

New Hampshire State Coordinating Council for Community Transportation

Bylaws

Article I: Name

Section 1. By Statutory Authority, the General Court established the State Coordinating Council for Community Transportation in New Hampshire (herein referred to as: the SCC).

Section 2. Enabling Legislation: The SCC is organized by RSA 239-B.

Section 3. SCC Bylaws: These bylaws provide the procedures for conducting business of the SCC. Any discrepancies between these bylaws and RSA 239-B will be resolved in favor of the statute.

Section 4. Calendar Year: The SCC will operate using the state fiscal year and will begin on July 1.

Section 5. Definitions.

5.1 “Alternate” shall mean a person assigned by a Voting Member to represent the Voting Member in their absence.

5.2 “Annual Meeting” shall mean the last meeting of the Fiscal Year.

5.3 “Consumer” shall mean a person using or potentially using transportation services.

5.4 “Community Transportation” shall mean services that address all transit needs of a community, including general and special populations, such as persons with disabilities and seniors.

5.7 “Executive Committee” shall mean the Officers and may include other Voting

Members at the discretion of the Chairperson.

- 5.9 “Lead Agency” shall mean the fiscal agent for the Regional Coordination Council (RCC) as voted in by a Super Majority of the RCC Voting Members. As such, the Lead Agency serves at the behest of and on behalf of their RCC.
- 5.10 “Mobility Management” shall mean an innovative passenger-centered transportation strategy for managing and delivering coordinated community transportation services that focuses on meeting individual consumer needs and on addressing changing community needs by collaboratively developing and coordinating community transportation services to achieve an efficient, sustainable transportation service delivery system across various geographic areas
- 5.11 “Officer” shall mean the Chairperson, Vice-Chairperson, Treasurer, and Secretary.
- 5.12 “Regional Mobility Manager” (RMM) shall mean the designated staff person who leads coordination efforts on behalf of their RCC.
- 5.13 “Regional Transportation Coordinators” This position was never formalized with the SCC or the RCC. This position is now referred to as Lead Agency, as defined in Article 1 Section 5.9.
- 5.14 “Regional Coordination Councils” (RCC) shall mean the regional entities made up of service providers, organizations, and the public that address the availability and quality of transportation and transit services in the respective regions as established by RSA 239-B, as amended.
- 5.16 “Simple Majority” shall mean at least fifty-one percent (51%) of the Voting Members present at meeting.
- 5.17 “State Coordinating Council” (SCC) shall mean the State Coordinating Council for Community Transportation in New Hampshire as defined by NH RSA 239-B.
- 5.18 “Statewide Mobility Manager” (SMM) shall mean an employee hired or subcontracted by New Hampshire Division of Transportation (NHDOT) who is responsible for the coordination of the NH Statewide mobility network.
- 5.19 “Super Majority” shall mean at least two-thirds (2/3) of the Voting Members present at meeting.
- 5.20 “Voting Member” shall mean a Voting Member as defined under Article 4 Section 1

5.21 “Fund Established” shall mean” a nonlapsing fund to be known as the regional transportation coordination fund established in the Office of the State Treasurer to be known as the regional transportation coordination fund which shall be kept distinct and separate from all other funds. All moneys in the regional transportation coordination fund shall be continually appropriated to the SCC and may be expended for the purpose of making grants to improve community transportation. The treasurer shall deposit all donations received pursuant to RSA 239-B:3, IV in the regional transportation coordination fund.

Article II: Mission

The mission of the SCC is to improve the coordination, capacity, accessibility, quality, and sustainability of mobility options throughout the State of New Hampshire.

The SCC encourages organizations and individuals from across the state to attend meetings and engage with members to positively impact community transportation services in New Hampshire. The SCC values the participation and input of community members and users, as well as representatives from groups including but not limited to transportation agencies, local and county government, planning commissions, human service providers, economic and workforce related agencies, and stakeholder advocacy organizations.

Article III: Duties

Section 1. Develop, implement, and provide guidance for the coordination of community transportation options within New Hampshire so that the general public, in particular citizens in need of access to essential services and activities, can access local and regional transportation services and municipalities, human service agencies, and other organizations can purchase shared ride coordinated transportation services for their citizens, clients, and customers.

