



Minnesota Regional Transit  
Board: Records.

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REGIONAL TRANSIT BOARD

Suite 402, Metro Square Building  
St. Paul, Minnesota 55101  
(612) 291-6640

MEETING NOTICE

There will be an Organizational Committee meeting on August 1, 1984 in the Conference Room, Suite 402, at 3:00 p.m.

RTB members who are not committee members are welcome to attend as non-voting participants.

Elliott Perovich  
Chair

REGIONAL TRANSIT BOARD  
Suite 402 Metro Square Building, St. Paul, Minnesota 55101  
291-6640

ORGANIZATION COMMITTEE MEETING  
Monday, August 13, 1984  
3:00 P.M.  
The Board Room

AGENDA

- I. Nomination of Officers
- II. Standing Committees Membership
- III. Designation of Depositories
- IV. The American Public Transit Association Annual Meeting
- V. Other Business

REGIONAL TRANSIT BOARD

Suite 402 Metro Square Building, St. Paul, Minnesota 55101

(612) 291-6640

ORGANIZATIONAL COMMITTEE MEETING

Monday, August 13, 1984

3:00 P.M.

The Board Room

AGENDA

- I. Nomination of Officers
- II. Discussion of Standing Committee Appointments
- III. Designation of Depositories
- IV. Discussion of Conference Attendance
- V. Other Business

REGIONAL TRANSIT BOARD  
Suite 402 Metro Square Building, St. Paul, Minnesota 55101  
291-6640

REGIONAL TRANSIT BOARD MEETING  
Monday, August 6, 1984  
Metropolitan Council Offices  
300 Metro Square Building, St. Paul, Minn. 55101  
3:00 P.M.  
Council Chambers

AGENDA

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes of the July 25, 1984, Meeting
- IV. Communications to the Board
- V. Business
  - A. Report of the Organizational Committee
    1. Bylaws
    2. Employee Insurance Coverage
    3. Chair's Benefits
- VI. Other Business
- VII. Reports
  - A. Chair
    1. Executive Director and Executive Secretary Search
    2. Orientation Retreat
  - B. Board Members
- VIII. Adjournment

CZ0194

REGIONAL TRANSIT BOARD  
Suite 402 Metro Square Building, St. Paul, Minnesota 55101  
291-6640

Minutes of a Meeting of the

REGIONAL TRANSIT BOARD

August 6, 1984

PRESENT: Elliott Perovich, Reuben Acosta, Doris Caranicas, Juanita Collins, Ruth Franklin, Alison Fuhr, Paul Joyce, Edward Kranz, Todd Lefko, Steve Loeding, Gail MarksJarvis, James Newland, Bernand Skrebes, Margaret Snesrud, Frank Snowden.

Call to Order

Chairman Perovich called the meeting to order at 3:08.

Approval of Agenda

The agenda was approved as submitted.

Approval of Minutes

Minutes of the July 25, 1984 meeting were approved as written.

Communications to the Board

The Chair distributed a letter regarding the Chaska "opt-out" application. The letter was distributed for informational purposes only.

Bernie Skrebes read a letter from Bruce A. Miller, Executive Director of the United Handicapped Federation inviting the Board members to a meeting to discuss what the Regional Transit Board is, will be, and what issues are of mutual concern.

Report of the Organizational Committee

1. Bylaws

Ruth Franklin moved, Doris Caranicas seconded, adoption of the Bylaws, subject, however, to the following provisos:

1. That the Organizational Committee continue in existence as a special committee until such time as the Committee has nominated a slate of officers, completed its recommendations for an initial staffing plan, and made recommendations on such other organizational matters as the Committee and Chair deem appropriate.
2. That notwithstanding the provisions of Article I of the Bylaws governing the timing of elections of officers, the first officers of the Regional Transit Board shall be elected promptly after a slate of candidates has been nominated by the Organizational Committee.
3. That notwithstanding the provisions of Article III of the Bylaws governing the timing of appointment of members to standing committees, the first members of such committees shall be appointed and confirmed at the next regular meeting of the Regional Transit Board (August 20, 1984) or as soon thereafter as possible.

Ruth Franklin then went through the Bylaws Article by Article. The Board made several amendments to the bylaws (See Exhibit A).

Ruth Franklin moved, Edward Kranz seconded, to approve the amendments. Motion carried unanimously.

Ruth Franklin moved, Margaret Snestrud seconded, to approve the Bylaws as amended. Motion carried unanimously.

#### 2. Employee Insurance Coverage

Peter Bachman explained the employee insurance coverage.

Doris Caranicas moved, Margaret Snestrud seconded, to approve Resolution 84-4 regarding the employee insurance coverage. Motion carried unanimously.

#### 3. Chair's Benefits

Doris Caranicas moved, Paul Joyce seconded, Resolution 84-5 regarding establishing the Chair's benefits. Motion carried unanimously.

### Reports

#### 1. Executive Director and Executive Secretary Search

The Chair pointed out that the Executive Director and Executive Secretary positions have been posted. The deadline for applications are August 13th for the Executive Director and August 15th for the Executive Secretary. The positions were not advertised nationally.

#### 2. Orientation Retreat

Judith McCourt highlighted the memo that was distributed on the Board orientation.

The Chair stated that the MTC would like some idea of when the Board would like to visit their facilities. Consensus of the Board was they would like to wait until after their orientation.

The Chair stated that the first meeting in September is on Labor Day. Therefore, the Board decided to meet either the first Tuesday or Wednesday afternoon in September.

The Chair asked that anyone wishing to attend the APTA conference in Washington, D.C. on October 1, 2, and 3 should let him know as soon as possible. Information will be mailed to the Board this week on the conference.

Adjournment

The meeting adjourned at 5:35 p.m.

Respectfully submitted,

Laurie Hinze  
Acting Secretary

LA975A

{PROPOSED}

BYLAWS OF THE REGIONAL TRANSIT BOARD  
As Adopted August 6, 1984

ARTICLE I - OFFICERS

A. DESIGNATION

Officers of the Regional Transit Board (hereinafter "Board") shall include the Chair, Vice-Chair, Secretary, Treasurer, and may include a Deputy Secretary and Deputy Treasurer.

B. DUTIES AND RESPONSIBILITIES

1. Chair

The Chair is appointed by the Governor and shall be governed by the provisions of applicable Minnesota law, and these Bylaws. The Chair's duties include, but are not limited to the following:

- a. Presiding at meetings of the Board.
- b. Appointing all committee chairs and committee members subject to Board approval.
- c. Appointing special committees subject to Board approval.
- d. Recommending employment decisions to the Board, including but not limited to appointment, promotion, demotion, suspension, and removal of all subordinate officers and regular employees of the Board.
- e. Organizing the work of the Board to carry out its policy decisions.
- f. Representing the Board and acting as official spokesperson where appropriate.
- g. Exercising all powers and responsibilities as provided in Minn. Stat. §§473.371 to 473.394, as amended, and other applicable law.
- h. ~~Serving as a full-voting member of any Standing Committee of the Board; provided the Chair shall not be counted for quorum purposes unless present.~~

2. Vice-Chair

The Vice-Chair shall be elected annually from among the Board membership at the first regular meeting in January by a majority vote of the Board members and shall act as Chair in the Chair's absence.

