



PINELLAS SUNCOAST TRANSIT AUTHORITY
3201 SCHERER DRIVE, ST. PETERSBURG, FL 33716
WWW.PSTA.NET 727.540.1800 FAX 727.540.1913

EXECUTIVE COMMITTEE MEETING
AGENDA – JANUARY 11, 2016; 11:00 AM
PSTA AUDITORIUM

			<u>TIME</u>
1.	CALL TO ORDER		11:00
2.	PUBLIC COMMENT		11:00
3.	ACTION ITEMS		11:05
	A. December 7, 2015 Meeting Minutes	CHAIR RICE	
	B. PSTA Board's Rules & Regulations	15 min BRAD MILLER	
4.	INFORMATION ITEMS		11:20
	A. January Board Meeting Agenda	20 min CHAIR RICE	
5.	FUTURE MEETING SUBJECTS		11:40
	• February Board Meeting Agenda		
6.	OTHER BUSINESS		11:45
7.	ADJOURNMENT		11:45

THE NEXT MEETING IS FEBRUARY 8, 2016 AT 11:00 AM



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EXECUTIVE COMMITTEE MEETING
MINUTES – DECEMBER 7, 2015

The Executive Committee of the Pinellas Suncoast Transit Authority (PSTA) Board of Directors held a meeting in the Auditorium at PSTA Headquarters at 11:00 AM on this date. The purpose of the meeting was to approve the November 2, 2015 meeting minutes and discuss the December Board meeting agenda. The following members were present:

Bill Jonson, Chairperson
Julie Bujalski, Vice-Chairperson
Janet Long, Secretary/Treasurer
Darden Rice
Ken Welch

Also Present:

Brad Miller, CEO
Alan Zimmet, General Counsel
PSTA Staff Members
Members of the Public

CALL TO ORDER

Chairperson Jonson opened the meeting at 11:02 AM.

PUBLIC COMMENTS

There were no public comments.

ACTION ITEMS

Approve the Minutes – Ms. Long made a motion, seconded by Ms. Rice to approve the November 2, 2015 meeting minutes. There were no public comments. Motion passed unanimously.

INFORMATION ITEMS

December Board Meeting Agenda – The agenda items were discussed and concerns were raised about the length of the agenda especially because of the Metropolitan Planning Organization (MPO) meeting scheduled for 1:00 PM the same day. It was decided to leave the agenda as is and continue the information items as needed to the January Board meeting. Mr. Welch requested data to support ridership in the Central Avenue corridor. Chairperson Jonson asked for clarification on the Rules & Regulations regarding the Nominating Committee and Mr. Zimmet responded.

FUTURE MEETING SUBJECTS

The Committee received a schedule of future meeting subjects.

OTHER BUSINESS

Mr. Miller indicated that there has been discussion with Deborah LeKenta, Neighborly Care Network, about fares/free rides for summer youth to meal sites. Information will be presented to the Planning Committee.

CLOSED DOOR SESSION

At 11:27 AM, the Executive Committee and Brad Miller, CEO, met in a closed door session along with Alan Zimmet and members of the Union negotiations team to discuss labor negotiations. The regular Executive Committee meeting resumed at 12:25 PM.

ADJOURNMENT

The meeting was adjourned at 12:25 PM. The next meeting is January 11, 2016 at 11:00 AM.

ACTION ITEM



3B: PSTA Board's Rules & Regulations



Action: Recommend Approval of the Revisions to the Rules & Regulations

Staff Resource: Brad Miller, CEO

EXECUTIVE

Background:

- The following are the proposed revisions to the Rules & Regulations:
 - Require public comment at Board meetings be related to PSTA;
 - Require any questions or comments by Board members in response to public comment be directed at the Chairperson or CEO;
 - Provide for additional methods of voting at meetings;
 - Clarify the Rules & Regulations to provide that the Personnel Committee shall be comprised of the Board officers and two additional board members appointed by the Board;
 - Declaring Robert's Rules of Order as the official guide for parliamentary procedure of the Board, to the extent they do not conflict with the Rules & Regulations, as they may be amended from time to time.

Recommendation:

- Recommend approval of the revisions to the Rules & Regulations.