- Section 2. Set statewide coordination policies for community transportation, establish community transportation regions, encourage the development of regional Coordination Councils, assist other regional efforts as needed and monitor the results of statewide coordination.
- Section 3. Approve the formation of Regional Coordination Councils and the selection of regional transportation coordinators, according to such criteria and guidelines as the SCC may establish. In lieu of Regional Transportation Coordinators, the SCC will approve the selection of Lead Agencies
- Section 4. Solicit and accept donations for funding to implement and sustain community transportation.
- Section 5. Collaborate with and support regional coordination councils in the delivery of community transportation services.
- Section 6. Oversee deposit of all donations pursuant to RSA 239-B:3, IV.
- Section 7. In accordance with its statutory duties to develop, implement and provide guidance for the coordination of community transportation, the SCC with input from the RCC's and the advice and consent of NHDOT, will take the lead in developing, implementing, and maintaining the NH Mobility Management Network.

Article IV: Membership of the SCC

- Section 1. Number: The SCC shall consist of fifteen (15) voting members.
- 1.1 Ex Officio Members: The following voting members shall serve by virtue of their office:
- 1.1.1 The commissioner of the department of health and human services, or designee.
 - 1.1.2 The commissioner of transportation, or designee.
 - 1.1.3 The commissioner of the department of education, or designee.
 - 1.1.4 The executive director of the governor's commission on disability, or designee.
 - 1.1.5 The Chairperson of the New Hampshire Transit Association, or designee.

- 1.2 Appointed Members: The following voting members shall serve by appointment:
- 1.2.1 A representative of a regional planning commission, appointed by the commissioner of transportation.
 - 1.2.2 A representative of a philanthropic organization, such as the Endowment for Health or the United Way, appointed by the commissioner of the department of health and human services.
 - 1.2.3. Eight (8) representatives selected from transportation providers, the business community, and statewide organizations, such as Granite State Independent Living, AARP, Easter Seals, and the UNH Institute on Disability appointed by the governor with the advice of the Executive Council.
- Section 2. Term: Ex officio member serves on the SCC for so long as she/he holds the position designated under A: IV S: 1.1 or by action of a commissioner when such position is held by a designee. Appointed members designated under A: IV S: 1.2 serve a 3-year term effective from the date of appointment.
- Section 3. The Statewide Mobility Manager and the Regional Mobility Managers are not eligible to serve as the Designated Representative or Alternate of a Voting Member, nor shall they be eligible to hold an Officer Position of the SCC
- Section 4. Rights & Responsibilities:
- 4.1 Vote: Each Voting Member has one vote on any decision put to a vote.
 - 4.2 Alternates: A Voting Member may designate one (1) alternate with full voting rights in the absence of the Voting Member.
 - 4.3 Attendance: A Voting Member must attend at least seventy-five (75%) of SCC meetings and miss no more than three (3) consecutive meetings in a calendar year. The Chairperson will determine if a missed meeting is excused; an excused absence shall not count against the member as nonattendance.
 - 4.4 No SCC Member shall receive compensation through the SCC when attending to the duties of the SCC.

Article V: Officers of the SCC

Section I. Officers and Terms of Office

- 1.1 The Officers of the SCC shall be as follows:
 - 1.1.1 Chairperson
 - 1.1.2 Vice-Chairperson
 - 1.1.3 Treasurer
 - 1.1.4 Secretary
- 1.2 The term of each Officer shall be one year. Officers may serve multiple terms.

Section II. Election of Officers

Officers will be elected annually by majority vote at the last meeting of the fiscal year. Nominations for Officers should be given to the nominating committee prior to the last meeting of the fiscal year or presented at the annual meeting.

Section III. Responsibilities of the Officers

- 3.1 The Chairperson, or in the event of his/her absence, the Vice Chairperson, shall preside at all meetings of the SCC; but neither shall be deprived of his/her right to vote. The Chairperson shall have such other powers and perform such other duties as may from time to time be voted by the SCC, including the establishment of committees and appointment of committee members as may be necessary or convenient for carrying out the business of the SCC.
- 3.2 The Vice-Chairperson shall perform all duties incident to the office and such other duties as may be prescribed by the SCC.
- 3.3 The Treasurer shall be responsible for regular reporting on the status of the regional transportation coordination fund, or such funds that are controlled by the SCC.
- 3.4 The Secretary shall be responsible for disseminating information to SCC members, writing SCC correspondence, keeping meeting attendance records, and taking minutes of meetings.
- 3.5 An Officer may hold and exercise the functions of two positions.