3. Secretary

The Secretary shall be elected annually at the first regular meeting in January by a majority vote of Board members. The qualifications and duties of the Secretary shall be as provided in Minn. Stat. §473.141, subd. 10, as amended. The Board may at any time, by resolution, appoint a Deputy Secretary pursuant to the provisions of Minn. Stat. §473.141, subd. 10, to serve at the pleasure of the Board.

5. Treasurer

The Treasurer shall be elected annually from among the Board membership at the first regular meeting in January by a majority of the Board members. The Treasurer's duties shall include those specified in Minn. Stat. §473.141, subd. 10, and the Treasurer shall be responsible for cosigning pre-audited disbursements of the Board and for reporting various fiscal matters to the Board, such as investments, bond fund status, external audits and budget status. The Board may at any time, by resolution, appoint a Deputy Treasurer pursuant to the provisions of Minn. Stat. §473.141, subd. 10, as amended to serve at the pleasure of the Board.

B. ELECTION OF OFFICERS

1. Nominating Committee

Prior to the annual election of officers, the Chair shall appoint a three-member Nominating Committee from among the membership of the Board to serve one year. The Nominating Committee shall prepare a written report recommending a slate of candidates for submission to Board members at least seven days prior to the election meeting.

2. Election Meeting

The election of officers shall take place annually at the first meeting in January or as soon thereafter as possible following the receipt of the Nominating Committee's report. The terms of officers shall be effective upon election. Officers shall serve until their successors are elected.

3. Vacancies

A vacancy in the office of Vice-Chair, Secretary, or Treasurer shall be filled at the earliest opportunity in accordance with the above-described procedures.

ARTICLE II - MEETINGS

A. DATE, PLACE AND TIME

Regular meetings of the Board shall be held on the first and third Mondays of each month at such time and place as may be determined by the Board Chair.

B. CANCELLATION

Regular meetings of the Board may be cancelled by a majority of the members or by the Chair upon agreement by a majority of the members. Written public notice of such cancellation shall be provided at least three days in advance of the previously scheduled meeting.

C. QUORUM

A majority of Board members shall constitute a quorum for the conduct of all official business, except that a quorum shall not be necessary for conducting public hearings. If a vacancy occurs, a majority of existing Board members shall constitute a quorum.

D. ORDER OF BUSINESS

The business of the Board shall be conducted in the following order subject to amendment by the Chair or the Board:

1. Approval of the agenda.
2. Approval of the minutes of previous meeting(s).
3. Petitions and communications to the Board.
4. Consent list.
5. Agenda items as recommended by Board Committees, the Chair or the Executive Director.
6. Other matters which may properly come before the Board.
7. Reports of Board officers and Board members serving as Board representatives to any other agency, committee or entity.
8. Invitation to interested persons in the meeting wishing to be heard on Board matters not included on the agenda (optional).
9. Adjournment.

E. CONDUCT OF BUSINESS

1. Robert's Rules of Order

Board meetings and committee meetings shall be governed by Robert's Rules of Order Newly Revised to the extent such rules are not inconsistent with law or these Bylaws.

2. Suspension of Rules

Board rules may be suspended by a two-thirds vote of the members present.

3. Voting, Motions, Recording

Immediately preceding any Board or committee vote and upon the request of any member, the Chair or the Secretary shall repeat the motion, the name of the mover, and the name of the seconder (if a second was required). The Secretary shall record in a journal the vote of each member on all motions and resolutions. A voice vote is sufficient for all motions and resolutions so long as the Secretary is able to accurately record the votes. If the Secretary is in doubt, the Chair shall request a show of hands. A roll call vote shall be taken at the request of one or more members. There shall be no voting by secret ballot. When a roll call vote is taken, the vote of the Chair shall be first called and the remaining members called in alphabetical order.

4. Committee Reports

The adoption of a committee report by the Board shall have the same effect as the adoption of a motion.

5. Consent List

Routine matters over which there is no dispute may be placed by the Chair on a consent list to be acted upon by the Board without debate. Placement of a matter on the consent list shall be at the discretion of the Chair. Any Board member may request that a consent list item be removed from the consent list and referred to the appropriate committee to be considered in accordance with the provisions for normal agenda items. Upon such a request, the item(s) shall be so referred without vote or debate by the Board. Any Board member may abstain as to any specific item on the consent list.

F. SPECIAL MEETINGS

1. Call

Special meetings of the Board may be called by the Chair or any other two members of the Board pursuant to Minn. Stat. §473.141, subd. 8, as amended.

2. Notice, Waiver of Notice

Except in an emergency, members shall receive written notice of special meetings. The notice shall include the date, time, place and agenda. The notice shall be sent to Board members by first class mail at least three days prior to the meeting. There shall be adequate public notice of such meetings. In the event of an emergency, written notice may be waived by two-thirds of all notified board members, provided however, that reasonable attempts were made to notify all members of the meeting. Board.

3. Agenda

Business at special meetings shall be limited to the subjects stated in the notice.

ARTICLE III - COMMITTEES

A. STANDING COMMITTEES

1. Designation, Membership and General Responsibilities

There shall be established the following standing Committees: (1) the Administrative and Finance Committee; and (2) the Policy Committee. The Board Chair shall, at the first meeting in January of each year, or at such other time as the Chair may deem necessary, appoint the Chairs and members of standing committees, subject to Board confirmation.

It shall be the purpose of the Standing Committees to: (1) give preliminary, but thorough, consideration to all matters coming before the Board except consent list matters, (2) provide an opportunity for full public discussion of these matters, and (3) make recommendations to the full Board as to disposition of these matters. All matters referred to Committee by the Board shall automatically be placed on the next meeting agenda of the Committee.

2. Specific Responsibilities

a. Administrative and Finance Committee. This committee ~~will~~ shall be responsible to the Board for the management of the Board's financial, physical, and staff resources, including development of an annual budget and the financial and staffing plans required by law.

b. Policy Committee. This committee ~~will~~ shall be responsible to the Board for development of the Board's interim implementation plan, implementation plan, legislative program, and formulation of transit policies, unless specific policy questions are referred to a special committee by the Chair.

c. Matters other than those noted in Sections a and b above may be referred to committees by motion of the Board.

3. Regular and Special Meetings of Committees

The procedures as to notice, cancellation and conduct of business at regular and special Committee meetings shall be the same as those for meetings of the full Board. A majority of Committee members shall constitute a quorum for the conduct of Committee business. Board members other than those serving on the Committee may attend and participate in Committee debate but may not vote or be counted for purposes of making a quorum, except if no quorum exists, the Board Chair may attend and participate as a full voting member if the Chair's presence will make a quorum.

B. SPECIAL COMMITTEES OF THE BOARD

Special committees of the Board may, from time to time, be appointed by the Chair subject to Board approval.

C. ADVISORY COMMITTEES

1. Establishment.

Upon recommendation of the Chair, the Board may establish and appoint persons to advisory committees to assist the Board in performance of its duties. To the extent not specified otherwise by law or regulation, advisory committees shall be established as follows:

- a. The Chair shall recommend and the Board shall review and adopt, with or without amendment, a resolution establishing the size, composition, terms and limitations on terms of office, and a committee charge. Members of advisory committees shall be appointed by the Board. Advisory committee members may be removed by the Board for cause.
- b. Advisory committee members shall be selected as appropriate from interested citizens, affected individuals and interest groups, experts in appropriate fields, and public officials whose jurisdictions are affected by the subject area of such committees. The Board shall publicly solicit applications for membership on all such committees.