Attachments:

1. Resolution #16-01
2. Robert's Rules Summary

RESOLUTION #16-01

A RESOLUTION OF THE PINELLAS SUNCOAST TRANSIT AUTHORITY BOARD OF DIRECTORS AMENDING THE RULES AND REGULATIONS AS ADOPTED BY RESOLUTION 12-07, AS AMENDED, BY AMENDING SECTION 2.05.E. REVISING THE PROCEDURE RELATING TO PUBLIC COMMENT AT BOARD MEETINGS; BY AMENDING SECTION 2.05.F.2. TO PROVIDE FOR ADDITIONAL METHODS OF VOTING; BY AMENDING SECTION 2.09.B TO CLARIFY THE MEMBERSHIP OF THE PERSONNEL COMMITTEE; BY CREATING SECTION 2.11 TO PROVIDE FOR THE USE OF ROBERT'S RULES OF ORDER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Pinellas Suncoast Transit Authority (PSTA) Board of Directors has adopted rules and regulations as set forth in Resolution 12-07, as amended (Rules and Regulations); and

WHEREAS, the PSTA Board of Directors desires to amend the Rules and Regulations to require public comment at Board meetings be related to PSTA; and

WHEREAS, the PSTA Board of Directors desires to amend the Rules and Regulations to require any questions or comments by Board members in response to public comment be directed at the Chairperson or CEO; and

WHEREAS, the PSTA Board of Directors desires to amend the Rules and Regulations to provide for additional methods of voting at meetings; and

WHEREAS, the PSTA Board of Directors recently revised the Rules and Regulations changing the membership of the Executive Committee to add two members; and

WHEREAS, the PSTA Board of Directors did not intend when it expanded the Executive Committee that the two additional members also would serve on the Personnel Committee; and

WHEREAS, the PSTA Board of Directors desires to clarify the Rules and Regulations to provide that the Personnel Committee shall be comprised of the Board officers and two additional board members appointed by the Board; and

WHEREAS, the PSTA Board of Directors desires to amend the Rules and Regulations by declaring Robert's Rules of Order as the official guide for parliamentary procedure of the Board, to the extent they do not conflict with the Rules and Regulations, as they may be amended from time to time.

NOW, THEREFORE, BE IT RESOLVED BY THE PINELLAS SUNCOAST TRANSIT AUTHORITY BOARD OF DIRECTORS THAT:

1. Section 2.05.E. of the PSTA Rules and Regulations is hereby amended to read as follows:

Section 2.05 Rules of Procedure of Board of Directors.

E. Public Comment

1. Public Comment. Public comment will be accepted on all Action Items and any other items on which the Board takes action, excluding ceremonial and ministerial items. The Chairperson will ask for public comment after PSTA staff has concluded its presentation. After public comment, the Chairperson shall receive comments, direction, or a motion from the Board of Directors. Public comment on items on the consent agenda, other than ceremonial and ministerial items, such as the approval of the Board's minutes, will be accepted under the Public Comment portion of the agenda.

2. Members of the public shall have the opportunity to comment on items relating to PSTA and which do not appear on the Agenda under the Public Comment section of the Agenda.

3. Each speaker who wishes to speak under Public Comment or in a Public Hearing under Section 2.10.E shall complete and present a public comment card to PSTA staff. The card will include the individual's name and address. PSTA staff shall give the public comment cards to the Chairperson and speakers will be recognized in the order the comment cards are received by PSTA staff. The public comment cards may be presented to PSTA staff before or during the item. Speakers should wait to be recognized by the Chairperson. If speaking on an item referenced in

Paragraph E.1 above, comments must be limited to the agenda item.

4. Each member of the public who addresses the Board under Public Comment, in a Public Hearing under Section 2.10.E, or on an agenda item shall be limited to three (3) minutes, unless the Board grants additional time. A spokesperson may speak on behalf of a group; however, before presenting any item to the Board, the group shall first designate the spokesperson by completing the appropriate documentation. A spokesperson for a group may address the Board for three (3) minutes. However, for each member of the group present in the audience who waives their right to speak, the spokesperson will be given an additional three (3) minutes up to a maximum of ten (10) minutes. Each person addressing the Board shall approach the podium and give his/her name in an audible tone of voice. Each person shall not comment more than once on the same agenda item, at the same meeting, unless the Board grants an exception. All remarks should be addressed to the Board as a body, and not to any member thereof. All speakers, including Board members shall be recognized by the Chairperson. Any questions or comments of Board members in response to public comment shall be directed to the Chairperson or CEO. ~~No person, other than members of the Board and the person having the floor shall be permitted to enter into any discussion.~~ No questions shall be asked to individual Board members except through the Chairperson. Any person making personal, impertinent, or slanderous remarks, or who shall become boisterous while addressing the Board may be requested to leave the meeting and may be barred from further attendance at that meeting. The Chairperson shall preserve order at all meetings.

