



Jefferson Area Regional Transit Partnership (RTP) Business Meeting

AGENDA

4:00 p.m., Thursday, October 24, 2019
Water Street Center, 407 E. Water Street, Charlottesville, VA 22902

Item	Time†	Description
1		Call to Order
2		Introductions
3	4:00-4:15	Matters from the Public: Limit 3 minutes per speaker
4		Approval of the Agenda*
5		Approval of Meeting Minutes from August 22, 2019 and September 26, 2019*
6	4:15-4:45	CAT New Director Vision - Director Garland Williams
7	4:45-5:15	JAUNT FY21 Budget Overview - Brad Sheffield Crozet and Park Connect Update
8	5:15-5:20	Electric and Energy Efficient Bus Exploratory Committee Recommendation
9	5:20-5:30	Regional Transit Plan Funding Request
10	5:30-5:35	By-laws Revision to Add University of Virginia as Voting Member of RTP (December vote date)
11	5:35-5:45	Committee & Project Updates: Monthly Ridership Reporting Committee Regional Equitable Driver Appreciation Committee Transit Peer System Visit – Blacksburg Energy Efficient Bus Committee
12	5:45-5:55	Transit Service Provider Updates CAT Advisory Board Update
13	5:55-6:00	Other Business
14	6:00	Adjourn

Next meeting: November 21, 2019- Work Session

1. Overview of RTP and VTA Listening Tour Responses
2. Possible Trip Date to Blacksburg

The Regional Transit Partnership (RTP) serves as an official advisory board, created by the City of Charlottesville, Albemarle County and JAUNT, in Partnership with the Virginia Department of Rail and Public Transportation to provide recommendations to decision-makers on transit-related matters.

† Times are approximate

* Requires a vote of the Partnership



Thomas Jefferson Regional Transit Partnership

August 22, 2019

4:00 PM

Water Street Center

Committee – Voting Members

Diantha McKeel, *Albemarle Co - Chair*
Kathy Galvin, *City of Charlottesville – Vice Chair*
Lucas Ames, *JAUNT Urban*
Randy Parker, *JAUNT Rural (Louisa)*
Ned Gallaway, *Albemarle*
Nikuyah Walker, *City of Charlottesville (absent)*
Neil Sherman, *DRPT*

Staff

Chip Boyles, *TJPDC*
Gretchen Thomas, *TJPDC*
Sara Pennington, *Rideshare*
Jessica Hersh-Ballering, *TJPDC*

Non-Voting & Alternates

Karen Davis, *JAUNT (absent)*
Brad Sheffield, *JAUNT*
Becca White, *UTS*
Trevor Henry, *Albemarle County*
Leslie Beauregard, *City of Charlottesville (absent)*
Mike Murphy, *City of Charlottesville*
James Mann, *CAT Advisory Board*
Dave Feisner, *JAUNT Rural (Alb – alternate) (absent)*
Bill Wuensch, *JAUNT Urbal (Alb – alternate) (absent)*
Kim McManus, *PVCC (absent)*
Jim Foley, *ACPD*
Alison DeTuncq, *CTB (absent)*
Chris Rowland, *JAUNT (absent)*
Becca Askey, *DRPT (absent)*
Ginger Morris, *Greene County Transit (absent)*
Sally LeBeau, *UVA Hospital (absent)*

Call to Order

Chip Boyles called the meeting to order at 4:02 p.m. Mr. Boyles introduced Jessica Hersh-Ballering as a new staff member at TJPDC who will be involved with the RTP.

Matters from the Public

Sean Tubbs with the Piedmont Environmental Council noted that there are some exciting things happening with JAUNT and the area near Loaves & Fishes. He also said he was pleased to see the offer to a member of UVA as one of the voting members on the RTP Board. He is interested in solving the problem of “how do we get more people out of their cars.” He is still taking the bus and is grateful he has access to it. He would like that kind of access for the rest of the urban area. Not one agency will be able to do that alone, so he is please the RTP has come together.

Response to Matters from the Public

None.