2. Delegation of Responsibilities and Assistance.

On establishing an advisory committee, the Chair shall recommend and the Board shall review and adopt, with or without amendment, a committee charge which shall define and govern each committee's authority, responsibilities and functions; the staff assistance to be provided by the Board to such committee; and other matters appropriate for the adequate and efficient functioning of such committee. The Board may thereafter from time to time by amendment revise said charge, delegate additional functions to such committees and provide additional assistance as may be needed.

Unless otherwise specifically authorized by the Board, advisory committees shall operate and function pursuant to and in accordance with policies and procedures adopted by the Board, including but not limited to those relating to public hearings and travel expense reimbursement. Members of advisory committees shall serve without compensation but shall be reimbursed for their reasonable expenses in accordance with Board policy and Minn. Stat. §473.375, subd. 9.

ARTICLE IV - PUBLIC PARTICIPATION IN BOARD MEETINGS

A. OPEN MEETINGS

All Board and Committee meetings shall be open to the public, except as otherwise provided by law. Notice of meetings to be held shall be posted appropriately and distributed to the news media.

B. STANDING COMMITTEES

A major role of the standing committees is to provide for full and open public discussion of matters coming before the Board. The Chairs of the standing committees shall, to the extent possible, give interested parties and concerned citizens every opportunity to be heard and have questions answered about matters before the Committee.

C. MEETINGS OF THE BOARD

~~The Chair may, subject to challenge by a majority of the Board members, permit or close public discussion on any agenda item.~~ Public participation at Board meetings relative to specific agenda items already considered by the Committee should, to the extent possible, present new information not previously made available to the Committee. The order of business for meetings of the full Board shall include an item for general comments or questions from the public not related to specific agenda items.

ARTICLE V - STAFF

A. PERSONNEL POLICY

The Board shall adopt a personnel code in conformance with the provisions of Minn. Stat. §473.141, subd. 9, as amended.

B. EXECUTIVE DIRECTOR

Upon the recommendation of the Chair, the Board may appoint an Executive Director, in accordance with such terms as it may prescribe, to serve under the supervision of the Chair as the principal operating administrator for the Board.

C. EXECUTIVE DUTIES

The ~~Chair~~ Executive Director shall be responsible for the following unless ~~an~~ the office of Executive Director is appointed vacant, in which case they shall be the responsibility of the ~~Executive Director~~ Chair: The administration of the affairs and programs of the Board pursuant to policies adopted by the Board; supervision of the Board's staff, subject to budgets, personnel policies, and administrative procedures adopted by the Board and such other duties specified by law.

D. OTHER EMPLOYEES

Other employment decisions shall be made pursuant to the provisions of Minn. Stat. §473.373, subd. 7, as amended, and the provisions of the Board's Personnel Code.

ARTICLE VI - FISCAL MANAGEMENT

A. FISCAL YEAR

The Board's fiscal year for purposes of budgeting, accounting, auditing and fiscal reporting shall be the calendar year.

B. DESIGNATION OF DEPOSITORIES

The Board shall designate one or more depositories for Board funds. All moneys received by the Board from time to time shall be deposited in an official depository of Board funds or invested in a manner authorized by law.

C. DISBURSEMENT, CHECK SIGNING PROCEDURES

All disbursements shall be by check drawn on the Board depository or depositories. Prior to signing any check, the disbursement voucher shall be pre-audited and certified in writing by a staff person designated by the Chair as responsible to vouch for the correctness and propriety of the disbursement.

Each check shall be signed by the Executive Director and countersigned by the Chair. If the position of Executive Director is, for any reason, vacant, the Board shall authorize a staff person or persons to sign in the place of the Executive Director. If the Executive Director (or authorized staff person in the event of vacancy) and/or the Chair is absent or otherwise unable to sign a check, checks may be signed or countersigned by the Treasurer or such other staff person(s) as may be authorized by resolution to sign or countersign checks. Facsimile signatures may be used to sign and countersign checks subject to policies approved by the Board.

D. PETTY CASH FUND

To facilitate prompt payment of small petty claims, there is established a petty cash fund of \$200.00. An advance of this principal sum is authorized to be placed in the custody of the Executive Director or a staff member designated by the Chair, which fund when it nears depletion shall be replenished through the regular disbursement procedure. The Executive Director or Chair may direct that the petty cash fund be maintained in the form of a demand deposit (checking) account rather than cash.

E. CONTRACT POLICY

The Board shall adopt a contract policy providing procedures for review and authorization of contracts. Contracts authorized by the Board shall be executed by the Executive Director or by the Chair. If the position of Executive Director is vacant, the Chair's designee may sign. In the event of absence or inability of the Chair or Executive Director (or the Chair's designee if the position of Executive Director is vacant), contracts may be executed by the Treasurer or by such other person authorized by resolution to execute contracts.

F. TRAVEL POLICY

The Board shall adopt a travel policy for Board members and staff covering reimbursable expenses.

G. PROCUREMENT POLICY

The Board shall adopt a procurement policy providing procedures for necessary purchases to carry out the Board's adopted work program.

ARTICLE VII - COMPENSATION AND EXPENSES OF BOARD MEMBERS

A. CHAIR

The expense allowance and benefits of the Chair shall be established by the Board, not to exceed the expense allowance or benefits received by the Chair of the Metropolitan Council.

B. BOARD MEMBERS.

1. Board members, other than the Chair, shall be reimbursed \$50 a per diem pursuant to Minn. Stat. §473.141, subd. 7, as amended, for attendance at Board meetings, Committee meetings, ~~of which they are a member~~, Board-approved seminars, and other meetings specifically authorized by the Chair.
2. Board members shall be reimbursed for reasonable expenses in connection with the performance of their duties.

ARTICLE VIII - AMENDMENT

These Bylaws may be amended by a two-thirds vote of the members present at a regular meeting of the full Board, provided that written notice setting forth in detail the contents of the proposed amendment(s) was given to Board members at the previous regular meeting of the full Board. At least eight (8) votes are necessary to amend the Bylaws.

DATE: August 20, 1984  
TO: Regional Transit Board  
FROM: Organizational Committee  
SUBJECT: Standing Committees and Officers

The Organizational Committee recommends the following appointments to the Standing Committees:

- I. Policy Committee
  - Todd Lefko, Chair
  - Ruben Acosta
  - Doris Caranicas
  - Alison Fuhr
  - Steve Loeding
  - Gail MarksJarvis
  - Frank Snowden
  
- II. Administrative and Finance Committee
  - Ruth Franklin, Chair
  - Juanita Collins
  - Paul Joyce
  - Edward Kranz
  - James Newland
  - Bernard Skrebes
  - Peg Snesrud

The Organizational Committee recommends the following members be elected officers of the Regional Transit Board:

- I. Vice Chair
  - Doris Caranicas
  
- II. Secretary
  - Staff Executive Secretary (to be hired)
  
- III. Treasurer
  - Peg Snesrud

and the townships of Grey Cloud Island, Baytown, West Lakeland, and Denmark; and that part of the city of Hastings lying in Washington County.

