

1. Composition

Pursuant to the Second Amended and Restated Transit Governance Interlocal Agreement (the “Interlocal Agreement”), the Metropolitan Transit Commission (“MTC”) is a public body composed of:

- (a) two voting representatives from each party as defined in Section IV.A.(2) of the Interlocal Agreement;
- (b) one voting representative from the North Carolina Department of Transportation (“NCDOT”);
- (c) two voting representatives from each regional member added pursuant to Section IV.A.(3) of the Interlocal Agreement;
- (d) one non-voting representative from each regional participant appointed or participating pursuant to Section IV.A.(4) of the Interlocal Agreement; and
- (e) one representative from the South Carolina Department of Transportation (“SCDOT”) if added pursuant to Section IV.A.(5)(b) of the Interlocal Agreement.

2. Representatives

One representative of each party or regional member shall be its mayor (or chair of the board of county commissioners) or his/her designee who shall serve at the pleasure of the mayor (chair), and the other representative shall be the party's or regional member's manager (administrator) or his/her designee who shall serve at the pleasure of the manager (administrator). The mayor (chair) or designee shall be a party's or regional member's primary voting representative and the manager (administrator) or designee shall be the alternate voting representative authorized to cast a vote in the absence of the primary voting representative.

The voting representative of NCDOT shall be the North Carolina Board of Transportation (“NCBOT”) member representing Mecklenburg County, or the representative designated by the Secretary of Transportation in the absence of a NCBOT member who represents Mecklenburg County; provided such designated representative shall serve only for the period up to and until there is a NCBOT member who represents Mecklenburg County.

The MTC shall appoint or provide for the appointment of an appropriate number of non-voting “regional participants” from local governments from outside Mecklenburg County to ensure regional representation. The MTC shall appoint a representative of the SCDOT if added pursuant to Section IV.A(5)(b) of the Interlocal Agreement. Each regional participant shall be represented at MTC meetings by an elected or chief appointed county or municipal official. Representatives of regional participants shall serve in a non-voting capacity, up to and until such members may become regional members pursuant to the Interlocal Agreement.

3. Officers

The MTC shall have a Chair and a Vice-Chair.

The term of office for Chair and Vice-Chair shall run from December 1 through November 30 of the following year.

The Chair of the MTC shall be the Chair of the Mecklenburg County Board of Commissioners (or designee) for terms that begin December 1 of an odd-numbered year and shall be the Mayor of the City of Charlotte (or designee) for terms that begin December 1 of an even-numbered year.

The MTC shall select a Vice-Chair who shall be the primary voting representative from one of the Mecklenburg Towns.

The Chair shall preside at all meetings of the MTC. In order to address the MTC, a representative must be recognized by the Chair. The Chair shall have the following powers:

- (a) To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;
- (b) To determine whether a speaker has gone beyond reasonable standards of courtesy in their remarks and to entertain and rule on objections from other representatives on this ground;
- (c) To entertain and answer questions of parliamentary law or procedure;
- (d) To call a brief recess at any time; and
- (e) To adjourn in an emergency.

The Vice-Chair shall preside in the absence of the Chair. In the absence of both the Chair and the Vice-Chair, the CATS Chief Executive Officer (“CEO”) shall call the meeting to order and the MTC shall select a representative to serve as presiding officer. The CEO shall provide a staff member to serve as clerk to the MTC.

4. Meetings

(a) Regular Meetings

The MTC shall establish a regular meeting schedule which may be revised from time to time.

(b) Special Meetings

Special meetings may be scheduled by vote of the MTC in open session.

In addition, special meetings may be called by the Chair, by the Vice-Chair, or, with the prior consent of a majority of the primary voting representatives, by the CEO. Only those matters specified in such a call may be considered unless all representatives are present or have signed a written waiver of notice.

(c) Cancellation of Meetings

Regular and special meetings may be canceled by vote of the MTC.

In addition, the CEO may, with the prior consent of a majority of the primary voting representatives, cancel (i) a regular meeting, (ii) a special meeting scheduled by vote of the MTC in open session, or (iii) a special meeting called by the CEO with the prior consent of a majority of the primary voting representatives.

A special meeting called by the Chair or the Vice-Chair may only be canceled by the officer who called the meeting.

(d) Notices

Notice of a special meeting shall be provided to all representatives to the MTC at least forty-eight hours prior to the time of the meeting.

Notice of the cancellation of a meeting shall be provided to all representatives to the MTC as soon as practicable.

