

**CONFERENCE OF MINORITY  
TRANSPORTATION OFFICIALS  
(COMTO)  
FORT LAUDERDALE CHAPTER  
BY-LAWS**

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FORT LAUDERDALE CHAPTER**

**BY-LAWS**

**ARTICLE I ORGANIZATION**

- Section 1            Name of Chapter: This Chapter shall be known as the Fort Lauderdale Chapter (“Local Chapter”).
- Section 2            Location: The principal office of the Local Chapter shall be located in Broward County, Florida
- Section 3            Purpose: The Local Chapter shall conduct charitable and educational activities within the meaning of Section 501(c)(3) of the Internal Revenue Code (or corresponding provision of any future federal tax laws). The Local Chapter shall perform any and all duties, enter into any agreements, and sign any and all documents necessary and incidental to achieve the foregoing purposes and engage the services of professional agencies, consultants, or any and all persons it may deem instrumental and effective in assisting in achieving any of the foregoing purposes.
- Section 4            National Office: The Local Chapter shall be an affiliate of the national organization of COMTO, headquartered in Washington D.C.

**ARTICLE II VISION & MISSION**

Vision: Our quest is a continual journey to develop the education and career opportunities of our members within the transportation industry.

Mission: Our mission is to support members to grow into leadership positions and assist communities in the areas of education and awareness of the transportation industry.

This can be accomplished by sponsoring and supporting the following activities, including, but not limited to:

- Training/Leadership Forums
- Professional Speakers Engagements
- Networking
- Community Outreach
- Job Fairs/Participation
- Internships
- Providing Community Hours & Scholarships
- Historically Underutilized Businesses

## **ARTICLE III MEMBERSHIP**

Section 1 Eligibility: Any person involved directly or indirectly in the transportation field shall be eligible for membership in the Local Chapter, subject to the provisions of the Articles of Incorporation and By-Laws of the Local Chapter. Voting privileges will be extended to any and all Local Chapter active members who are members in good standing. Each member will be entitled to one vote. All members of the Local Chapter shall also be members of COMTO National.

Section 2 Admission: Members shall be admitted upon the payment of all fees and dues as determined by the Local Chapter and COMTO National.

Section 3 Types of Membership: There shall be eight classes of membership in the Local Chapter.

1. Individual: Any person who is an employee of a transportation agency (state, local or federal) or transportation related business, or policy board member of a transportation agency (state, local or federal).
2. Emeritus: Any person who at one time in his or her career was employed by a transportation agency (federal, state or local), and who maintains interest in the area of transportation.
3. Student: A person who is a student in a High School or is enrolled in a two-year or four-year program at a university or college.
4. Corporate: Any business engaged in the transportation industry that is not a transit property or organization.
5. Transportation Agency: Any organization involved in the planning, development and/or operations of public transportation systems.
6. Disadvantaged Business Enterprise (DBE): A minority business that has provided the Local Chapter a DBE certification.
7. Non-Profit Organizations: A “nonprofit” is any corporation qualified as nonprofit under s. 501(c)(3) of the Internal Revenue Code of 1986, as amended.
8. Universities and Colleges: Includes all State and Private Universities, Colleges, Technical Colleges and Community Colleges.

Section 4 Tenure: Membership shall run for one (1) year from any member’s date of enrollment. The date of enrollment is determined by the date of receipt of dues by the National Office.

Section 5 Termination of Membership: The membership of any member may be terminated by a majority vote of the Executive Committee present at any duly called meeting of the Executive Committee; provided that by a similar vote the Executive Committee shall first find that such

membership is prejudicial to the best interests of the Local Chapter; provided further, that the member in question shall have had the opportunity after notice of at least thirty (30) days to show cause why the membership should not be terminated as provided in this section. Upon such termination, the dues paid for the current year shall be returned on a prorated basis.

#### **ARTICLE IV ANNUAL DUES**

The annual dues are categorized as outlined in Appendix A.

#### **ARTICLE V GENERAL MEETINGS**

Section 1 Installation Meeting: A bi-annual meeting of the membership shall be held prior to June 30 for the purpose of installing the newly elected officers and for the transaction of other business as may come before the meeting.

Section 2 Special Meetings: Special meetings may be called by the President or the Executive Committee in accordance with Section 4 of this article.

Section 3 General Meetings: General meetings will be held at a date, time and location selected by the Executive Committee, in accordance with Section 4 of this Article.