Approval of the Agenda

Ms. McKeel made a motion to approve the agenda. Mr. Gallaway seconded the motion and it was passed unanimously.

Approval of Minutes from May 23 and June 27 meetings

On the May 23rd minutes, Ms. White needed further clarification on UVA and STIC funding and UTS's interest in receiving federal funding and the info about data collection. Ms. White has spoken to those who were recorded in the minutes and did not want to take up meeting time for the clarifications. She trusts that those clarifications will be reflected in the minutes.

Ms. McKeel moved to approve the June 27 minutes. Mr. Parker seconded and they were approved unanimously.

Election of Officers

Mr. Parker nominated Ms. McKeel to continue as Chair. Mr. Gallaway seconded the motion.

Mr. Gallaway nominated Ms. Galvin to continue as Vice Chair. Ms. McKeel seconded the motion.

Both motions were passed unanimously.

Ms. McKeel asked that everyone introduce themselves.

JAUNT Proposed Fee Schedule

Mr. Sheffield reported that part of JAUNT's TDP recommendations was to simplify the fare rates. Over time there have been numerous fare rates in the past. The ADA paratransit zone fares will not change. He reported that Albemarle's general command response fares are not changing but JAUNT will be realigning the zone boundaries with the TAZs so there is better correlation. All the other fares will be changing – some will go up and some will go down.

He continued that the Senior Center pays for their attendees to get there, so they worked out a discounted rate for senior passengers riding to/from the Center.

JAUNT has been telling passengers that the fares will be changing, both when they call and with materials/handout on the buses. The fare change will be in effect on September 17, 2019.

Ms. McKeel asked if JAUNT was accepting apps for payment.

Mr. Sheffield said there will be an offering to have accounts online, and in tandem there will be a mobile payment app. They are also looking to accept Apple Pay on the commuter routes.

Ms. McKeel asked if CAT and JAUNT could have the same app.

Mr. Murphy said that CAT's mobile app was developed in-house and created to keep people up to date on the bus location and timing. He also reported that they just created a bridge between the app and Twitter so anytime there is an update on the app, it puts it out on Twitter, too.

This would be an opportunity to create a single platform.

Mr. Sheffield said JAUNT's fare platform is a "smart card".

Mr. Murphy said that you still have to put fare on the card and interact with a human, so it is not online.

Mr. Ames said it is important to have systems integrated. The City may not be there yet, but would be important to get them on board if it so chooses. Data collection could also come through that system.

Ms. White said UTS uses a program that scans IDs and they can discern boardings based on that. She noted that UTS does not have Farebox on their system. They have a reciprocal system so anyone can ride. They use a public provider called Transloc that has bus positioning and GPS. She went on to say that UTS counts passengers with a fairly standard automatic passenger counting company called UTA. She also said there was a recent meeting of the three providers to start to have these conversations about the platforms used.

Lastly, she reported that UTS has signed the Google transit agreement such that their feed/GTS is going to be on Google Transit. It is one of the steps towards having everyone looking at the same options.

JAUNT Regional Equitable Driver Compensation & Appreciation

Mr. Sheffield noted that Albemarle is increasing their minimum pay \$15/hour and UVA will be increasing their minimum wage to \$15/hour as well. JAUNT is asking the RTP to help plot a path forward.

Mr. Parker said that there could be a sub-committee from the RTP to help figure it out.

Mr. Boyles said the RTP is only an advisory committee, so it can come up with recommendations only.

Ms. Galvin said to put the RTP's energies where it makes most sense. Too many sub-committees puts a strain on people.

After much discussion, it was concluded that Mr. Boyles will charge Staff to create a technical committee. Staff will create a resolution of intent and present it at the next business/voting meeting.

Ms. Pennington asked for the four transit organizations to email her with the names of those whom they would like on the committee.

Recommendation to Partners to Amend the MOU to add UVA as a Voting Member of RFP By-laws revision to add UVA as Voting Member of RTP

Ms. McKeel noted that UVA requested to become voting members of the partnership.