(e) Remote Participation

Participation in MTC meetings via a method of simultaneous communication such as video conference or conference call (“remote participation”) is permitted in the limited circumstances outlined below.

- (i) Voting Representatives – Voting representatives (as described in sections 1 & 2 above) may participate remotely in MTC meetings. Representatives participating remotely are not “present” for the purpose of establishing a quorum under section 5 below. Representatives participating remotely are not considered “present” under section 6 below and may not participate in any vote of the MTC. An alternate voting representative who is physically present at a meeting may vote over a primary voting representative participating remotely.
- (ii) Other Remote Participants in Meetings – Representatives of Regional Participants, members of MTC committees, CATS staff, and individuals presenting to the MTC may participate in MTC meetings remotely.

5. Quorum

The presence of a primary and/or alternate voting representative of a majority of the parties to the Interlocal Agreement shall constitute a quorum. A voting representative who has withdrawn from a meeting without being excused shall be counted as present for purposes of determining a quorum.

6. Voting

No voting representative shall be excused from voting except upon matters involving the consideration of his or her own financial interest or official conduct. In all other cases, a failure to vote by a voting representative who is present shall be recorded as an affirmative vote. A motion shall be adopted if it receives at least five (5) affirmative votes.

7. Agenda

The CEO shall prepare the agenda for MTC meetings.

The CEO, the Chair, or the Vice-Chair may place an item on any agenda.

Any representative may request the CEO to place an item on a future agenda by making such a request at a meeting of the MTC. Unless a voting representative or the CEO objects, the requested item shall

be placed on a future agenda. If a voting representative or the CEO objects, the item in question shall not be included on a future agenda unless a majority of the voting representatives vote to place the item on a future agenda.

Any matter that is not on the agenda may be discussed upon the completion of the agenda. The MTC may not take formal action on any non-agenda matter unless the MTC votes unanimously to add the matter to the agenda.

8. Public Address to the MTC

(a) Procedures for Metropolitan Transit Commission Monthly Meetings:

Effective January 1, 2025, individuals wishing to address members of the Metropolitan Transit Commission, (MTC) shall register to speak by calling 704.353.1794, email CATSBoards@Charlottenc.gov or complete the online speaker sign up form. Speakers will give their name, address, phone number, email address, meeting date, and subject matter to be discussed.

Individuals can sign up to speak until 3:00 p.m. the day of the meeting. Any individual unable to give advance notice prior to a MTC meeting may sign up to speak the night of the meeting. A form will be kept beside the clerk for that purpose.

The speaker's name, address, daytime phone number, subject matter and speaking order will be formalized into a list, individuals signing up to speak the night of the meeting will be added to the bottom of the list. Those names will be given to the MTC Chair.

No person in addressing the MTC, except as otherwise provided herein, shall be allowed to speak more than three minutes unless allowed by the MTC Chair. The comment period will be limited to thirty minutes unless the MTC Chair allows an extension of time. The MTC Chair, as the presiding officer, may, at his/her discretion, shorten the time for speaking when an unusually large number of individuals have registered to speak. Individuals cannot yield their time.

During MTC meetings, the MTC Chair will call the names of those signed up to speak. Names will be called in the order in which they were received. As their name is called, the individual will approach the podium and state their name, address and subject matter. If a name is called and that individual is absent, the MTC Chair will proceed to the next name on the list. Individuals who are absent when their name is called will be moved to the bottom of the list and may speak if time permits. This will be at the discretion of the MTC Chair.

(b) Procedures for Public Hearing:

In the event of a public hearing, citizens wishing to address the Metropolitan Transit Commission, (MTC) shall contact CATS at 704.353.1794 or email CATSBoards@charlottenc.gov and give their name, address, daytime phone number, meeting date and subject matter to be discussed; alternatively, individuals may also complete the online speaker form.

Individuals wishing to speak during the public hearing may sign up until 3:00 p.m. the day of the hearing. Any individual unable to give advance notice prior to a public hearing may sign up to speak the night of the hearing. A form will be kept beside the clerk for that purpose.

The speaker's name, address, daytime phone number, subject matter and speaking order will be formalized into a list, individuals signing up to speak the night of the hearing will be added to the bottom of the list. Those names will be given to the MTC Chair.

No person in addressing the MTC, except as otherwise provided herein, shall be allowed to speak more than three minutes unless allowed by the MTC Chair. The MTC Chair, as the presiding officer, may, at his/her discretion, shorten the time for speaking when an unusually large number of individuals have registered to speak. Individuals cannot yield their time to another person. The MTC Chair may allow an extension of this time if deemed appropriate.