Section 4 Notice of Meetings: Written notice stating place, day, and hour of any meeting shall be delivered either personally, US mail, and/or electronic mail to each member in a timely manner before the date of such meeting.

Section 5 Meetings conducted by Communications Media Technology: At the discretion of the Executive Committee, meetings may be conducted by using audio or video communications media technology.

#### **ARTICLE VI EXECUTIVE COMMITTEE**

Section 1 Composition: The Executive Committee shall consist of the officers of the Local Chapter, and the Immediate Past President Each member of the Executive Committee must be an active member of the Local Chapter.

Section 2 Function: The Executive Committee shall have the authority and the responsibility to direct and manage all affairs of the Local Chapter not expressly precluded by the By-Laws.

Section 3 Term: Executive Committee members who serve by virtue of their office shall serve for a term of two (2) years.

Section 4: Meetings: The Executive Committee shall meet on a regular basis to plan strategic actions to support the vision and mission of the Local Chapter. Meetings can be held in person, by phone or other electronic media.

- Section 5                    Notice: Notice of meetings of the Executive Committee shall be provided in advance to all members of the Executive Committee prior to the meeting day.
- Section 6                    Quorum: A majority of the Executive Committee members shall constitute a quorum for the transaction of business at any meeting (whether in person, by phone or other electronic media) of the Executive Committee.
- Section 7                    Action by Consent: Any action taken at a meeting of the Executive Committee shall be approved by a majority of the Executive Committee. Any action which may be taken at a meeting of the Executive Committee may be taken without a meeting if the action is set forth in writing and approved by a majority of the Executive Committee members.
- Section 8                    Compensation: Executive Committee members shall not receive any salaries or compensation for their service, nor shall they be reimbursed for expenses incurred for attendance at any regular or special meetings of the Executive Committee or the membership.

## **ARTICLE VII                    ELECTION OF OFFICERS**

- Section 1                    Elections: Elections of officers shall be held every two years by written ballot.
- Section 2                    Nominating committee: The Nominating Committee shall be composed of the Immediate Past President or the current President (if not seeking office) when available, and four (4) members. The four members of the Nominating Committee shall be approved by the Executive Committee at least (90) days prior to the installation meeting of officers, or 90 days prior to the COMTO National Meeting. A member of the Nominating Committee cannot be nominated as an officer of the Local Chapter. Should any member of the Nominating Committee be unable to fulfill their duties, then the vacancy on the Committee shall be filled by appointment of the Executive Committee.
- Section 3                    Meetings of the Nominating Committee: The Nominating Committee shall elect a Chair who shall call at least one (1) meeting at a time and place reasonably convenient for all Committee members. The Committee members shall be notified in writing of the time and place of the meeting at which their personal attendance shall be required.
- Call for Nominations: The Nominating Committee will announce that nominations are open for each office on the Executive Committee. A candidate can be nominated for multiple offices; however, the candidate can elect to run for only one office on the Executive Committee.
- The Committee shall compile the nominations received for each of the offices of President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice- President, Secretary, Treasurer, and three (3) Board Member at Large. The Committee shall obtain the consent of each candidate to serve in the office. Any member in good standing can self-nominate or be nominated to serve on the Executive Committee.
- Section 4                    Reporting of the Nominating Committee: The Report of the Nominating

Committee containing the slate of officers nominated shall be forwarded to each voting member in good standing at which time additional candidates may be nominated from the membership. This will be provided to the membership at least one week prior to the issuance of the ballot.

Section 5 Ballot: A ballot containing the names of each candidate for each office with a blank “write in” space shall be provided to each voting member in good standing in person, by electronic mail or by US mail prior to the elections.

Section 6 Voting: Each member in good standing is expected to vote. Each member will vote by completing the ballot sent to them, returning the ballot electronically or by mail, to the Chair of the Nominating Committee.

Section 7 Counting of Ballots: After the close of the balloting, the votes shall be counted by the Nominating Committee. The results of the election shall be reported to the Executive Committee and announced to the membership.

## **ARTICLE VIII OFFICERS AND RESPONSIBILITIES**

Section 1 The officers of the Local Chapter shall be a President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary, Treasurer, one ( 1) Board Member at Large and the immediate past president. There may be additional officers as deemed necessary by the Executive Committee. All appointed officers will serve for a stated period of time, not to exceed the period of the next regular election of officers. All officers shall be members in good standing of the Local Chapter herein defined as being current with respect to dues payment.

