMMITTEES

VII.1 Standing Committees

There shall be an Executive Committee and a Nominating Committee.

a. Executive Committee

The elected officers, TAC Representatives, Immediate Past-Chair and Secretary shall constitute the Executive Committee. The LTSS Chair shall chair the Executive Committee.

b. Nominating Committee

The Chair shall appoint the Nominating Committee composed of a minimum of two voting members in good standing for the purpose of nominating officers for the next term. The Nominating Committee shall submit its recommendations to the chair at

least 30 days in advance of elections.

c. Standing and Ad Hoc Committees

The Chair may create standing committees or ad hoc subcommittees; shall appoint committee membership as needed; and, determine sunset dates as appropriate. Such committees may include, but are not limited to: legislation, policy, bylaws, operations advocacy, program review, and membership.

VII.2 Committee Operations

- a. Members of a committee shall remain members of that committee until such time as the LTSS appoints new members to the committee, the committee is dissolved by the LTSS, or the purpose has been completed and there are no more responsibilities assigned to the committee.
- b. A quorum of a committee created under this section shall be a majority of the members of the committee. All actions by such committee shall require a majority vote of those in attendance, unless otherwise specifically stated.
- c. Except for the Executive and Nominating Committees, each committee shall appoint a Chair who shall call and preside at the meetings.

ARTICLE VIII - MEETINGS

VIII.1 Notice

All regular and special meetings of the LTSS shall be conducted in accordance with the Ralph M. Brown Act (Government Code Section 54950) as it now exists or may be amended from time to time. The Secretary shall cause notice to be given of all meetings.

Secretary shall provide meeting agendas and supporting material for meetings, except special meetings, providing required notice to the members. Agenda content, meeting time and location shall be determined by the Executive Committee.

VIII.2 Quorum

LTSS may conduct business when a quorum is present at the meeting. A quorum consists of a majority of the LTSS voting members, or in the absence of a voting member, the Alternate(s). Vacancies shall not be counted in determining a quorum.

VIII.3 Minutes

The Secretary will record the minutes. An official set of minutes of all LTSS meetings shall be kept at the principal executive offices of the LTSS.

VIII.4 Voting

All matters duly noticed and within the purview of the LTSS may be decided by a simple majority of those members or their alternates in attendance at a regular or special meeting.

No voting member shall vote on any grant review issue or any recommendation for funding when he/she represents an agency or group that directly benefits from said grant or funding proposal.

VIII.5 Required Meetings

LTSS shall have at least one regular meeting, not less than quarterly, per calendar year.

VIII.6 Other Meetings

Meetings of the Executive Committee shall be held at the determination of the Chair, or upon request of any member of the Executive Committee.

Pursuant to Government Code Section 54956, a special meeting of the LTSS may be called at any time by the Chair, or in his/her absence, by the Chair Elect, or in his/her absence, the Vice Chair, with 24 hours' notice, stating the time and place of such meeting and the matter to be discussed. Such notice may be delivered personally, by way of electronic transmission (other than voice communication) or by mail. Notice by mail or electronic transmission must be received by members at least 24 hours prior to the meeting.

VIII.7 Meeting Cancellation

All meetings may be postponed or cancelled by the Chair or in his/her absence, by the Chair Elect, or in his/her absence, by the Vice Chair, with at least 24 hours prior electronic notice.

ARTICLE IX- LIMITATIONS**IX.1 Restrictions to Authority**

An affirmative vote of two-thirds of the voting members is required for the following:

- a. To amend these Bylaws; and
- b. To remove a voting member.

ARTICLE X - AMENDMENTS

These Bylaws may be amended, provided that any amendment is compatible with the purposes of Metro, is not in conflict with the intent of LTSS.

Amendments must be submitted to the Chair in writing at least 30 days in advance of a meeting. Any such amendments are subject to ratification of Metro and effective immediately, unless otherwise designated. Votes may be cast electronically for the purpose of this section.

Exhibit A – LTSS Agencies (October 2018)

LOCAL TRANSIT AGENCY	Service Type			Cluster Votes
	FR	GP-DR	E&D-DR	
San Fernando Valley				2
City of Agoura Hills		X		
City of Burbank	X		X	
City of Calabasas	X			
City of Glendale	X		X	
City of La Canada Flintridge	X		X	
City of Santa Clarita			X	
San Gabriel Valley - East				2
City of Baldwin Park				
City of Covina				
City of Duarte				
City of Glendora				
City of West Covina				
Pomona Valley Transit Authority				
San Gabriel Valley - West				2
City of Alhambra	X		X	
City of El Monte	X		X	
City of Monrovia			X	
City of Monterey Park	X		X	
City of Pasadena	X		X	
City of Rosemead				
City of South Pasadena				
Gateway - East				2
City of Artesia				
City of Cerritos	X		X	
City of Pico Rivera	X		X	
City of Santa Fe Springs				
City of Whittier			X	
Gateway - West				2
City of Avalon	X		X	
City of Bell Gardens				
City of Downey	X		X	
City of Lynwood				
City of Paramount	X		X	
City of South Gate				
Westside/Central				1
City of Beverly Hills			X	
City of Culver City			X	
City of Santa Monica			X	
City of West Hollywood	X		X	
South Bay				2
City of Carson				
City of El Segundo				
City of Gardena				
City of Inglewood				
City of Manhattan Beach				
Palos Verdes Peninsula Transit Authority	X		X	
Other				
City of Los Angeles (LADOT)	X		X	1
Los Angeles County DPW	X		X	1
Total Voting Members				15
Ex-Officio				