

**BYLAWS
WICHITA TRANSIT
ADVISORY BOARD CITY OF
WICHITA, KANSAS**

ARTICLE 1

PURPOSE AND ORGANIZATION

SECTION 1. The purpose of the Wichita Transit Advisory Board (WTAB) shall be to advise the City Council and City Manager on matters relating to the operation and planning of the transit system within the City of Wichita and to recommend such changes as, in the opinion of the board, would be beneficial for the effective and efficient provision of transit services within the Greater Wichita Metropolitan Statistical Area (MSA).

SECTION 2. The Wichita Transit Advisory Board shall be composed of thirteen (13) members appointed and approved by the Mayor and City Council to terms as provided in Section 2.12.020 (1) of the City Code. Each Board member shall hold his or her office for a term of two (2) years and until their successor is appointed and qualified. No more than four (4) consecutive terms can be served. In the event of death, resignation or other disqualification of any member, his or her successor shall be appointed to fill only the unexpired term created by such vacancy. All appointed members must reside in the Wichita MSA, but residency is not otherwise restricted.

Transit Advisory Board representatives will be selected in the following manner:

7 Seats — The Mayor and the Council Members in Districts I — 6 would each appoint one member. I Seat - The Wichita Access Advisory Board would appoint one member.

5 seats — The Mayor would appoint one member from each of the following categories, to be ratified by the City Council.

1. Major area employer
2. Greater Wichita Partnership
3. Visit Wichita
4. REAP
5. WSU

SECTION 3. Any member of the WTAB may be removed by the City Council for the same cause as any appointive officer and as provided by Section 2.12.020 (7) of the City Code. Members may be removed after any three (3) consecutive absences from regular board meetings or absences from any four (4) regular board meetings held within the preceding 12-month period that includes the most recent absence. This attendance policy is to be strictly enforced.

SECTION 4. All members of the WTAB shall serve without compensation.

ARTICLE II

POWERS AND DUTIES OF THE BOARD

SECTION 1. The WTAB shall advise the City Council and City Manager on all matters relating to the operation and planning of the transit system within the City of Wichita.

SECTION 2. In all formal matters, the WTAB shall act by resolution, and all notices required by law to be given by publication shall be published in the official city paper.

SECTION 3. Before entering upon the duties of their office, the members of the WTAB shall subscribe to an oath of office, to be administered by the City Clerk.

ARTICLE III

MEETINGS OF THE BOARD

SECTION 1. Regular monthly meetings of the WTAB shall be held on the third Wednesday of each month at 10:00 am at the Wichita Transit office conference room, 777 E. Waterman, Wichita, Kansas, unless a different date or time is specified by the Director of Transportation, after providing reasonable notice of the same.

SECTION 2. The Director of Transit or designee shall prepare a notice of the meeting and an agenda of all matters to come before the meeting and mail or email the same to the WTAB members no later than noon (12:00 p.m.) the Monday preceding the next regular meeting. A copy of the agenda shall also be furnished to the City Manager's office for inclusion with Kansas Open Meetings Act requests. Any member of the WTAB may cause matters to be placed on the agenda by advising the Director of Transit no later than noon (12:00 p.m.) the Friday preceding the next regular meeting.

SECTION 3. Special meetings may be called by the WTAB Chair or any majority of the WTAB, acting during an open meeting, by giving notice at least twenty-four (24) hours in advance of said special meeting to all members of the WTAB. The object of the meeting shall be submitted to the WTAB in writing, and the call and the object, as well as the action of the WTAB thereon, shall be entered upon the records of the WTAB, and no other business shall be transacted except that mentioned in the call.

SECTION 4. A quorum shall consist of a majority of the members of the WTAB appointed and qualified at any given time. Business of the WTAB shall be conducted by majority vote of the members present once a quorum has been established.

SECTION 5. All meetings of the WTAB shall be conducted in accordance with the procedures for conduct of council business found at City Code 2.04.300-2.04.350 except as modified by these bylaws and any rules and procedures adopted by the WTAB.

SECTION 6. All meetings shall include an opening public comment session lasting no more than 10 minutes in total. Speakers may address any topic related to Transportation Department services, but are limited to a maximum of 3 minutes per speaker, unless additional time is granted by majority vote of the WTAB. This comment period shall not include discussion with or by WTAB members. Providing such comment does not preclude the speaker from presenting public input during scheduled agenda items. At the beginning of each meeting the Director of Transportation shall designate a Wichita Transit employee to serve as timekeeper of the duration of the meeting.

ARTICLE IV

OFFICERS AND THEIR DUTIES

SECTION 1. The officers of the WTAB shall be as follows:

Chairperson, who shall be elected by the WTAB from its number and shall preside at all meetings of the WTAB and shall sign, execute, act, and deliver for the WTAB all documents of any kind required or authorized to be signed or delivered by said WTAB.

Chairperson Pro tempore, who shall be elected by the WTAB from its number and, in the absence or disqualification or disability of the Chairperson, shall perform the duties of the Chairperson and act in place of the Chairperson, with the full power and authority which the Chairperson would have were the Chairperson present.

A City employee designated by the Director of Wichita Transit shall be assigned to the WTAB for purposes of maintaining records and minutes and handling administrative matters without the right to vote or to perform any other function other than provide administrative services.

SECTION 2. The WTAB shall appoint such other officers as may be required by law or ordinance or as the business of the WTAB demands.

SECTION 3. An annual election of officers shall be held no earlier in the calendar year than April 1, but no later than September 30 of that year. The WTAB shall set the date for election of officers to reasonably include Council appointees to the WTAB which are due on or before March 31, but which may have been delayed. If the WTAB is otherwise unable to agree on a date for election of officers, it shall be held during the September WTAB meeting. The officers so elected shall serve for a term of one (1) year and a maximum tenure of office not to exceed two (2) consecutive terms.

ARTICLE V

RULES AND PROCEDURES

The Board shall adopt appropriate rules and procedures for the conduct of meetings and for the transaction of the Board's business.

ARTICLE VI

AMENDMENTS TO BYLAWS

The WTAB may, by a two-thirds majority vote thereof, amend these bylaws or any provisions or sections thereof at any time when the same is not in conflict or contravention of any of the laws of the State of Kansas or ordinance of the City of Wichita applicable thereto. Any bylaw amendment modifying the authority of the WTAB is subject to City Council approval. Provided, however, that notice of the proposed amendments shall be furnished by the Chairperson to the WTAB members not less than ten (10) days prior to the meeting at which said amendments are to be considered. A copy of the bylaws will be filed in the office of the City Clerk.

The above bylaws are hereby adopted as the Bylaws of the Wichita Transit Advisory Board of the City of Wichita, Kansas.

Dated this 6th day of December, 2016, as amended by the WTAB under Article VI on March 20, 2020.

_____/s/Jeff Longwell_____
Jeff Longwell, Mayor

ATTEST:

_____/s/ Karen Sublett_____
Karen Sublett, City Clerk

Approved as to Form:

_____/s/ Jennifer Magaña_____
Jennifer Magaña, City Attorney and Director of Law