Section 2 President shall be the Chairperson of the Local Chapter and shall chair all meetings of the membership and the Executive Committee. The President shall have the power to appoint chairs of committees. The President may sign any contracts which the Executive Committee has authorized, except in cases where By-Laws or statute has expressly delegated the authority to sign to some other officer of the Local Chapter. In general, the President shall perform all duties incident to the office of President and such duties as may be assigned by the membership or the Executive Committee.

Section 3 1<sup>st</sup> Vice-President shall perform the duties of the President, in the absence of the President, and shall assist the President in the administration of the Local Chapter.

Section 4 2<sup>nd</sup> Vice-President shall perform the duties of the President, in the absence of the President and 1<sup>st</sup> Vice-President, and shall oversee all committees of the Local Chapter.

Section 5 Secretary shall be the guardian of the Chapter records. The Secretary is responsible for keeping the minutes of all the meetings of the members and the Executive Committee, for keeping a current register of the address of each member of the Local Chapter, for all official correspondence and notices of the chapter in accordance with the provisions of these By-Laws, and other such duties as may be assigned by the President or the Executive Committee.

- Section 6                    Treasurer shall be responsible and have charge and custody of all funds, securities, and contracts of the Local Chapter, receive and give receipts for funds due and payable to the Local Chapter, deposit all such funds in the name of the Local Chapter in an insured depository, prepare all necessary reports and other duties as may be assigned by the President or by the Executive Committee.
- Section 7                    Board Member at Large (3) shall assist the Executive Committee in all duties and administration of the Local Chapter and may be assigned specific projects by the President or the Executive Committee.
- Section 8                    Election and Tenure: The officers of the Local Chapter shall be elected bi-annually by the members. Any member in good standing with the Local Chapter shall be eligible to hold office. No member may hold more than one (1) concurrent office. Officers are elected for a term of two (2) years. No officer shall be eligible to serve more than two (2) consecutive terms in the same office.
- Section 9                    Any officer elected or appointed may be removed by a majority vote of the Executive Committee whenever in its judgment the best interest of the Local Chapter would be served.
- Section 10                   The Executive Committee may appoint a member to fill a vacancy in any office due to death, resignation, removal, disqualification, or otherwise for the remainder of the officer's term.

**ARTICLE IX                    NON - VOTING EXECUTIVE COMMITTEE MEMBERS**

Board Member Advisor shall be elected by the Executive Committee on an as needed basis to assist the Local Chapter in fulfilling its vision and mission. A Board Member Advisor shall serve a term of two (2) years and can choose to be re-elected for consecutive terms, or vacate the position at the end of their term. The Executive Committee can elect multiple Board Member Advisors.

Business Member Advisor shall be elected by the Executive Committee on an as needed basis to assist the Local Chapter in fulfilling its vision and mission. Business Member Advisor shall serve a term of two (2) years and can choose to be re-elected for consecutive terms, serve as an officer during the next election cycle or vacate the position at the end of their term.

**ARTICLE X                    CHECKS, DEPOSITS, AND FUNDS**

- Section 1                    Checks and Drafts: All checks, drafts, or orders for payment of money, notes, or other evidence of indebtedness issued in the name of the Local Chapter shall be signed by the President and the Treasurer or the 1<sup>st</sup> Vice-President and the



Treasurer.

Section 2                    Deposits: All funds of the Local Chapter shall be deposited immediately to the credit of the Local Chapter in such banks or any other federally insured depository as the Executive Committee may select.

Section 3                    Donations : The Executive Committee may accept on behalf of the Local Chapter any contribution, donation , bequest, or device for the general purpose or for any special purpose of the Local Chapter.

**ARTICLE XI                AMENDMENT**

The By-Laws may be amended by a majority of the Executive Committee of the Local Chapter. A copy of these By-Laws will be filed with COMTO National.

**ARTICLE XII              FISCAL YEAR**

The fiscal year of the Local Chapter shall commence on July 1<sup>st</sup> and end on June 30<sup>th</sup>.

**ARTICLE XII              RULES OF PROCEDURE**

Meetings, except as otherwise provided herein, shall be conducted according to the most recent edition of Robert's Rules of Order. The order of business shall be determined by the President and the Executive Committee. Any rule may be waived at a meeting by a majority vote of the members.