Mr. Boyles said the amended MOU shows UVA as a voting member, retains them so they can have a representative as a non-voting member, and would have one voting membership seat at the table.

Mr. Parker made a motion to recommend to the respective voting boards that the changes be made to the MOU to include UVA as a voting member. Ms. Galvin seconded the motion and the motion was passed unanimously.

Mr. McKeel said the recommendation will go to City council, the Albemarle Board of Supervisors, JAUNT, MPO Policy Board and Ms. White requested that it be reviewed by Virginia's General Council to see the exact wording.

Mr. Boyles will be certain to get the changes to the MOU the respective bodies for approval.

It was also determined that the bylaws will be updated and voted up at the next business meeting in October.

Transit Service Provider Updates

JAUNT – Mr. Sheffield reported that JAUNT launched the Crozet Connect with strong ridership. They will be tweaking the schedule to better fit riders' needs. They are not promoting any park and ride lots yet, but working with Starr Hill and Old Trail for potential future partnerships. One issue they discovered is that there are not enough bike racks on the buses nor places to store the bikes if they rode it to the bus stop. All of the buses will be tracked by Transloc.

CAT – Mr. Murphy reported that CAT has a new director named Garland Williams. He will start the day after Labor Day. He is slated to come to the next meeting.

DRPT – Mr. Sherman reported that Virginia Breeze will be going from Blacksburg to Union Station in DC. They will be putting out a request for contract for two routes: Martinsville to Richmond and another from Danville to Union Station with a stop in Charlottesville. He also reported that on the existing route, there is an 85% farebox recovery. It goes to Charlottesville and will also be going to Lynchburg. It will also go to Dulles and Union Station. There are no bike racks, but it is lift-equipped. Megabus is currently the operator of the existing system.

UTS – Ms. White reported that classes start on August 27 and the first years move in on the 23rd. UTS will be back to full service and student routes starting at 5:00 a.m. The buses are in service 21 out of 24 hours a day. On another note, the first football game is on September 6.

Albemarle County Public Schools – Mr. Foley reported that 3,000 elementary students require a parent at the bus stop with them in the afternoon. Many parents have not even registered their children. Mr. Foley did a survey through the Virginia Association of Pupil Transportation (VAPT), and out of the 133 school districts surveyed, half replied. Of those who replied, 80% have a driver shortage. Mr. Foley said General Assembly can make teaching positions critical shortage positions through which teachers collect full pension & work. He is going to make a suggestion to the General Assembly that the same offer be made for drivers.

Ms. Galvin asked that he send language to Mike Murphy. Ms. McKeel also said to let her know if the County can help in any way. Ms. Galvin said that sometimes when the county and the City go to the General Assembly together, it makes a bigger impact.

Mr. Foley said there will be an RFP out for stop arm cameras soon. He also said ACPS is willing to share ticket revenue from offenders with the City.

CAT Advisory Board – Mr. Mann reported that the City attorney and Juwhan have been working on the final bylaws. They have already been approved by the City attorney. Juwhan is working to complete it and bring it to City council.

Other Business

Mr. Boyles noted that the County and Rio Advisory Committee meeting has been cancelled because the county office building lost power.

Mr. Boyles also reviewed the meeting schedule. Staff is working on the next work session being an interactive session with the Chamber of Commerce in the AM of September 26. The next business meeting will be October 24 and the meeting after that would be a working session on November 21.

Ms. Galvin reported that because this group talks about land use and transportation, it is important to acknowledge the zoning and re-zoning discussions that have been happening. The council has recently reviewed the form-based code. The code is trying to decrease the block size to create more intersections with more bus stops. September 4th and 5th there will be a public meeting about form-based code that will be open to the public. She encouraged those in the group to attend.

Ms. Galvin also gave a shout out to Albemarle County and Crozet because the lumber yard was rezoned and there is going to be a connection through that site which will increase efficiency and decrease headway.

Ms. McKeel said the Board of Supervisors will be talking about an on-demand transit service for Loaves & Fishes through JAUNT. Mr. Sheffield will be doing a presentation to the Board about what the pilot program might look like.