**Subd. 4. Chairman; appointment, duties.** (a) The chairman of the metropolitan council shall be appointed by the governor as the 17th voting member thereof by and with the advice and consent of the senate to serve at the pleasure of the governor. Senate confirmation shall be as provided by section 15.066. The chairman shall be a person experienced in the field of municipal and urban affairs with administrative training and executive ability.

(b) The chairman of the metropolitan council shall preside at the meetings of the metropolitan council and shall act as principal executive officer. He shall organize the work of the metropolitan council, appoint all officers and employees thereof, subject to the approval of the metropolitan council, and be responsible for carrying out all policy decisions of the metropolitan council. His salary shall be as provided in section 15A.081, and he shall be eligible for expenses in the same manner and amount as state employees.

[For text of subds 5 and 6, see M.S.1982]

**History:** 1983 c 16 s 1-4; 1983 c 305 s 25

1983 Amendments to:

#### 473.141 MEMBERSHIP, PROCEDURES, OFFICERS AND EMPLOYEES OF METROPOLITAN COMMISSIONS.

[For text of subd 1, see M.S.1982]

**Subd. 2. Membership.** (a) Each commission shall consist of eight members, plus a chairman appointed as provided in subdivision 3. The metropolitan council shall appoint the eight members on a nonpartisan basis after consultation with the members of the legislature from the commission district for which the member is to be appointed. Appointments are subject to the advice and consent of the senate.

(b) Following the submission of commission member applications to the metropolitan council as provided under section 15.0597, subdivision 5, the council shall conduct one or more public hearings on the matter of the appointments for the commission districts to accept statements from persons who have applied for appointment and to allow consultation with and secure the advice of the public.

(c) One member shall be appointed from each of the following commission districts:

- (1) Commission district A, consisting of council districts 1 and 2;
- (2) Commission district B, consisting of council districts 3 and 7;
- (3) Commission district C, consisting of council districts 4 and 5;
- (4) Commission district D, consisting of council districts 6 and 10;
- (5) Commission district E, consisting of council districts 8 and 9;
- (6) Commission district F, consisting of council districts 11 and 12;
- (7) Commission district G, consisting of council districts 13 and 14; and
- (8) Commission district H, consisting of council districts 15 and 16.

**Subd. 3. Chairman.** The chairman of each commission shall be appointed by the governor with the advice and consent of the senate and shall be the ninth voting member of the commission and shall meet all qualifications established for members, except the chairman need only reside within the metropolitan area. Senate confirmation shall be as provided by section 15.066. The chairman shall preside at all meetings of the commission, if present, and shall perform all other

duties and functions assigned to him by the commission or by law. Each commission may appoint from among its members a vice-chairman to act for the chairman during his temporary absence or disability.

**Subd. 4. Qualifications.** Each member shall be a resident of the commission district for which he is appointed and shall not during his term of office hold the office of metropolitan council member, or be a member of another metropolitan commission, the metropolitan airports commission or the metropolitan sports facilities commission or hold any judicial office. Each member shall qualify by taking and subscribing the oath of office prescribed by the Minnesota Constitution, Article 5, Section 5. Such oath, duly certified by the official administering the same, shall be filed with the executive director of the metropolitan council.

**Subd. 4a. Terms.** Following each apportionment of metropolitan council districts, as provided under section 473.123, subdivision 3a, the terms of members and the chairman of each commission shall commence on the effective date of that apportionment, as provided in section 473.123, subdivision 3a. The terms of members and chairmen are as follows: members representing commission districts A, B, C, and D, and the chairman of each commission, for terms ending the first Monday in January of the year ending in the numeral "7"; members representing commission districts E, F, G, and H, for terms ending the first Monday in January of the year ending in the numeral "5." Thereafter the term of each member and the chairman is four years except that all terms expire on the effective date of the next apportionment. A chairman shall continue to serve until a successor is appointed and qualified. A member shall continue to serve his commission district until a successor is appointed and qualified; except that, following each apportionment, the member shall continue to serve at large until the metropolitan council appointed pursuant to section 473.123, subdivision 3a appoints eight commission members as provided under subdivision 2, to serve terms as provided under this subdivision.

**Subd. 5. Removal.** Members, other than the chairman, may be removed by the council only for cause in the manner specified in chapter 351. The chairman may be removed at the pleasure of the governor.

[For text of subs 6 to 14, see M.S.1982]

**History:** 1983 c 16 s 5-8; 1983 c 305 s 26

#### 473.147 REGIONAL RECREATION OPEN SPACE SYSTEM POLICY PLAN.

**Subdivision 1.** The metropolitan council after consultation with the parks and open space commission, municipalities, park districts and counties in the metropolitan area, and after appropriate public hearings, shall prepare and adopt a long-range system policy plan for regional recreation open space as part of the council's metropolitan development guide. The plan shall substantially conform to all policy statements, purposes, goals, standards, and maps in development guide sections and comprehensive plans as developed and adopted by the council pursuant to the chapters of the Minnesota Statutes directly relating to the council. The policy plan shall identify generally the areas which should be acquired by a public agency to provide a system of regional recreation open space comprising park district, county and municipal facilities which, together with state facilities, reasonably will meet the outdoor recreation needs of the people of the metropolitan area and shall establish priorities for acquisition and development. In preparing or amending the policy plan the council shall consult with and make maximum use of the expertise of the commission. The policy plan shall include a five year capital improvement program, which shall be revised periodically, and

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Frank Snowden
- II. Administrative and Finance Committee  
Ruth Franklin, Chair  
Juanita Collins  
Paul Joyce  
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Peg Snesrud

The Organizational Committee recommends the following members be elected officers of the Regional Transit Board:

- I. Vice Chair  
Doris Caranicas
- II. Secretary  
Staff Executive Secretary (to be hired)
- III. Treasurer  
Peg Snesrud

**473.141 MEMBERSHIP, PROCEDURES, OFFICERS AND EMPLOYEES OF METROPOLITAN COMMISSIONS.**

Subdivision 1. **General.** Metropolitan commissions shall be organized, structured and administered as prescribed in this section.

Subd. 2. **Membership.** Each commission shall consist of eight members, plus a chairman appointed as provided in subdivision 3. The eight members shall be appointed by the metropolitan council. One member shall be appointed from each of the following precincts:

- (1) Precinct A, consisting of council districts 1 and 2;
- (2) Precinct B, consisting of council districts 3 and 14;
- (3) Precinct C, consisting of council districts 4 and 13;
- (4) Precinct D, consisting of council districts 5 and 6;
- (5) Precinct E, consisting of council districts 7 and 8;
- (6) Precinct F, consisting of council districts 9 and 11;
- (7) Precinct G, consisting of council districts 10 and 12; and
- (8) Precinct H, consisting of council districts 15 and 16.

Subd. 3. **Chairman.** The chairman of each commission shall be appointed by the governor with the advice and consent of the senate and shall be the ninth voting member of the commission and shall meet all qualifications established for members, except the chairman need only reside within the metropolitan area. The chairman shall preside at all meetings of the commission, if present, and shall perform all other duties and functions assigned to him by the commission or by law. Each commission may appoint from among its members a vice-chairman to act for the chairman during his temporary absence or disability.