Section IV. Vacancies

If an Officer vacates an office for any reason up to and including non-attendance and or, resignation, the Chairperson or Vice-Chairperson if the vacancy is the Chairperson shall declare the vacancy at the next regularly scheduled meeting. The Chairperson or Vice-Chairperson if the vacancy is the Chairperson can wait until the next nomination/election period or may accept nominations from the floor at the meeting at which the vacancy has been declared. If nominations from the floor are accepted, voting will take place at the next scheduled meeting.

Section V. Removal of Officers

Members, by Super Majority vote of members present, may remove an Officer. An Officer under consideration for removal should be advised and be able to speak to the concerns of the membership. Such matters and discussions should take place in a nonpublic session according to RSA (91: A:3). The Officer under consideration for removal may be given a 30-day period to correct any deficiencies before the vote is taken.

Article VI: Meetings of the SCC

Section I. Regular Meetings

The SCC shall meet monthly. The Chairperson may also cancel a regular monthly meeting. At the regular meetings, the SCC may take such actions, pass such resolutions, or conduct such other business as are on the agenda or may otherwise be properly brought before it.

Section II. Special Meetings

The Chairperson, or in the event of their absence, the Vice-Chairperson, may call a special meeting of the SCC as needed for a time sensitive matter, or at the request of one-third (1/3) of the Voting Members. Business at special meetings shall be limited to the

subjects stated in the call for them.

Section IV. Meeting Notice and Agenda

Not less than five days advance notice in writing of regular meetings shall be given to all members and not less than three business days advance notice in writing of special meetings shall be given to all members. Such notices shall contain the time, place, proposed agenda, proposed resolutions, and the substance of any matter proposed to be voted on.

Section V. Quorum

In accordance with RSA- 91-A, as amended, eight (8) voting members shall constitute a quorum. (RSA 239). No official action may be taken without a quorum present.

Section VI. Structure and Conduct of Meetings

The Chairperson shall prescribe rules of proceedings for the SCC. SCC procedures shall provide an opportunity for all Voting Members to be heard on any given issue and for the efficient conduct of business.

Section VII. Public Participation at Meetings

Any person is welcome to attend all regular and special meetings of the SCC, excluding any required nonpublic sessions as identified in RSA 91-A-3, and be permitted to address the SCC under direction from the Chairperson. There shall be two separate opportunities for public comment in these meetings, the first shall be specific to an agenda item and the second is specific to other business. The Chairperson shall determine when these opportunities shall occur in the agenda and may limit the time for individual public comment.

Article VII: Voting

An official action of the SCC requires a motion, a second, and a vote. For a motion to pass it must receive a Simple Majority of the votes in the affirmative, unless otherwise indicated in

these bylaws.

Article VIII: Committees of the SCC

The Chairperson, or in his/her absence, the Vice-Chairperson, shall establish ad hoc committees and appoint committee members as may be necessary or convenient for carrying out the business of the SCC. Non-members, because of their special expertise or association with particular issues, and at the discretion of the Chairperson, may be appointed to ad hoc committees.

Article IX: Reports

In accordance with RSA 239(b)(4), as amended, The SCC shall annually report its findings, progress, and any recommendations for proposed legislation to the governor, the speaker of the house of representatives, and the president of the senate by November 1 of each year. The report shall cover the state fiscal year ending June 30 of the same year.

Article X: Amendments

These Bylaws may be amended, or new Bylaws may be adopted by a Super Majority Vote of the SCC at any regular or special meeting of the SCC, provided the recommended changes have been reviewed at a prior SCC meeting. The notice of such meeting shall specify that amendments to the Bylaws will be considered at such meeting.

Adopted October 2, 2008, by the SCC

Amended May 2, 2024, by the SCC