Ms. McKeel also said that Stonefield is starting a Sense of Place art initiative around the two transit stops – one by COSTCO and the other by the Hyatt on Bond Road.

Mr. Boyles said it will be important to start thinking about the regional TSP so RTP can get the budget request to the City and the County for the coming year. He noted that Jarrett Walker just completed a plan for Tuscon for just over \$600,000.

Ms. McKeel adjourned the meeting at 5:39 p.m.



Thomas Jefferson Regional Transit Partnership

September 26, 2019

8:00 AM

Water Street Center

Committee – Voting Members

Diantha McKeel, *Albemarle Co - Chair*
Kathy Galvin, *City of Charlottesville – Vice Chair*
Lucas Ames, *JAUNT Urban*
Randy Parker, *JAUNT Rural (Louisa)*
Ned Gallaway, *Albemarle (absent)*
Nikuyah Walker, *City of Charlottesville (absent)*
Neil Sherman, *DRPT (absent)*

Staff

Chip Boyles, *TJPDC*
Gretchen Thomas, *TJPDC*
Sara Pennington, *Rideshare*
Jessica Hersh-Ballering, *TJPDC*

Non-Voting & Alternates

Karen Davis, *JAUNT*
Brad Sheffield, *JAUNT*
Garland Williams, *CAT*
Becca White, *UTS*
Trevor Henry, *Albemarle County*
Mike Murphy, *City of Charlottesville*
James Mann, *CAT Advisory Board*
Kim McManus, *PVCC (absent)*
Jim Foley, *ACPD*
Alison DeTuncq, *CTB (absent)*
Chris Rowland, *JAUNT*
Ginger Morris, *Greene County Transit (absent)*
Sally LeBeau, *UVA Hospital (absent)*

Call to Order

Chair Diantha McKeel called the work session to order at 8:10 am and began introductions. Ms. Elizabeth Cromwell gave a welcome also.

Mr. Chip Boyles then began the work session with a brief introduction of the Regional Transit Partnership and their goals, objectives and the purpose of the listening session this morning. Next, he led the group through a list of discussion questions regarding transit.

1. **What transit services work well within our area? (Especially for business needs)**
 - Passenger Rail – 200% increase in 10 years.
 - JAUNT/UVA Partnership – Commuter service = UVA funding
 - Improved bus access in City.
 - Access and Services.

- Frequency in a very small “core” of City.
- UVA App.
- UVA/CAT partnership.
- Increase awareness of localities in Greenway.
- UVA Bus system is good.
- Transit Oriented Development within core.
- Regional Transit Partnership.
- Supportive local officials.
- Intercity Megabus.
- Planning – City/County cooperation.
- Passenger Rail (10 anniversary of regional train)
- Two new commuter transit services (one from the North)
- Megabus increased offerings to DC
- Improved bus access in the city
- Frequency of bus service in the core
- Increased local government awareness of and funding for greenways
- Transit Oriented Development in the core
- UVA Funding
- UVA bus system is reliable
- UVA App for rider services
- UVA students, faculty, staff ride CAT (Charlottesville Area Transit) for free
- JABA partnership with JAUNT
- Informed, supportive local officials

2. What does not work well within our area? (Especially for business needs)

- Frequency.
- No service to Waynesboro.
- Farebox not convenient.
- Weak peripheral service.
- Lack of dedicated bike lane/shoulders.
- No bus in the County.
- Routes change on weekends.
- Insurance burden for Amtrak Station
- Week parking management policy.
- No Park and Ride lots.
- Private ownership of Amtrak.
- Division of 2 agency, UTS/CAT.
- Long bridge capacity.
- Insufficient understanding of parking and transit.
- Lack of transit priority (BRT/dedicated lane/etc.).
- Existing traditional sprawl development.
- No bike allowed on VRE.
- Insufficient East/West rail.
- Bus service hour is short.
- The commuter service is limited/insufficient