Subd. 4. **Qualifications.** Each member shall be a resident of the precinct for which he is appointed and shall not during his term of office hold the office of metropolitan council member, or be a member of another metropolitan commission, the metropolitan airports commission or the metropolitan sports facilities commission or hold any judicial office. Each member shall qualify by taking and subscribing the oath of office prescribed by the Minnesota Constitution, Article 5, Section 5. Such oath, duly certified by the official administering the same, shall be filed with the executive director of the metropolitan council.

Subd. 5. **Terms; removal.** Commencing the first Monday in January, 1975 the terms of members of each commission shall be as follows: members representing precincts A, B, C, and D for terms ending the first Monday in January, 1977, members representing precincts E, F, G, and H and the chairman for terms ending the first Monday in January, 1979. Thereafter the term of each member and chairman shall be for a term of four years and until his successor is appointed and qualified. Members, other than the chairman, may be removed by the council only for cause in the manner specified in chapter 351. The chairman may be removed at the pleasure of the governor.

Members of any commission serving as of the first Monday in January, 1975 shall continue to serve the precinct described in subdivision 2 in which they reside for the term herein prescribed for that precinct, provided that if more than one such member resides in the same precinct the council shall designate one of them to serve as the commission member from the precinct and the terms of the other members are thereupon terminated. The council shall appoint as members of the commission, in the manner prescribed by subdivision 2, one resident of each precinct described in said subdivision in which no present member of the commission resides to serve for the term herein defined. For the purpose of this subdivision the residence of present members of the commissions serving as of the first Monday in January, 1975 shall be their residence as of July 1, 1974.

Subd. 6. **Vacancies.** If the office of any commission member becomes vacant, the vacancy shall be filled in the same manner in which the last regular appointment for that precinct was made. An office shall be deemed vacant under the conditions specified in chapter 351.

Subd. 7. **Compensation.** Each commission member shall be paid a per diem compensation of \$50 for each meeting and for such other services as authorized by the commission, and shall be reimbursed for all actual and necessary expenses incurred in the performance of his duties in the same manner and amount as state employees. The chairman shall receive a salary in an amount fixed by section 15A.081 and shall be reimbursed for reasonable expenses to the same extent as a member; provided that the chairman of the metropolitan sports facilities commission shall receive, unless otherwise provided by other law, a salary in an amount fixed by the members of the commission and shall be reimbursed for reasonable expenses to the same extent as a member.

Subd. 8. **Regular and special meetings.** Each commission shall meet regularly at least once each month, at such time and place as the commission shall by resolution designate. Special meetings may be held at any time upon the call of the chairman or any two other members, upon written notice sent by certified mail to each member at least three days prior to the meeting, or upon such other notice as the commission may by resolution provide, or without notice if each member is present or files with the secretary a written consent to the meeting either before or after the meeting. Unless otherwise provided, any action within the authority of the commission may be taken by the affirmative vote of a majority of the members. A majority of all of the members of the commission shall constitute a quorum, but a lesser number may meet and adjourn from time to time and compel the attendance of absent members.

Subd. 9. **Personnel code; merit system.** (a) The council shall by resolution adopt guidelines for a personnel code relating to the employees of the commissions, except that nothing in Laws 1974, Chapter 422 shall impair the rights of any commission or employee under sections 473.405 and 473.415. After adoption of the guidelines, each commission shall by resolution adopt a personnel code in general conformance therewith. The code shall include a job classification plan, procedures for employment and promotion of personnel based on merit, procedures for the demotion, suspension or discharge of employees, procedures for hearing grievances, procedures for salary administration, and such other provisions as the council deems appropriate. In addition, the code shall provide for the development by each commission of affirmative action plans, which shall be submitted for approval to the appropriate agency or office of the state. The plans shall include a yearly progress report to the agency or office. The chief administrator of each commission shall administer the code, and no commission shall take any action inconsistent with the personnel code.

(b) All employees of the commission except those expressly designated for the unclassified service, shall serve in the classified service. The unclassified service shall include: members of the commission, the chief administrator of the commission, all officers of the commission, any employee of the commission who is determined by the commission to have a confidential relationship to the commission or the council; and any employee of the commission expressly exempted from the classified service by law. Each code shall also include procedures for open competitive examinations to test the relative skill or ability of all applicants for positions in the classified service. Such examinations may consist of written or oral tests of the subjective or objective type, physical tests, and practical or demonstration tests for the evaluation of past training and experience. Oral tests may be used to test the applicant's knowledge of the position applied for or his personal fitness for the position. Where there is more than one applicant for a

position, each code shall provide for the employment of one of the three applicants best qualified for it.

(c) When a commission employee has been demoted, suspended or dismissed by the chief administrator, he may, within 30 days after such action becomes effective, file with the commission a written request for a hearing showing the position from which he was dismissed, the date of dismissal, and the reason for requesting the hearing, his full name and his present mailing address. Upon receipt of a request for a hearing the commission shall appoint three of its members to act as an appeal committee and preside at a hearing on the action of the administrator. The hearing shall be held within 30 days after the request is received by the commission, upon written notice mailed or delivered to the employee at his present mailing address, not less than seven days before the hearing. The appeal committee shall approve or disapprove the action of the administrator, and in the case of approval the action of the administrator shall be final. In the case of disapproval the appeal committee may reinstate the employee under such conditions as it deems proper, and may order the payment to the employee of compensation lost as a result of the demotion, suspension or dismissal.

Subd. 10. **Secretary and treasurer.** At its first regular meeting each year each commission shall appoint a secretary and a treasurer or, in the alternative, a secretary-treasurer. The secretary and treasurer, or secretary-treasurer, may, but need not be, members of the commission, and shall hold office at the pleasure of the commission, subject to the terms of any contract of employment which the commission may enter into with the secretary or treasurer. The secretary shall record the minutes of all meetings of the commission and shall be the custodian of all books and records of the commission except such as the commission shall entrust to the custody of a designated employee. The treasurer shall be the custodian of all moneys received by the commission except such as the commission shall entrust to the custody of a designated employee. The commission may appoint a deputy to perform any and all functions of either the secretary or the treasurer.

Subd. 11. **Chief administrator.** The chairman of each commission shall, subject to the approval of the commission, appoint a chief administrator who shall be chosen solely on the basis of his training, experience, and other qualifications, and who shall serve at the pleasure of the commission. The administrator shall attend all meetings of the commission, but shall not vote, and shall have the following powers and duties:

(a) He shall see that all resolutions, rules, regulations, or orders of the commission are enforced.

(b) He shall appoint and remove, subject to the provisions of the personnel code adopted pursuant to subdivision 9, upon the basis of merit and fitness, all subordinate officers and regular employees of the commission.

(c) He shall present to the commission plans, studies, and reports prepared for commission purposes and recommend to the commission for adoption such measures as he deems necessary to enforce or carry out the powers and duties of the commission, or to the efficient administration of the affairs of the commission.

(d) He shall keep the commission fully advised as to its financial condition, and he shall prepare and submit to the commission its annual budget and such other financial information as it may request.

(e) He shall recommend to the commission for adoption such rules and regulations as he deems necessary for the efficient operation of the commission's functions.

(f) He shall perform such other duties as may be prescribed by the commission.