During the public hearing, the MTC Chair will call the names of those signed up to speak. Names will be called in the order in which they were received. As their name is called, the individual will approach the podium and state their name, address and subject matter. If a name is called and that individual is absent the MTC Chair will proceed to the next name on the list. Individuals who are absent when their name is called will be moved to the bottom of the list and may speak if time permits. This will be at the discretion of the MTC Chair.

All comments must be relevant to the subject matter of the public hearing.

CATS will provide public notification of all MTC public hearings at least ten days in advance. Advertising will include a telephone number for citizens to call to sign up to speak, e-mail and mailing addresses to receive written comments. A comment period will be established for such public hearings, which will provide for additional comments beyond the MTC public hearing date. Once the comment period has ended, the clerk will provide all written comments to the MTC for review.

9. Motions and Debate

- (a) The MTC shall proceed by motion. Every motion shall require a second. Only a voting representative may make or second a motion.
- (b) A representative may make only one motion at a time.
- (c) A substantive motion is out of order while another substantive motion is pending.
- (d) The Chair shall state the motion and then open the floor to debate. The chair shall preside over the debate according to the following general principles:
 - (i) The maker of the motion is entitled to speak first; and
 - (ii) A representative who has not spoken on the issue shall be recognized before someone who has already spoken.
- (e) Procedural motions. In addition to substantive motions, the following procedural motions, and no others, shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption.

- (i) To Adjourn. The motion may be made only at the conclusion of action on a pending substantive matter; it cannot interrupt deliberation of a pending matter.
 - (ii) To Take a Brief Recess.
 - (iii) Call to Follow the Agenda. The, motion must be made at the first reasonable opportunity, or the right to make it is waived for the out-of-order item in question.
 - (iv) To Suspend the Rules. The motion requires for adoption a vote equal to two thirds of the actual voting membership of the MTC.
 - (v) To Divide a Complex Motion and Consider it by Paragraph.
 - (vi) To Defer Consideration. A substantive motion the consideration of which has been deferred expires after one hundred days have elapsed following the day of deferral unless a motion to revive consideration is adopted.
 - (vii) Call of the Previous Question. The motion is not in order until there has been as at least twenty minutes of debate, and every member has had an opportunity to speak once.
 - (viii) To Postpone to a Certain Time or Day.
 - (ix) To Refer to a Committee. Sixty days or more after a motion has been referred to a committee, the introducer may compel consideration of the measure by the entire MTC, whether or not the committee has reported the matter to the MTC.
 - (x) To Amend. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the amended motion has the same effect as rejection of the original motion. A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.
 - (xi) To Revive Consideration. The motion is in order at any time within one hundred days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires after one hundred days have elapsed following the deferral unless a motion to revive consideration is adopted.
 - (xii) To Reconsider. The motion must be made by a member who voted with the prevailing side, and only at the meeting during which the original vote was taken, including any continuation of that meeting through adjournment to a time and place certain. The motion cannot interrupt deliberation on a pending matter but is in order at any time before final adjournment of the meeting.
 - (xiii) To Rescind or Repeal Six Months. The motion is in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption a vote equal to two-thirds of the actual voting membership of the MTC.
- (f) Renewal of Motion. A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.
- (g) Withdrawal of Motion. A motion may be withdrawn by the introducer at any time before a vote.

10. Minutes

Full and accurate minutes of MTC proceedings, including its committees, shall be kept.

11. MTC Committees

I. As of January 1, 2025 all existing advisory committees of the MTC shall be dissolved and a new committee, the Public Transit Advisory Committee (“PTAC”) is formed.

A. Responsibilities. PTAC shall have the following responsibilities:

(i) PTAC shall be responsible for (1) reviewing the CATS CEO’s (defined below) proposed operating programs and five-year capital programs, (2) reviewing transit policies, (3) serving as an initial forum for suggestions and complaints concerning fares, routes and schedules, and (4) making recommendations to the MTC regarding these matters. PTAC shall also be responsible for providing such other advisory functions as directed by the MTC.

