

**BYLAWS OF
THE FAR WEST TEXAS / EL PASO REGIONAL
TRANSPORTATION COORDINATION
COMMITTEE**

1. NAME, AUTHORITY AND PURPOSE

- 1.1 Name: The name of the committee is the Far West Texas / El Paso Regional Transportation Stakeholders Committee also known as “WTEP – West Texas El Paso”.
- 1.2 Authority: WTEP shall have no policy making or legislative powers. WTEP shall review and evaluate grant applications, when appropriate and make funding and policy recommendations to funding sources for action.
- 1.3 Purpose: WTEP has been established to ensure that the benefits of the State’s public transportation resources are maximized through coordination of services throughout the Far West Texas region consisting of Brewster, Culberson, El Paso, Hudspeth, Jeff Davis and Presidio counties and to facilitate the implementation of the actions outlined in the Regional Plan consistent with the charge of the Texas Transportation Commission. The goals as prescribed by the Texas Transportation Code Chapter 461 are as follows:
 - a) To eliminate waste in the provision of public

- transportation services;
- b) To generate efficiencies in operation that will permit increased levels of service;
- c) To further the State’s efforts to reduce air pollution;
- d) To encourage cooperation and coordination.

- 1.4 Vision: WTEP’s Vision is customer-centered, attractive, dependable, convenient and safe transportation choices for persons in the region.
- 1.5 Mission: WTEP’s Mission is to facilitate the coordination of transportation resources to provide a customer-centered, accountable, effective and efficient transit system for the general public of the six county Far West Texas/El Paso region.

2. MEMBERS

- 2 Members: WTEP is comprised of entities within the six-county region who will provide guidance, direction, and oversight to meet the goals and requirements per the TxDOT contract and the WTEP Regional Plan.

Every effort will be made to include representatives from Brewster, Culberson, El Paso, Hudspeth, Jeff Davis, and Presidio counties.

Each entity will appoint a person to represent it and to vote on issues that are presented for action. Each entity will have one vote regardless of the number of persons

present at WTEP meetings.

Entities that become WTEP members will submit a “Letter of Participation” and thus commit to meet WTEP’s Vision and Mission. The Letter of Participation shall be renewed every three years to verify that the entity wishes to continue its membership in WTEP.

It is noted that some entities will participate actively as WTEP members, but because of legal requirements may not submit a Letter of Participation.

The members represent:

- a) Public entities or departments from city, county or state governments;
- b) 501 c (3) organizations;
- c) Community organizations that are not a 501 c (3);
- d) Volunteers who advocate for constituents served by WTEP and who accept WTEP’s Purpose, Vision and Mission;
- e) For-profit businesses/corporations, social service agencies, and/or healthcare organizations who accept WTEP’s Purpose, Vision, and Mission.

2.1 Alternates: An Alternate may be named for each WTEP representative.

- a) A Member may be represented by proxy by a duly appointed Alternate for the same position. Written notice is not required for a Member to be represented

by proxy by the Alternate.

- b) The Alternate will count toward a quorum and will have full voting privileges when serving as the proxy for a Member.
- c) Alternates may vote on matters before WTEP only when serving as the proxy for a Member.
- d) Participation by Alternates (not serving as a proxy) in the formal deliberations of WTEP shall be at the discretion of the Chair.

2.2 Attendance: Representatives are expected to attend all meetings in person or by teleconference.

2.3 Removal: A representative may be removed by the entity represented. In addition, WTEP may approach the entity represented and ask for removal of a Member for just cause by a majority vote of WTEP.

3. OFFICERS

3.1 Officers: WTEP’s officers will consist of a Chair, Vice-Chair, and Secretary.

3.2 Election: Election of a Chair, Vice-Chair, and Secretary will occur annually at the first meeting of the calendar year.