Subd. 12. **Public employees.** All persons employed by the chief administrator shall be public employees, and shall have all rights and duties conferred on public employees under sections 179.61 to 179.76. The compensation and other conditions of employment of such employees shall not be governed by any rule applicable to state employees in the classified service nor to any of the provisions of chapter 15A, unless the council so provides. All employees of the commission shall be members of the Minnesota state retirement system, except that employees, who by reason of their prior employment belonged to another public retirement association in the state of Minnesota, may at their option continue membership in that public retirement association, and all other rights to which they are entitled by contract or law. Tradesmen employed by the metropolitan waste control commission with trade union pension coverage pursuant to a collective bargaining agreement who elected exclusion from coverage pursuant to section 473.512 or who are first employed after July 1, 1977 shall not be covered by the Minnesota state retirement system. The commission shall make the employer's contributions to pension funds of its employees. Employees shall perform such duties as may be prescribed by the commission. Nothing in Laws 1974, Chapter 422 shall impair the rights of any commission or employee under sections 473.405 and 473.415.

Subd. 13. **Commission operating procedures.** (a) The commission shall adopt resolutions and bylaws, an administrative code establishing procedures for commission action, keeping records, approving claims, authorizing and making disbursements, authorizing contracts, safekeeping funds and audit of all financial operations of the commission.

(b) The commission and the council may enter into contracts with each other and with other commissions and governmental units for the joint exercise of powers in the manner provided by section 471.59; provided that no commission shall enter into any contract with the council which would assign any operations authority, responsibility or function, other than planning or making studies, from the commission to the council.

Subd. 14. **Relocation payment standards.** In all acquisitions the commissions shall provide as a cost of acquisition the relocation assistance, services, payments and benefits required by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 84 Stat. 1894 (1971), 42 United States Code, Section 4601, et seq.

**History:** 1975 c 13 s 7; 1976 c 2 s 172; 1977 c 35 s 7; 1977 c 98 s 2; 1977 c 305 s 43; 1977 c 454 s 47

#### 473.145 DEVELOPMENT GUIDE.

The metropolitan council shall prepare and adopt, after appropriate study and such public hearings as may be necessary, a comprehensive development guide for the metropolitan area. It shall consist of a compilation of policy statements, goals, standards, programs, and maps prescribing guides for an orderly and economic development, public and private, of the metropolitan area. The comprehensive development guide shall recognize and encompass physical, social, or economic needs of the metropolitan area and those future developments which will have an impact on the entire area including but not limited to such matters as land use, parks and open space land needs, the necessity for and location of airports, highways, transit facilities, public hospitals, libraries, schools, and other public buildings.

**History:** 1975 c 13 s 8

#### 473.146 POLICY PLANS FOR METROPOLITAN COMMISSIONS.

Subdivision 1. Within 12 months after April 12, 1974, the council shall adopt after appropriate study and such public hearings as may be necessary, as a

(PROPOSED)

BYLAWS OF THE REGIONAL TRANSIT BOARD  
As Adopted \_\_\_\_\_

ARTICLE I - OFFICERS

A. DESIGNATION

Officers of the Regional Transit Board (hereinafter "Board") shall include the Chair, Vice-Chair, Secretary, Treasurer, and may include a Deputy Secretary and Deputy Treasurer.

B. DUTIES AND RESPONSIBILITIES

1. Chair

The Chair is appointed by the Governor and shall be governed by the provisions of applicable Minnesota law, and these Bylaws. The Chair's duties include, but are not limited to the following:

- a. Presiding at meetings of the Board.
- b. Appointing all committee chairs and committee members subject to Board approval.
- c. Appointing special committees subject to Board approval.
- d. Recommending employment decisions to the Board, including but not limited to appointment, promotion, demotion, suspension, and removal of all subordinate officers and regular employees of the Board.
- e. Organizing the work of the Board to carry out its policy decisions.
- f. Representing the Board and acting as official spokesperson where appropriate.
- g. Exercising all powers and responsibilities as provided in Minn. Stat. §§473.371 to 473.394, as amended, and other applicable law.
- h. Serving as a full voting member of any Standing Committee of the Board; provided the Chair shall not be counted for quorum purposes unless present.

2. Vice-Chair

The Vice-Chair shall be elected annually from among the Board membership at the first regular meeting in January by a majority vote of the Board members and shall act as Chair in the Chair's absence.

3. Secretary

The Secretary shall be elected annually at the first regular meeting in January by a majority vote of Board members. The qualifications and duties of the Secretary shall be as provided in Minn. Stat. §473.141, subd. 10, as amended. The Board may at any time, by resolution, appoint a Deputy Secretary pursuant to the provisions of Minn. Stat. §473.141, subd. 10, to serve at the pleasure of the Board.

5. Treasurer

The Treasurer shall be elected annually from among the Board membership at the first regular meeting in January by a majority of the Board members. The Treasurer's duties shall include those specified in Minn. Stat. §473.141, subd. 10, and the Treasurer shall be responsible for cosigning pre-audited disbursements of the Board and for reporting various fiscal matters to the Board, such as investments, bond fund status, external audits and budget status. The Board may at any time, by resolution, appoint a Deputy Treasurer pursuant to the provisions of Minn. Stat. §473.141, subd. 10, as amended to serve at the pleasure of the Board.

B. ELECTION OF OFFICERS

1. Nominating Committee

Prior to the annual election of officers, the Chair shall appoint a three-member Nominating Committee from among the membership of the Board to serve one year. The nominating committee shall prepare a written report recommending a slate of candidates for submission to Board members at least seven days prior to the election meeting.

2. Election Meeting

The election of officers shall take place annually at the first meeting in January or as soon thereafter as possible following the receipt of the Nominating Committee's report. The terms of officers shall be effective upon election. Officers shall serve until their successors are elected.

3. Vacancies

A vacancy in the office of Vice-Chair, Secretary, or Treasurer shall be filled at the earliest opportunity in accordance with the above-described procedures.

ARTICLE II - MEETINGS

A. DATE, PLACE AND TIME

Regular meetings of the Board shall be held on the first and third Mondays of each month at such time and place as may be determined by the Board Chair.

B. CANCELLATION

Regular meetings of the Board may be cancelled by a majority of the members or by the Chair upon agreement by a majority of the members. Written public notice of such cancellation shall be provided at least three days in advance of the previously scheduled meeting.

C. QUORUM

A majority of Board members shall constitute a quorum for the conduct of all official business, except that a quorum shall not be necessary for conducting public hearings. If a vacancy occurs, a majority of existing Board members shall constitute a quorum.

D. ORDER OF BUSINESS

The business of the Board shall be conducted in the following order subject to amendment by the Chair or the Board:

1. Approval of the agenda.
2. Approval of the minutes of previous meeting(s).
3. Petitions and communications to the Board.
4. Consent list.
5. Agenda items as recommended by Board Committees, the Chair or the Executive Director.
6. Other matters which may properly come before the Board.
7. Reports of Board officers and Board members serving as Board representatives to any other agency, committee or entity.
8. Invitation to interested persons in the meeting wishing to be heard on Board matters not included on the agenda (optional).
9. Adjournment.

E. CONDUCT OF BUSINESS

1. Robert's Rules of Order

Board meetings and committee meetings shall be governed by Robert's Rules of Order Newly Revised to the extent such rules are not inconsistent with law or these Bylaws.

2. Suspension of Rules

Board rules may be suspended by a two-thirds vote of the members present.