B. Membership. PTAC is a 13-member advisory committee of the MTC. No holder of publicly elected office may serve on PTAC. Members are appointed for a two-year term as follows:

- (i) one member appointed by the Mayor of the City of Charlotte, who shall serve as co-chair of PTAC;
- (ii) one member appointed by the Chair of the Mecklenburg County Board of Commissioners, who shall serve as co-chair of PTAC;
- (iii) two members appointed by the Charlotte City Council;
- (iv) two members appointed by the Mecklenburg County Board of Commissioners;
- (v) one member appointed by the Charlotte-Mecklenburg Board of Education; and
- (vi) one member appointed by each of the six Mecklenburg County Towns
- (vii) one member appointed by a regional member added pursuant to Section IV.A. of the Interlocal Agreement (if any),

Committee members should be, to the extent possible, representative of:

- (i) Different geographic areas of Mecklenburg County;
- (ii) Different incomes, races and ethnicities, abilities and disabilities, identities, and ages;
- (iii) Different transit rider groups (persons with disabilities, senior and school age citizens, commuters, low-income riders);
- (iv) Travelers of different modes of public transportation (e.g., local bus, express bus, light rail, micro-transit, streetcar, and paratransit);
- (v) Mecklenburg County residents with an interest in improving transit conditions within the county and region, and have experience with urban transit issues;
- (vi) Transit-related organizations/clubs; and
- (vii) Schools, business, and neighborhood organizations that particularly depend on the City's public transportation system.

C. Attendance. All members are required to attend at least 65% of the regular and special meetings of the body held in any one calendar year. Excused absences shall not count toward the 65% attendance requirement. Members shall be permitted up to three excused absences per calendar year in the following circumstances:

- (i) Illness or medical-related absences,
- (ii) Funerals and/or bereavement,

- (iii) The birth or adoption of the board member's child, for 90 days after the birth or adoption,
or
- (iv) Military service.

Excused absence requests should be formally made in writing via email to both City Clerk and the board's staff advisor within one week of the date of the missed meeting. Any absence that does not meet the above criteria shall be considered unexcused.

Any member who fails to attend any three consecutive regular committee meetings shall be automatically removed. If a member is removed or resigns, PTAC will notify the appointing authority for that member and request that a new member be appointed for the remainder of the removed or resigning member's term.

For purposes of the attendance policy, a member's remote participation shall count toward the attendance requirements.

- D. Term. Terms shall be for three years, after the initial term, and any term limits shall be in the discretion of the member's appointing authority.

To ensure stability and continuity, the members of the PTAC shall serve three-year staggered terms that begin on January 1 and end on December 31. The initial terms of the appointees of the Mecklenburg County Board of Commissioners, the Charlotte City Council, The Charlotte-Mecklenburg Board of Education, and the Mayor of the City of Charlotte shall end on December 31, 2026. The initial terms of the appointees of the Towns and the Chair of the Mecklenburg County Board of Commissioners shall end on December 31, 2027.

- E. Officers. PTAC officers shall include one Co-Chairperson to be appointed by the Mayor of the City of Charlotte and one Co-Chairperson to be appointed by the Chair of the Mecklenburg County Board of Commissioners. PTAC Co-Chairs shall not serve as Co-Chairs for more than two full consecutive terms.

- F. Meetings. PTAC shall establish a regular meeting schedule which schedule may be revised from time to time. Special meetings may be called, as necessary, by a Co-Chairperson.

- (i) Quorum. A quorum must be present to adopt motions. A majority of the appointed members shall constitute a quorum.
- (ii) Agenda. The Co-Chairpersons and CATS Staff shall develop the agenda for PTAC meetings and the agenda shall be distributed to PTAC members prior to the meeting.
- (iii) Motions and Debate. PTAC shall proceed by motion and shall follow the MTC's procedures (See Section 9, "Motions and Debate," above).
- (iv) Public Address to PTAC. PTAC meetings are open to the public. PTAC shall follow the MTC's procedures for public speakers at its meetings. (See Section 8, "Public Address to the MTC," above).
- (v) Remote Participation. Members authorized to participate in meetings remotely may fully participate in all discussions and votes on the business of the body, and their remote participation shall be counted toward a quorum. All votes of those participating remotely shall be conducted via an audible roll call. The chairperson shall announce the voting result including the number of members voting on each side of the question.

The presence of quorum shall be established by audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of remotely participating members and their video, on-camera presence.

- II. Other Committees – In addition to PTAC, the MTC may establish and appoint other standing and/or *ad hoc* advisory committees as it deems appropriate.

12. Roberts Rules of Order

To the extent not provided for in these Rules, and to the extent it does not conflict with North Carolina law or the spirit of these rules, the MTC and its committees shall refer to Roberts Rules of Order, Revised, to answer unresolved procedural questions.

Previous Revision March 25, 2015