3.3 Terms: Officers serve one-year terms, beginning the first meeting after the date of election and can serve a second term if elected. He/she must vacate said position after serving two consecutive terms but is eligible to serve in another officer position for two consecutive terms. If a person is elected to an

unexpired term, that term is not counted as a full one-year term. The individual is eligible for re-election to a full term in January.

3.4 Duties of Officers: The Chair, Vice-Chair and Secretary shall serve on the Steering Committee.

- a) Chair – The Chair shall call meetings to order and shall preside at such meetings. The Chair shall also serve as the Chair of the Steering Committee. He/she must sign any documents which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by resolution of the Board or by these Bylaws to some other officer or agent and in general shall perform all duties relating to the office of Chairperson and such duties as may be prescribed by the Board of Directors from time to time.
- b) Vice-Chair – The Vice-Chair shall conduct the duties of the Chair in the event of the Chair’s absence and serve as the Vice Chair of the Steering Committee.

3.5 Secretarial Function: The Secretary shall:

- a) Review the minutes as prepared by staff and provide feedback prior to approval by WTEP.
- b) Ensure that staff issues notices of all appropriate open meetings are properly distributed to the membership, public and media.
- c) Ensure that staff maintains all WTEP records and other appropriate actions of WTEP are properly archived.
- d) Sign with the Chair any appropriate document, the

issuance of which shall have been authorized by resolution by WTEP.

- e) In general, perform all duties relating to the office of Secretary and such other duties as may be assigned by the Chair.
- f) In case the Chair and Vice-Chair are absent or unable to perform their duties, the Secretary will preside at the meeting.

4. MEETINGS

- 4.1 Meetings: WTEP will meet at least quarterly at a location agreed to by the members.
- 4.2 Special Meetings: Special WTEP meetings may be called by the Chair or two steering committee members upon request.
- 4.3 Notice: written notice of each meeting shall be prepared and mailed or sent electronically to each member and posted on the gobusgo.org website, at least three (3) business days before the meeting date. A written agenda for each meeting shall be prepared and mailed or electronically transmitted and posted on the gobusgo.org website at least three (3) business days before the meeting date.
- 4.4 Open Meetings: All meetings of the Stakeholders Committee shall be open to the public.
- 4.5 Conduct: Except where these bylaws require otherwise, “Robert’s Rules of Order” shall WTEP’s business.

“Speakers from the audience will be given an

opportunity to discuss each item in the order in which it appears on the agenda, after the committee has discussed the item, unless otherwise approved by the committee. In addition, the Committee retains the option to set reasonable limits on the number, frequency, and length of presentations.”

5. QUORUM

- 5.1 **Quorum**: No less than 7 (seven) of the voting members of WTEP shall constitute a quorum for conducting the Stakeholders Committee business.

6. VOTING

- 6.1 **Voting**: All actions and recommendations of the Stakeholders Committee to be approved by a simple majority of the voting members present.

7. CONFLICT OF INTEREST

- 7.1 **Conflict of Interest**: Any member of the committee who has a financial, personal, or interest in, or conflict (or appearance of a conflict) with any matter pending before the committee, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will abstain from voting on said item.
- a) Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded.

- b) Serves on any board that oversees the unit or division that would administer the grant, if awarded.
- c) Receives any funds from the applicant agency as a result of the grant, if awarded.
- d) Reaps any personal financial profit from any non-governmental entity benefiting directly or indirectly from activities with the applicant agency.

8. LEAD AGENCY

- 8.1 **Lead Agency**: The Lead Agency will provide leadership, management, and administrative support for the overall coordination, management, and preparation and submission of all required reports as required by the TxDOT Transit Division. The responsibilities of the Lead Agency include:
- a) Serves as the point of contact to the Texas Department of Transportation -Transit Division.
- b) Provide staff support to the Chair, Vice Chair, Secretary, and members in fulfilling their duties under 3.5 by arranging and announcing all WTEP meetings as requested, including: making arrangements for location, setting times and communicating necessary information to all members to ensure good participation from the membership.
- c) Provide administrative support to ensure that the technical work is accomplished on schedule and conducted in accordance with

the workplan.