- Insufficient East/West rail service/capacity
- Insurance burden from Amtrak/CSV
- Long Bridge
- Private ownership of rail stations
- Lack of transit to Waynesboro
- Insufficient bus coverage in the county
- Insufficient hours (Sunday/evening) of transit operations
- Inconsistency of routes/ Routes change on the weekends
- System doesn't work well between "spokes" of the wheel. (Weak peripheral service.)
- Weak transition/bike infrastructure from county to city
- Pedestrian and bike safety needs improvements (especially along all of the corridors)
- Weak parking policies/pricing
- Limited park and ride lots
- Absence of UVA satellite parking on the East
- Lack of coordination between CAT and UVA Transit service
- Lack of understanding/awareness from community/private sector of the importance of good parking policies, density policy
- Lack of BRT
- Lack of dedicated bus lanes
- Traditional sprawl development
- No cash cards for buses

3. What are the obstacles that prevent the transit system from meeting your needs?

- Money.
- Dillon Rule.
- Poor land use.
- Legacy road network/land use policy.
- Culture of private vehicles.
- Insufficient carrot/stick.
- Lack of political will.
- Competing mission of each system.
- Insufficient regional coordination.
- Dillon Rule
- Money
- Low density and lack of interconnected streets
- Poor land use planning
- Insufficient regional coordination

4. What should local government's role and priorities be toward transit?

- Local authority to control traffic.
- Increased access to agency/program to reduce social isolation.
- Better bus network to connect to Park and Ride.
- Housing issue.
- TNC (Uber/Lyft) services.

- Coordinate with major employers.
- Coordinated stop arm camera program for school buses.
- More balanced transportation funding (roads vs transit).
- Car pooling.
- Zoning.
- Improved bike/ped infrastructure.
- Good data.

5. What is the biggest mistakes that could be made to our transit services?

- Lack of coordination between services and modes.
- Changes that will decrease affordable housing.
- Planning for past trend and not future trends.
- Maintaining status quo.
- Leaving out voice of those who use transit.
- Trying to apply one-size-fits-all solutions to all needs.
- Distraction of fads.
- Lack of coordination between services and modes
- Changes that would decrease affordable housing choices
- Planning for past, not future trends
- Doing nothing/maintaining status quo
- Not doing a comprehensive plan/failure to adapt zoning to community vision
- Leaving out the voice of those who use public transit
- Lack of consideration of equity
- Distraction by new modes of transit

6. What would you do to improve transit services if it were your business?

- Increase funding.
- More local control of ability to raise money.
- “Yield to bus” law.
- Stronger pedestrian safety state laws.
- Consolidated marketing/organization.
- Unified technology.
- More planning/TOD/zoning laws.
- Easier information distribution.
- Dynamic pricing of parking.
- Local authority of roads (take over from VDOT).
- Other types of transit service.
- Non displacement strategy.
- Bike/micro mobility solutions.
- Last mile solutions.
- Increase frequency on key routes.
- What would you do to improve transit services if it were your business?
- Increase funding.
- More local control of ability to raise money.
- “Yield to bus” law.

- Stronger pedestrian safety state laws.
- Consolidated marketing/organization.
- Unified technology.
- More planning/TOD/zoning laws.
- Easier information distribution.
- Dynamic pricing of parking.
- Local authority of roads (take over from VDOT).
- Other types of transit service.
- Non displacement strategy.
- Bike/micro mobility solutions.
- Last mile solutions.
- Increase frequency on key routes.

7. What are some “out of the box” ideas to meet business needs ?

- HOV lanes.
- TNC/Alternative pilots.
- VMT tax (vehicle miles traveled).
- HOV lanes
- Pilots/TCNs
- Vehicle Miles Traveled (VMT) tax
- Congestion pricing
- TDM
- Synchronizing lights/prioritizing non-car options
- Crossing guards for all the schools

8. Who are natural allies that we should bring together to assist?

- Employers.
- Environmental groups.
- Cyclists.
- AARP.
- Faith community.
- Human services.
- Local electives.
- Local government.
- Disability group.
- Public safety.
- Universities.
- Schools/hospitals.
- Environmental groups
- Community bikes
- Employers
- Faith communities
- Active volunteers
- Human service agencies
- Housing advocates
- Local elected officials

- Local government
- First responders
- Universities and schools
- Hospitals
- Healthy organizations

Next steps decided by the group is to work up a plan to do more individualized meetings with business owners and managers.