3. Voting, Motions, Recording

Immediately preceding any Board or committee vote and upon the request of any member, the Chair or the Secretary shall repeat the motion, the name of the mover, and the name of the seconder (if a second was required). The Secretary shall record in a journal the vote of each member on all motions and resolutions. A voice vote is sufficient for all motions and resolutions so long as the Secretary is able to accurately record the votes. If the Secretary is in doubt, the Chair shall request a show of hands. A roll call vote shall be taken at the request of one or more members. There shall be no voting by secret ballot. When a roll call vote is taken, the vote of the Chair shall be first called and the remaining members called in alphabetical order.

4. Committee Reports

The adoption of a committee report by the Board shall have the same effect as the adoption of a motion.

5. Consent List

Routine matters over which there is no dispute may be placed by the Chair on a consent list to be acted upon by the Board without debate. Placement of a matter on the consent list shall be at the discretion of the Chair. Any Board member may request that a consent list item be removed from the consent list and referred to the appropriate committee to be considered in accordance with the provisions for normal agenda items. Upon such a request, the item(s) shall be so referred without vote or debate by the Board. Any Board member may abstain as to any specific item on the consent list.

F. SPECIAL MEETINGS

1. Call

Special meetings of the Board may be called by the Chair or any other two members of the Board pursuant to Minn. Stat. §473.141, subd. 8, as amended.

2. Notice, Waiver of Notice

Except in an emergency, members shall receive written notice of special meetings, the notice shall include the date, time, place and agenda. The notice shall be sent to Board members by first class mail at least three days prior to the meeting. There shall be adequate public notice of such meetings. In the event of an emergency, written notice may be waived by two-thirds of all notified board members, provided however, that reasonable attempts were made to notify all members of the meeting.

3. Agenda

Business at special meetings shall be limited to the subjects stated in the notice.

ARTICLE III - COMMITTEES

A. STANDING COMMITTEES

1. Designation, Membership and General Responsibilities

There shall be established the following standing Committees: (1) the Administrative and Finance Committee; and (2) the Policy Committee. The Board Chair shall, at the first meeting in January of each year, or at such other time as the Chair may deem necessary, appoint the Chairs and members of standing committees, subject to Board confirmation.

It shall be the purpose of the Standing Committees to: (1) give preliminary, but thorough, consideration to all matters coming before the Board except consent list matters, (2) provide an opportunity for full public discussion of these matters, and (3) make recommendations to the full Board as to disposition of these matters. All matters referred to Committee by the Board shall automatically be placed on the next meeting agenda of the Committee.

2. Specific Responsibilities

- a. Administrative and Finance Committee. This committee will be responsible to the Board for the management of the Board's financial, physical, and staff resources, including development of annual budget and the financial and staffing plans required by law.
- b. Policy Committee. This committee will be responsible to the Board for development of the Board's interim implementation plan, implementation plan, legislative program, and formulation of transit policies.
- c. Matters other than those noted in Sections a and b above may be referred to committees by motion of the Board.

3. Regular and Special Meetings of Committees

The procedures as to notice, cancellation and conduct of business at regular and special Committee meetings shall be the same as those for meetings of the full Board. A majority of Committee members shall constitute a quorum for the conduct of Committee business. Board members other than those serving on the Committee may attend and participate in Committee debate but may not vote or be counted for purposes of making a quorum.

B. SPECIAL COMMITTEES OF THE BOARD

Special committees of the Board may, from time to time, be appointed by the Chair subject to Board approval.

C. ADVISORY COMMITTEES

1. Establishment.

Upon recommendation of the Chair, the Board may establish and appoint persons to advisory committees to assist the Board in performance of its duties. To the extent not specified otherwise by law or regulation, advisory committees shall be established as follows:

- a. The Chair shall recommend and the Board shall review and adopt, with or without amendment, a resolution establishing the size, composition, terms and limitations on terms of office, and a committee charge. Members of advisory committees shall be appointed by the Board. Advisory committee members may be removed by the Board for cause.
- b. Advisory committee members shall be selected as appropriate from interested citizens, affected individuals and interest groups, experts in appropriate fields, and public officials whose jurisdictions are affected by the subject area of such committees. The Board shall publicly solicit applications for membership on all such committees.

2. Delegation of Responsibilities and Assistance.

On establishing an advisory committee, the Chair shall recommend and the Board shall review and adopt, with or without amendment, a committee charge which shall define and govern each committee's authority, responsibilities and functions; the staff assistance to be provided by the Board to such committee; and other matters appropriate for the adequate and efficient functioning of such committee. The Board may thereafter from time to time by amendment revise said charge, delegate additional functions to such committees and provide additional assistance as may be needed.

Unless otherwise specifically authorized by the Board, advisory committees shall operate and function pursuant to and in accordance with policies and procedures adopted by the Board, including but not limited to those relating to public hearings and travel expense reimbursement. Members of advisory committees shall serve without compensation but shall be reimbursed for their reasonable expenses in accordance with Board policy and Minn. Stat. §473.375, subd. 9.

ARTICLE IV - PUBLIC PARTICIPATION IN BOARD MEETINGS

A. OPEN MEETINGS

All Board and Committee meetings shall be open to the public. Notice of meetings to be held shall be posted appropriately and distributed to the news media.

B. STANDING COMMITTEES

A major role of the standing committees is to provide for full and open public discussion of matters coming before the Board. The Chairs of the standing committees shall, to the extent possible, give interested parties and concerned citizens every opportunity to be heard and have questions answered about matters before the Committee.

C. MEETINGS OF THE BOARD

The Chair may, subject to challenge by a majority of the Board members, permit or close public discussion on any agenda item. Public participation at Board meetings relative to specific agenda items already considered by the Committee should, to the extent possible, present new information not previously made available to the Committee. The order of business for meetings of the full Board shall include an item for general comments or questions from the public not related to specific agenda items.

ARTICLE V - STAFF

A. PERSONNEL POLICY

The Board shall adopt a personnel code in conformance with the provisions of Minn. Stat. §473.141, subd. 9, as amended.

B. EXECUTIVE DIRECTOR

Upon the recommendation of the Chair, the Board may appoint an Executive Director, in accordance with such terms as it may prescribe, to serve under the supervision of the Chair as the principal operating administrator for the Board.

C. EXECUTIVE DUTIES

The Chair shall be responsible for the following unless an Executive Director is appointed, in which case they shall be the responsibility of the Executive Director: The administration of the affairs and programs of the Board pursuant to policies adopted by the Board; supervision of the Board's staff, subject to budgets, personnel policies, and administrative procedures adopted by the Board and such other duties specified by law.

D. OTHER EMPLOYEES

Other employment decisions shall be made pursuant to the provisions of Minn. Stat. §473.373, subd. 7, as amended, and the provisions of the Board's Personnel Code.

ARTICLE VI - FISCAL MANAGEMENT

A. FISCAL YEAR

The Board's fiscal year for purposes of budgeting, accounting, auditing and fiscal reporting shall be the calendar year.

B. DESIGNATION OF DEPOSITORIES

The Board shall designate one or more depositories for Board funds. All moneys received by the Board from time to time shall be deposited in an official depository of Board funds or invested in a manner authorized by law.