- d) Assist in implementing an outreach and public involvement program.
- e) Guides the development, implementation, and approval an annual workplan for regional coordination activities and carry out duties assigned including providing staff support to committees performing duties identified in the workplan.
- f) Periodically or as required, prepare the Regional Transportation Coordination Plan and subsequent updates and revisions for WTEP approval including the coordination and/or conduct of all research, analysis, composition, organization and presentation of plan outlines, drafts, appendices and final documents.
- g) Annually, submits an Annual Report to the county judges, mayors, and heads of social service and transportation agencies as determined by WTEP. The annual report will include activities completed during the calendar year.
- h) Perform other duties that facilitate the coordination of regional transportation resources and carry out other assigned activities that advances more effective transportation services for riders and potential riders and ensures a more efficient use of transportation resources.

8.2 Lead Agency Selection: The Lead Agency was selected by the WTEP members and approved by TxDOT to develop and facilitate regional transportation coordination and to provide on-

going support for the work of WTEP. The Lead Agency may receive financial support and maintains a contractual relationship with the TxDOT to carry out mandated transportation coordination duties and ensure compliance with Chapter 461 of the Texas Transportation Code.

9. STEERING COMMITTEE

- 9.1 Purpose: The Steering Committee of the Far West Texas / El Paso Regional Coordinated Transportation Plan (WTEP) shall be a standing committee and shall be responsible for recommending policies, activities and decisions that support the purpose, mission, goals and objectives of the Regional Plan. The Steering Committee shall provide oversight of Regional Transportation Coordination Lead Agency activities including the request of periodic reports on workplan activities and the transportation coordination budget and expenditures.
- 9.2 Membership: The Steering Committee members shall consist of the Chair, Vice-Chair and Secretary and five (5) additional members of WTEP and be elected annually at the first meeting of the year by the WTEP members present at such meeting. No less than one (1) Steering Committee member shall be a Stakeholder representing an eligible organization or county headquartered in Brewster, Culberson, Hudspeth, Jeff Davis or Presidio Counties. Members shall be from the designations as listed in Article 2 of these bylaws.
- 9.3 Terms: Steering Committee members serve one-year

terms, beginning the first meeting after the date of election. Individual members may be elected to the Steering Committee to multiple and consecutive terms, with a four (4)-year limit on consecutive terms.

- 9.4 Quorum: No less than three (3) of the voting members of the Steering Committee shall constitute a quorum for conducting Steering Committee business.
- 9.5 Meetings: The Steering Committee shall announce, hold and conduct meetings, establish a quorum, vote and in all other ways act in accordance with the WTEP bylaws. Regularly scheduled meetings for the Steering Committee shall be held, as business requires and no less than quarterly.
- 9.6 Special Meetings: Special Steering Committee meetings may be called by the Chair or upon request by three WTEP members.
- 9.7 Removal: A Steering Committee member may be removed by a majority vote of the Steering Committee for missing three meetings within a calendar year.

10. SUBCOMMITTEES

- 10.1 Establishment: Subcommittees may be established by the Chair with approval by the WTEP members and shall serve to comply with the purpose for its creation.
- 10.2 Membership: Members of Subcommittees may be appointed by the Chair or may volunteer for

service on the Subcommittee. Persons other than *WTEP* Members may be asked by the Chair and/or recommended by members of the Stakeholders Committee to participate solely as a resource or advisor on a Subcommittee.

11. AMENDMENTS

- 11.1 Amendments: Any member of *WTEP* may recommend an amendment to these bylaws at a regular or special meeting to be voted on at the next subsequent meeting.

AMENDED: NOVEMBER 17, 2009

AMENDED: MARCH 17, 2011

AMENDED: NOVEMBER 15, 2012

AMENDED: JANUARY 15, 2015

AMENDED: MARCH 17, 2016

AMENDED: SEPTEMBER 17, 2020

AMENDED: SEPTEMBER 23, 2021