DRAFT



Charlottesville-Albemarle Metropolitan Planning Organization

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By-Laws: Regional Transit Partnership

Approved January 24, 2019

Amended ~~August 22~~ October 24th, 2019

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Article I - Name and Authority

Section 1. The name of this committee shall be known as Regional Transit Partnership, hereinafter called the PARTNERSHIP.

Section 2: The PARTNERSHIP shall have such authority as prescribed in a Memorandum of Understanding (MOU) to review and recommend opportunities for improved communication, coordination and collaboration on transit matters for the Charlottesville-Albemarle Urbanized Area between the Metropolitan Planning Organization, hereinafter referred to as the MPO; the City of Charlottesville, acting as a local unit of government and as one of the local transit operators, hereinafter referred to as the CITY; the County of Albemarle, acting as a local unit of government, hereinafter referred to as the COUNTY; JAUNT Inc, a public corporation, hereinafter referred to as JAUNT; the University of Virginia, hereinafter referred to as UVA, with JAUNT, ~~and~~ Charlottesville Area Transit and UVA together hereinafter referred to as the PUBLIC TRANSIT OPERATORS; the Thomas Jefferson Planning District Commission, serving as planning and administrative staff to the MPO, hereinafter referred to as the TJPDc; and the Department of Rail and Public Transportation, hereinafter referred to as the DEPARTMENT.

Section 3: The Partnership draws its legitimacy from the MOU and is only limited by activities explicitly excluded in the MOU.

Section 4: Transit Providers:

- Charlottesville Area Transit (CAT): Is a transit provider within the Government of the City of Charlottesville. CAT provides regional fixed route transit to the urbanized areas of the Charlottesville Albemarle MPO
- JAUNT Inc.: Is a demand response, paratransit and rural transit provider that provides services in both the urban and rural areas within and surrounding Charlottesville. Paratransit service is provided in both urban and rural areas. Demand Response is provided in urban and rural areas. Rural transit service provides services bringing people into and out of the urban areas.
- UVA: Is a private operator of public transportation service on the grounds of the University of Virginia and immediately adjacent city and county roads.

Article II - Purpose

Section 1. The PARTNERSHIP, serves as an official advisory board to provide recommendations to decision-makers on transit-related matters. There are four main goals of the PARTNERSHIP:

- a. **Establishing Strong Communication:** The PARTNERSHIP will provide a long-needed venue to exchange information and resolve transit-related matters.
- b. **Ensuring Coordination between Transit Providers:** The PARTNERSHIP will allow transit providers a venue to coordinate services, initiatives and administrative duties of their systems.

- c. **Set the Regions Transit Goals and Vision:** The PARTNERSHIP will allow local officials and transit staff to work together with other stakeholders to craft regional transit goals. The RTP will also provide, through MPO staff and updates of the Transit Development Plans (TDPs), opportunities for regional transit planning.
- d. **Identify Opportunities:** The PARTNERSHIP will assemble decision-makers and stakeholders to identify opportunities for improved transit service and administration, including evaluation of a Regional Transit Authority (RTA.)

The PARTNERSHIP will be an advisory board that provides recommendations to CAT, JAUNT, and stakeholders, which include City and County officials, as well as other institutions, such as the University of Virginia (UVA). As this is a regional effort that focuses on the Charlottesville-Albemarle Metropolitan Planning Area (MPA), the CA-MPO will staff and maintain the PARTNERSHIP. The CA-MPO is also responsible for federal funding to CAT and JAUNT, through the Transportation Improvement Program (TIP) process.