C. DISBURSEMENT, CHECK SIGNING PROCEDURES

All disbursements shall be by check drawn on the Board depository or depositories. Prior to signing any check, the disbursement voucher shall be pre-audited and certified in writing by a staff person designated by the Chair as responsible to vouch for the correctness and propriety of the disbursement.

Each check shall be signed by the Executive Director and countersigned by the Chair. If the position of Executive Director is, for any reason, vacant, the Board shall authorize a staff person or persons to sign in the place of the Executive Director. If the Executive Director (or authorized staff person in the event of vacancy) and/or the Chair is absent or otherwise unable to sign a check, checks may be signed or countersigned by the Treasurer or such other staff person(s) as may be authorized by resolution to sign or countersign checks. Facsimile signatures may be used to sign and countersign checks subject to policies approved by the Board.

D. PETTY CASH FUND

To facilitate prompt payment of small petty claims, there is established a petty cash fund of \$200.00. An advance of this principal sum is authorized to be placed in the custody of the Executive Director or a staff member designated by the Chair, which fund when it nears depletion shall be replenished through the regular disbursement procedure. The Executive Director or Chair may direct that the petty cash fund be maintained in the form of a demand deposit (checking) account rather than cash.

E. CONTRACT POLICY

The Board shall adopt a contract policy providing procedures for review and authorization of contracts. Contracts authorized by the Board shall be executed by the Executive Director or by the Chair. If the position of Executive Director is vacant, the Chair's designee may sign. In the event of absence or inability of the Chair or Executive Director (or the Chair's designee if the position of Executive Director is vacant), contracts may be executed by the Treasurer or by such other person authorized by resolution to execute contracts.

F. TRAVEL POLICY

The Board shall adopt a travel policy for Board members and staff covering reimbursable expenses.

G. PROCUREMENT POLICY

The Board shall adopt a procurement policy providing procedures for necessary purchases to carry out the Board's adopted work program.

ARTICLE VII - COMPENSATION AND EXPENSES OF BOARD MEMBERS

A. CHAIR

The expense allowance and benefits of the Chair shall be established by the Board, not to exceed the expense allowance or benefits received by the Chair of the Metropolitan Council.

B. BOARD MEMBERS.

1. Board members, other than the Chair, shall be reimbursed \$50 per diem for attendance at Board meetings, Committee meetings of which they are a member, Board-approved seminars, and other meetings specifically authorized by the Chair.
2. Board members shall be reimbursed for reasonable expenses in connection with the performance of their duties.

ARTICLE VIII - AMENDMENT

These Bylaws may be amended by a two-thirds vote of the members present at a regular meeting of the full Board, provided that written notice setting forth in detail the contents of the proposed amendment(s) was given to Board members at the previous regular meeting of the full Board.

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8.1.84

REGIONAL TRANSIT BOARD  
Suite 420 Metro Square Building, St. Paul, Minnesota 55101  
291-6440  
(temporary offices)

Minutes of a Meeting of the

REGIONAL TRANSIT BOARD

July 25, 1984

PRESENT: Elliott Perovich, Reuben Acosta, Doris Caranicas, Juanita Collins, Ruth Franklin, Alison Fuhr, Paul Joyce, Edward Kranz, Todd Lefko, Steve Loeding, Gail MarksJarvis, James Newland, Bernand Skrebes, Margaret Snesrud, Frank Snowden.

Call to Order

Chairman Perovich called the meeting to order at 3:08.

Sandra Gardebring, Chair of the Metropolitan Council, administered the oath of office to the members. She announced that Dirk deVries would be the liaison for the Metropolitan Council to the RTB.

Each member of the Board then introduced themselves and told a little about themselves.

Approval of Agenda

The agenda was approved as submitted.

Statement of the Chair

The Chair discussed some of his hopes and expectations for the Board. He believes in frankness and believes everyone on the Board has something very significant to contribute. He sees this as a great challenge and believes this Board can function as a good unit.

Receipt of the RTB Transition Task Force Report

Ghaleb Abdul-Rahman presented the report. At the next few meetings the Board will discuss the report in greater detail.

Doris Caranicas asked if the transit alternative analysis will be coming before the Board in draft form. Mr. Abdul-Rahman stated that it would be.

There was a question regarding the MTC appointments. The Chair stated that the Board would be going through the regular open appointment process which would be to advertise for applications. A public hearing will be held for the applicants on August 15 and on August 20 the Board will make the appointment.

In reply to a question regarding the Board members who are serving on other committees, Elliott Perovich stated that Board members should continue to serve on other committees until they have been replaced.

#### New Business

##### A. Appointment of Temporary Secretary

Juanita Collins moved, Todd Lefko seconded, that Laurie Hinze be appointed as temporary secretary of the first meetings of the Regional Transit Board to take the minutes of the meeting, keep the attendance record, and record the votes of members. Motion carried.

##### B. Adoption of Parliamentary Authority

Gail MarkJarvis moved, Doris Caranicas seconded that the rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the Board's meetings until such time the bylaws and a permanent parliamentary authority are adopted. Motion carried.

##### C. Appointment of Organizational Committee

Steve Loeding moved, Alison Fuhr seconded, that a Regional Transit Board Organizational Committee be appointed consisting of five (5) members. The members of the committee will be: Doris Carinicas, Ruth Franklin, Todd Lefko, and James Newland. The committee will be chaired by Elliot Perovich. The duties of the committee will be to prepare proposed bylaws, nominate a slate of officers, prepare an initial staffing plan and to recommend such other administrative action to the Regional Transit Board as the committee deems appropriate. The committee will make recommendations on these matters to the Regional Transit Board as soon as possible. Motion carried.

##### D. Administrative Start-Up Matters

Alison Fuhr moved, Paul Joyce seconded Resolution No. 84-1 regarding the designation of offices and mailing address. Motion carried.

Paul Joyce moved, Ruth Franklin seconded Resolution No. 84-2 regarding authorization to request administrative assistance of Metropolitan Council and/or Metropolitan Transit Commission. Motion carried.

Margaret Snesrud moved, Steve Loeding seconded, Resolution No. 84-2 regarding authorization to recommend employment decisions. Motion carried.

The Chair discussed his feelings on hiring an Executive Director and Administrative Assistant. He believes they should advertise locally and statewide for these positions, then, if necessary, they could go nationally. He hopes they will be hired in a month.

##### E. Per Diem and Travel Expense Procedures

The Chair pointed out that the per diem and travel expense forms should be handed in on Monday, the first week of each month in order to get to accounting in time to be paid. Ruth Franklin stated there should be a set of adopted guidelines. The Chair agreed that guidelines should be written down and pointed out that any function a Board member does as an official representative of the Board is eligible for a per diem.

Other Business

The Chair stated there would be a full day of orientation at a location such as Spring Hill. It is tentatively set for August 27 or August 29. Todd Lefko suggested that emphasis be placed on policies.

The Chair announced that future meetings will be held in the Council Chambers on the first and third Mondays of the month starting at 3:00 p.m.

He also believes that the Board should look into other transit systems, therefore, he would like to know by the next meeting who would be interested in attending The American Public Transit Association annual meeting in October. A tour of the MTC facilities will also be arranged.

Adjournment

The meeting adjourned at 4:45 p.m.

Respectfully submitted,

Laurie Hinze  
Acting Secretary

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