2. Section 2.05.F.2. of the PSTA Rules and Regulations is hereby amended to read as follows:

Section 2.05 Rules of Procedure of Board of Directors

F. Motions and Voting

2. Voting shall will typically be conducted by voice vote and shall be recorded by individual "Aye" or "Nay." The Chairperson, in his/her discretion, may request a vote by roll call or show of hands. In the event that there is a tie vote, the matter shall be considered an equivoque and shall be placed on the next regular meeting for reconsideration. The Chairperson may not make a motion or second any motion.

3. Section 2.09.B. of the PSTA Rules and Regulations is hereby amended to read as follows:

Section 2.09

Committees

B. A Personnel Committee, made up of the Board Officers ~~Executive Committee~~ and two (2) additional Board members appointed by the Board, will conduct a performance review of the Agency's CEO/ED at the time provided for in the contract with the CEO/ED. Each Board member shall be provided an opportunity to offer their evaluation of the CEO/ED. All evaluations completed by Board members shall be considered by the Personnel Committee in conducting the CEO/ED's annual performance review and in making its recommendation to the Board for any salary adjustment. The Personnel Committee will also establish with the CEO/ED a set of mutually acceptable strategic plans for the next year. The Personnel Committee will develop an annual performance review and evaluation process based on the implementation of the Agency's agreed upon strategic direction, demonstrated evidence of leadership skills and attitude, and any other areas of performance as designated by the Personnel Committee.

4. Section 2.11 of the PSTA Rules and Regulations is hereby adopted to read as follows:

Section 2.11 Use of Robert's Rules

The newest edition of Robert's Rules shall be used as a guideline for the meetings of the Board to the extent that Robert's Rules are not inconsistent with these Rules and Regulations.

5. This Resolution shall take effect immediately upon its adoption.

Dated this 27th day of January, 2016

ATTEST:

PINELLAS SUNCOAST TRANSIT AUTHORITY
PINELLAS COUNTY, FLORIDA

Janet C. Long, Secretary-Treasurer

William C. Jonson, Chairperson

DATE: January 27, 2016

APPROVED AS TO FORM:

Alan S. Zimmet, PSTA General Counsel

Robert's Rules Quick Reference Guide

The Guide is a summary of the most common aspects of Robert's Rules. This guide references both Robert's Rules and the applicable provisions of the PSTA Rules and Regulations when they control.

Quorum

A quorum is a majority (8) of all the members of the Board and is necessary to take action.

Duties of the Chairperson

The Chairperson shall preside over all meetings and ensure all parliamentary rules are followed. The Chairperson is not allowed to make a motion or second any motion.

Motions

A motion is a request that the Board take certain action, discuss a certain topic, vote on a particular issue, or make recommendations. There are four types of basic motions: main motions, which introduce a subject matter for consideration; subsidiary motions, such as a motion to postpone an item, take precedence over a main motion and often times amend the main motion; privileged motions, such as a motion to recess or adjourn, take precedence over all other motions and typically relate to matters outside the pending business; and incidental motions, which typically raise questions of procedure, such as a point of order.

Debating a Motion

The Board member who makes a motion has the first opportunity to speak during debate. The Board member should outline what they are asking the Board to do. Other Board members are allowed to request the floor in order to speak on the item, or to ask questions relevant to the motion up for debate. Once all Board members have had the opportunity to speak, if they so desire, the Board member who made the motion has a final opportunity to speak on the motion. Once debate is completed, the motion shall move to a vote.