Article III - Membership

Section 1: *The voting membership of the Partnership shall be as follows:*

- Two representatives from and appointed by, the Charlottesville City Council
- Two representatives from and appointed by, the Albemarle Board of Supervisors
- Two representatives from the JAUNT Corporation Board --one urban & one rural representative with at no time having both serve from the same governmental jurisdiction.
- One representative of the Department of Rail and Public Transportation (DRPT)
- One representative of the University of Virginia

Section 2. The nonvoting membership of the PARTNERSHIP should be composed of one (1) representative each, designated by and representing CA-MPO staff, RideShare, CAT staff, Charlottesville's Transit Advisory Board, JAUNT staff, UTS staff, Greene County Transit, Martha Jefferson Hospital, UVA Hospital, Charlottesville School System, Albemarle School System, Piedmont Virginia Community College, staff from both the City and County Executive Offices, Regional Environmental Entity- Piedmont Environmental Council, Southern Environmental Law Center, and the Charlottesville Area Chamber of Commerce.

Section 3. The PARTNERSHIP may recommend additional voting or nonvoting membership to the PARTNERSHIP as is deemed necessary to carry out its duties.

Section 4. Appointments to the PARTNERSHIP shall be filled by persons trained and knowledgeable in transportation planning or who, by their positions have an interest and responsibility in transportation planning.

Section 5. In order to provide continuity in the PARTNERSHIP's actions, it is recommended that each member serve for a two-year term and may be reappointed for successive terms.

Section 6. Any member of the PARTNERSHIP who wishes to designate an alternate to serve in his or her absence may do so by submitting the name of that individual to the Chair of the PARTNERSHIP in advance of the meeting. An alternate may vote only in the absence of the regular member he or she represents.

Section 7. Whenever any voting member fails to attend three (3) consecutive meetings without good reason, the Chair of the PARTNERSHIP shall seek to determine the cause of the absence and whether the appointing authority wishes the delinquent member to be the representative on the PARTNERSHIP.

Article IV - Officers

Section 1. The officers of the PARTNERSHIP shall consist of a chair and vice-chair.

Section 2. The chair and vice-chair shall be elected by and from the membership of the PARTNERSHIP, shall serve for one year or until their successors are elected, and shall be eligible for reelection.

Section 3. The election of officers shall be held at PARTNERSHIP's first meeting after July 1 of each year and those members elected to office shall assume their duties at the conclusion of the meeting during which the election is held. A majority vote shall be required for election to any office.

Section 4. The MPO staff shall prepare and maintain a permanent written record of all PARTNERSHIP proceedings, and shall transmit a copy of the minutes of each PARTNERSHIP meeting to each member prior to the next regular meeting.

Article V - Meetings

Section 1. The PARTNERSHIP shall establish a regular date and place for its meetings. The Chair and Vice Chair may establish an alternate meeting date to substitute for conflicts caused by holidays and any emergency reasons. Members will be notified in advance of a rescheduled meeting. The Chair may also call a special meeting or cancel a regular meeting. Consecutive regular meetings cannot be canceled.

Section 2. A quorum shall consist of one-half of the voting representatives of the PARTNERSHIP and shall include at least one representative from both CITY, COUNTY and JAUNT. Vacancies shall not be considered in the establishment of a quorum.

Commented [JB1]: Rebecca stated that they had reviewed this item and DO NOT want to add UVA as one of the entities that must be present in order to reach quorum.

Section 3. The agenda for each PARTNERSHIP shall be prepared jointly between the Chair, Vice Chair and the MPO staff. The agenda will be mailed one week prior to the next meeting.

Section 4. Parliamentary authority for PARTNERSHIP proceedings not otherwise specified by these bylaws shall be Robert's Rules of Order, Revised.

Article VI - Amendment

Section 1. These bylaws may be amended by a two-thirds vote of those members present provided that a quorum is present. Proposed changes in the bylaws shall be transmitted to each voting member at least 10 days prior to the meeting when the voting will be conducted.

Article VII -

Section 1. These bylaws shall become effective immediately upon ratification by a majority vote of the PARTNERSHIP.