

**BYLAWS OF THE TRANSPORTATION ADVISORY COMMITTEE
OF THE
CARROLL COUNTY TRANSIT**

ARTICLE I

Transportation Advisory Committee (TAC)

Section 1. NAME

The name of this committee shall be the Transportation Advisory Committee of the Carroll County Transit.

Section 2. ORIGIN

The Transportation Advisory Committee is to provide guidance and recommendations only.

Section 3. PURPOSE

The purpose of the Transportation Advisory Committee is to provide a platform for public and special-needs transportation users and stakeholders as well as the overall community. The TAC shall be dedicated to improving and expanding the public transit system.

Section 4. MEMBERSHIP

Membership shall consist of up to 7 appointments by the Carroll County Board of Commissioners for a term of 2 years. Members will consist of residents, businesses, and stakeholders interested in transit service offerings and improvements. Including a representative from the following: CCBDD; CCCOA; CCVSC; CCDJFS; CEVSD

Section 5. DUTIES AND RESPONSIBILITIES

The TAC is to provide guidance and recommendations only. The TAC will provide input to be presented to the governing board on matters that affect transportation for all citizens, regardless of their age, disability or income levels.

The TAC does not have authority, it has the obligation to bring matters of importance to the governing board for consideration.

The TAC will make recommendations to the governing board regarding public transit policies and procedures.

The TAC will make recommendations to the governing board regarding necessary changes to existing transit services.

The TAC will communicate to the governing board issues brought to it by the public to promote service improvements and clarifications.

ARTICLE II

Organization

Section 1. OFFICERS

The officers shall consist of a Chair, Vice-Chair and a Secretary.

Section 2. ELECTION OF OFFICERS

The Chair will be appointed by the Board of Commissioners and the Vice-Chair and Secretary of the committee shall be elected during the 1st meeting and at a meeting during the last quarter of the calendar year, thereafter. Term of office shall start at the first meeting of the New Year and shall be for one year and/or until a successor is elected and takes office.

Section 3. DUTIES OF OFFICERS

Chair: To preside at all meetings of TAC and to appoint subcommittees as needed.

Vice-Chair: To perform the duties of the Chair in their absence.

Secretary: To record the minutes and attendance, prepare required reports, notify members of meetings and such other duties as required or directed by TAC.

ARTICLE III

Meetings

Section 1. REGULAR MEETINGS

The TAC shall generally hold regular monthly meetings on the second Wednesday of every month at the Carroll County Transit Facility located at 2205 Commerce Drive, Carrollton, Ohio 44615. The calendar of TAC meetings including date, time and place, shall be set each year and shall consider the dates of holidays, and other events which may affect its schedule. During the year monthly meeting dates, times, and places may be moved if conditions warrant. Monthly meetings may be canceled by the Chair if there is no business scheduled.

Section 2. SPECIAL MEETINGS

The Chair may call special meetings as required.

Section 3. NOTICE

Notice of meetings shall be mailed and/or electronically mailed at least one week in advance of meeting date, whenever practical.

Section 4. AGENDA

Members desiring to add an item to the agenda of the monthly meeting should forward a list of such items and related handouts to the Secretary at least 10 days prior to the meeting to be included as part of the monthly mailing. All other items and handouts by the members shall be discussed at TAC's prerogative.

Section 5. QUORUM

The quorum shall consist of half of the voting members. A majority vote of a quorum of the voting membership shall be required for committee action.

ARTICLE IV

Conflict Resolution

Section 1. TAC

If conflict should arise between the TAC regarding procedure, methodology, projections, assumptions, recommended plans or any other issue which cannot be resolved, a full report expressing TAC's viewpoints will be presented to the governing board.

ARTICLE V

Amendment to the Bylaws and Rules of Order

Section 1. HOW AMENDED

These articles may be amended by a majority vote of committee subject to approval of the Governing Board.

Section 2. RULES OF ORDER

All questions of parliamentary procedure, order of business or other matters not covered by the bylaws shall be decided according to the Governing Board.

ARTICLE VI

Code of Ethics & Procedures

Section 1. All members shall understand and be governed by the Code of Ethics adopted by the Governing Board (attached).

RESOLUTION

#2016-29

CODE OF ETHICS POLICY FOR THE CARROLL COUNTY TRANSIT -
TRANSPORTATION ADVISORY COMMITTEE

WHEREAS, the members and employees of the Committee are subject to the Ohio Ethics Laws and related statutes; and

WHEREAS, it has been deemed appropriate that members, committee members and employees be aware of and abide by ethics appropriate to this Committee; and

WHEREAS, the members will establish a high consistent standard of conduct and to maintain personal and professional accountability,

NOW THEREFORE, be it resolved by the Carroll County Transit Transportation Advisory Committee:

SECTION ONE: That a Code of Ethics Resolution be adopted this 30th day of June, 2016 for members and employees and upon approval of the appointing authority of the Board of County Commissioners.

I. ETHICS/CONFLICTS OF INTEREST

The proper operation of a democratic government requires that actions of public officials and employees be impartial, that government decisions and policies be made through the proper channels of governmental structure, that public office not be used for personal gain, and that the public have confidence in the integrity of its government. Ohio Revised Code §§ 102.03 and 2921.42 prohibit public employees from using their influence to benefit themselves or their family members. In recognition of the above-listed requirements, the following Code of Ethics is established for all Carroll County Transit officials and employees and Carroll County Transit Transportation Advisory Committee:

- A. No employee or committee member shall use his official position for personal gain, or shall engage in any business or shall have a financial or other interest, direct or indirect, which is in conflict with the proper discharge of his official duties.
- B. No employee or committee member shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of Carroll County Transit, nor shall he use such information to advance the financial or other private interest of himself or others. It is the responsibility of each employee and committee member to keep all confidential documents and materials safely and securely stored under lock and key whenever possible.
- C. No employee or committee member shall accept any valuable gift, whether in the form of service, loan, item or promise from any person, firm or corporation that is interested directly or indirectly in any manner whatsoever in business dealings with Carroll County Transit; nor shall an employee or committee member accept any gift, favor or item of value that may tend to influence the employee or committee member in the discharge of his duties or grant, in the discharge of the employee's or committee members duties any improper favor, service or item of value.