Calling the Question

During debate on a motion, if any Board member desires to bring the pending motion to an immediate vote, thus immediately ending the debate, the Board member shall make a motion to "call the question," also known as a motion to "order the previous question." This motion, if passed by a two-thirds majority of the board, immediately brings the item pending before the Board to a vote. If there is no objection to immediately voting on the pending item, no formal vote on "calling the question" is required, and the Board may proceed directly to a vote on the item. However, if one Board member objects to ending debate, a second is required. If the vote passes by a two-thirds vote, the Board must then vote on the pending motion.

Amending a Motion

Any main motion may be amended by making a subsidiary motion to amend. The desired amendment must be related to the main motion sought to be amended. It may not raise a new issue that is unrelated to the subject of the main motion. Once made, the motion does not automatically amend the main motion. Rather, the motion to amend must either be 1) adopted by a majority vote of the Board or 2) accepted by both the maker and seconder of the main motion. Once a motion to amend is either accepted or rejected, the main motion is still up for consideration before the Board in a form consistent with the results of the vote on the motion to amend.

Voting

All motions must be set forth in the affirmative, i.e., the Board can vote to "deny" or "table" an action, but it cannot vote to "not take action." All motions must be seconded before they are placed to a vote. Votes typically are taken by voice and recorded by individual aye or nay. If a vote results in a tie, the matter shall be placed on the agenda for the next regular meeting for reconsideration. A majority of those present is needed in order to pass most motions.



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BOARD OF DIRECTORS MEETING
 AGENDA – JANUARY 27, 2016; 9:00 AM
 PSTA BOARD ROOM

	<u>TIME</u>	<u>PAGE #</u>
1. CALL TO ORDER & PLEDGE OF ALLEGIANCE	9:00	
2. PUBLIC COMMENT	9:00	
<p>The Public Comment agenda item presents an opportunity for individuals to provide input on items that do not appear on the agenda. The public will also be allowed to speak on any consent agenda item, other than ceremonial and ministerial items, such as the approval of the Board's minutes, during the Public Comment section of the agenda. Each speaker will be asked to complete a green comment card, which will be given to the Chairperson by PSTA's General Counsel. Speakers will be recognized in the order in which cards are received.</p>		
3. PSTA BOARD OFFICERS 2016	9:30	
A. Reconsider December 9, 2015 Vote		CHAIR RICE
B. Vote on 2016 Board Officers		IMM. PAST CHAIR JONSON
4. NON-BOARD COMMITTEES	10:00	
A. Transit Riders Advisory Committee	5 min	ELAINE MANN
B. Metropolitan Planning Organization	5 min	JULIE BUJALSKI
C. MPO's Local Coordinating Board	5 min	PATRICIA JOHNSON
5. CONSENT AGENDA	10:15	
(Board Members may pull items for discussion)		
A. Board Meeting Minutes		CHAIRPERSON
B. Hybrid Battery Parts & Equipment		HENRY LUKASIK
C. SMS Texting Service		DEBBIE WOODWARD
D. Rules & Regulations		ALAN ZIMMET
E. TRAC By-Laws Amendment		SANGITA LAND
F. Committee Appointments		BEN DIAMOND

ITEM 4A

DRAFT

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| 6. | ACTION ITEMS | | | 10:25 |
| | A. Update-2016 Legislative Priorities | 10 min | BEN DIAMOND | |
| | B. Revised CEO Performance Evaluation Form | 20 min | BILL JONSON | |
| | C. Strategic Communication Plan | 20 min | CYNDI RASKIN-SCHMITT | |
| 7. | INFORMATION ITEMS | | | 11:15 |
| | A. Central Ave BRT Action Plan | 15 min | HEATHER SOBUSH | |
| | B. PSTA/MPO Joint Workshop | 10 min | CHAIRPERSON | |
| 8. | REPORTS/CORRESPONDENCE | | | 11:40 |
| | A. PSTA Performance Report/Updates | | BRAD MILLER | |
| | B. PSTA Contracts | | BRAD MILLER | |
| 9. | FUTURE MEETING SUBJECTS | | | 11:50 |
| 10. | OTHER BUSINESS | | | 12:00 |
| 11. | BOARD MEMBER COMMENTS | | | 12:05 |
| 12. | ADJOURNMENT | | | 12:15 |

THE NEXT MEETING IS FEBRUARY 24, 2016 AT 9:00 AM