

BYLAWS FOR THE GRAND COUNTY TRANSPORTATION SPECIAL SERVICE DISTRICT

Article 1. Name and authorization

This organization shall be called the Grand County Transportation Special Service District. (GCTSSD) The GCTSSD is authorized by Utah Code Annotated 17D-1-203 (3)(c) and by Grand County Resolution 2880. The GCTSSD Administrative Control Board (Board) exercises authority and assumes responsibilities delegated to it under these authorities.

Article 2. Meetings

Section 1. The regular meeting of the GCTSSD shall typically be on the third Wednesday of each month. The meetings typically will be held at the Grand Center, 182 North 500 West, Meeting Room 4, Moab, Utah 84532. At the beginning of each calendar year, the Board shall specify regular meeting dates and times.

Section 2. The Board shall name officers at its first regular meeting each calendar year or as necessary at other times to fill vacant positions.

Section 3. A quorum for the transaction of business shall consist of three members present in person.

Section 4. Robert's Rules of Order, Newly Revised shall govern the parliamentary procedure of the Board unless otherwise specified in the Bylaws.

Section 5. All newly appointed Board members shall be provided with a current copy of the bylaws prior to the next regular meeting.

Section 6. Meetings shall comply with all requirements of state law including, but not limited to, the Utah Open and Public Meetings Act.

Article 3. Members and officers

Section 1. The Board shall consist of five members appointed by the Grand County Council for up to two consecutive four-year terms. One of these members shall be a member of the Grand County Council and all members shall be residents of the unincorporated areas of Grand County. Members appointed to fill mid-term vacancies shall serve until the end of the term of the member replaced. As this is a partial term, that person shall be eligible for two more full terms.

Section 2. Officers shall include a Chair, Vice-chair, Secretary, and Treasurer, all of whom shall be a member of the Board.

Section 3. The Chair shall preside at all meetings, appoint all committees, and authorize calls for all meetings.

Section 4. In the absence of the Chair, the Vice-chair shall exercise the Chair's functions, and may, upon the request of the Chair, take over any duties that he or she is unable to perform.

Section 5. The Secretary shall arrange for the recording of a true and accurate account of all proceedings (minutes) at GCTSSD Board meetings. The Secretary shall maintain a permanent file of these written and approved Board proceedings and other records of the Board. Upon consultation with the Chair, the Secretary shall prepare the agenda for all meetings.

Section 6. The Treasurer shall set up and maintain financial accounts for the District and report quarterly to the Board on the status of those accounts. The Treasurer shall file all forms or reports related to finances that are required by the State of Utah prior to published deadlines.

Article 4. Committees

The Chair may appoint special committees for the study and investigation of annual operations or special problems or tasks. Board members and individuals with special skills or interests from other county agencies and the public may serve on committees so long as a Board member acts as Chair of each committee.

Article 5. Order of Business

The normal order of business at regular meetings of the Board shall be:

1. Call to Order
2. Approval of Minutes
3. Citizens to be Heard
4. Old Business
5. New Business
6. Committee Reports
7. Discussion of Future Agenda Items and Items from Staff or Board
8. Closed Session(s) if necessary
9. Adjournment

Article 7. Amendments

The Board at the beginning of each calendar year will review the bylaws. Amendments will be recommended to the County Council for approval.

Last Date Modified: 6-4-2009