- D. No employee or committee member shall represent private interests in any action or proceeding against the interest of Carroll County Transit in any matter wherein Carroll County Transit is a party.
- E. No employee or committee member shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independent judgment or action in the performance of his official duties. Neither shall other employment, private or public, interfere in any way with the employee's regular, punctual attendance and faithful performance of his assigned job duties.

Any employee having doubt as to the applicability of these provisions should consult his supervisor or legal counsel. Any employee or committee member offered a gift or favor who is not sure whether acceptance is a violation of the Code of Ethics, should inform his supervisor of the gift offer. The supervisor will make a decision or will refer the individual to the Prosecutor's Office. No employee will accept from any contractor or supplier doing business with Carroll County Transit, any material or service for the employee's private use.

State law prohibits Carroll County Transit employees, committee members and officials from having a financial interest in companies that do business with public agencies, with minor exceptions. Employees or committee members who have any doubt concerning a possible violation of these statutes are advised to consult an attorney.

NOTE: Government Employees and persons doing business with government entities should refer to Chapters 102 and 2921 of the Ohio Revised Code for their ethical obligation in compliance with the laws and regulations of the State of Ohio. The Ohio Revised Code regulations and laws apply to all public officials and employees at every level of government in Ohio and those who do business with them.

Witness our hands this 30th day of June, 2016

ATTEST:



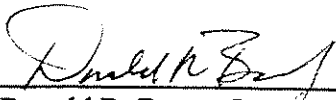
 Janice E. Leggett, Clerk Supervisor

Board of Carroll County
 Commissioners

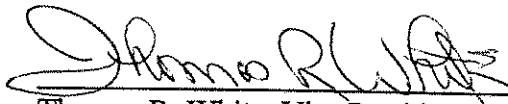


 Robert E. Wirkner, President

Approved as to sufficiency and form:



 Donald R. Burns, Jr.
 Prosecuting Attorney




 Thomas R. White, Vice President



 Jeffrey L. Ohler, Commissioner

**IN THE MATTER OF
TEMPORARY ROAD CLOSING
ANTIGUA ROAD (CR 11)**


 9:09 AM

Commissioner Wirkner advised the Carroll County Engineer will be closing Antigua Road (CR 11) to traffic 0.10 miles west of its intersection with Cactus Road (CR 51) in Monroe Township beginning July 5, 2016. The road should be re-opened to traffic in about three (3) weeks from the closing date. The road closing is necessary to replace the existing culvert over a tributary of Indian Fork.

**IN THE MATTER OF
RESOLUTION 2016-29
TRANSPORTATION ADVISORY COMMITTEE CODE OF ETHICS**

Motion: to approve the Resolution #2016-29 adopting the Code of Ethics policy and Bylaws of the Transportation Advisory Committee of the Carroll County Transit, **Action:** Upon the call of the roll, vote was recorded as follows: YEA: President Robert E Wirkner, Vice President Thomas R White and Commissioner Jeffrey L Ohler; NEY: None; ABSENT: None; ABSTAIN: None, **Moved by** Commissioner Jeffrey L Ohler, **Seconded by** Vice President Thomas R White.

Motion carried on unanimous vote.

 9:10 AM

**RESOLUTION
#2016-29
CODE OF ETHICS POLICY FOR THE CARROLL COUNTY TRANSIT -
TRANSPORTATION ADVISORY COMMITTEE**

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- C. No employee or committee member shall accept any valuable gift, whether in the form of service, loan, item or promise from any person, firm or corporation that is interested directly or indirectly in any manner whatsoever in business dealings with

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5/15/17

**BYLAWS OF THE TRANSPORTATION ADVISORY COMMITTEE
OF THE
CARROLL COUNTY TRANSIT**

AMENDMENT #1

The Board of Commissioners approved the current bylaws on June 30, 2016 as stated below:

ARTICLE III

Meetings

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Recommendation

ARTICLE III

Meetings

Section 1. REGULAR MEETINGS

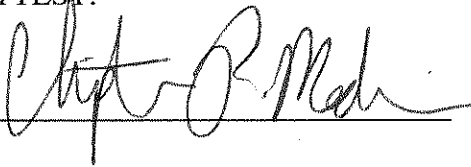
The TAC shall generally hold regular quarterly meetings on the last Wednesday of the month at the Carroll County Transit Facility located at 2205 Commerce Drive, Carrollton, Ohio 44615. The calendar of TAC meetings including date, time and place, shall be set each year and shall consider the dates of holidays, and other events which may affect its schedule. During the year quarterly meeting dates, times, and places may be moved if conditions warrant. Quarterly meetings may be canceled by the Chair if there is no business scheduled.

These quarterly meetings will begin July 26, 2017 @ 9:30am the last Wednesday of the month and will continue on a quarterly basis thereafter.


o Meeting Dates

- July 26, 2017 @ 9:30 a.m.
- October 25, 2017 @ 9:30 a.m.
- January 31, 2018 @ 9:30 a.m.
- April 25, 2018 @ 9:30 a.m.
- July 25, 2018 @ 9:30 a.m.
- October 31, 2018 @ 9:30 a.m.


ATTEST:




Board of Commissioners
Of Carroll County



Jeffrey L. Olfert, President



Robert E. Wirkner, Vice President



Lewis A. Mickley Commissioner