



# BOULDER COUNTY MOBILITY & ACCESS COALITION

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## Coalition Charter

### I. Vision

The MAC's vision is an equitable transportation network that empowers people of all ages and abilities to move in and beyond the Boulder County community.

### II. Purpose

The purpose of the Boulder County Mobility and Access Coalition (MAC) is to foster collaboration between transportation services, human services providers, and the public to improve mobility and access for the Boulder County community.

MAC members share and develop resources, provide recommendations on transportation, coordinate on grant funding efforts and inform decision makers, community partners, and the general public.

### III. Goals and Strategies

The goals and strategies of the MAC include the following:

1. GOAL: Empower people to use transportation options in order to thrive and prosper through greater access to opportunities
  - a. STRATEGY: Educate community members so they are informed about their transportation options, how to use it, and build confidence in its reliability.
2. GOAL: Expand equitable, affordable, sustainable, dignified, and accessible transportation options
  - a. STRATEGY: Create and maintain a coalition work plan that aligns with the Coordinated Human Services Transportation Plan
3. GOAL: Promote transparency and open communication between mobility providers, community-based organizations, funders, and the general public
  - a. STRATEGY: Create a central location for information and resources that is publicly accessible and available. Ensure that access to transportation information and communication is culturally responsive and inclusive from a language and accessibility perspective
  - b. STRATEGY: Generate an annual report to inform on progress & activities from all partners.
4. GOAL: Incorporate a broad-based community representation and active participation in the Coalition
  - a. STRATEGY: Form working groups to implement the work plan & ensure active participation

- b. STRATEGY: Engage community members to hear their voices - community representatives that use multimodal options to speak to each type of transportation.
- 5. GOAL: Promote and coordinate system navigation for transportation services that meet the specific needs of underserved and underrepresented populations
  - a. STRATEGY: Collaborate with other coalitions such as The Family Resource Network, Aging Advisory Council, Intellectual and Developmental Disabilities Mill Levy Committee, Boulder County Latino Coalition, and Denver Regional Mobility and Access Council.
  - b. STRATEGY: Develop mutual understanding of how community members access different community programs and services, especially as it pertains to transportation as a social determinant of health.
- 6. GOAL: Identify and measure ways for continuous improvement and incorporate Diversity, Equity, and Inclusion (DEI) into MAC initiatives
  - a. ACTION ITEMS: Create a shared understanding of DEI and apply a culturally responsive and inclusive lens in all that we do
  - b. STRATEGY: Understand the data and Identify which transportation practices are most effective in creating a successful DEI program – examine how underrepresented communities are disproportionately un impacted by transportation access
  - c. STRATEGY: Work with Black, Indigenous and People of Color (BIPOC) communities across the public participation spectrum (e.g. inform, consult, involve, collaborate, and empower).

#### **IV. Backbone Organization & Staff Support**

*Boulder County Mobility for All (M4A)* will serve in the role of the backbone organization. In this role, M4A will approve the Coalition's charter, endorse the Coalition work plan, and support the Coalition through funding or resource allocation.

Through 5310 grant funding, M4A will provide staffing to support MAC operations and will meet the administrative needs of the MAC. Responsibilities include preparation of minutes, a current member list, and all other official documents of the MAC. Staff will work collaboratively with Co-Chairs to set meeting agendas, co-facilitate, and prioritize efforts to advance and implement the Coordinated Human Services Transportation Plan. It will also be the responsibility of the backbone organization to communicate and consolidate coordinated planning progress reports provided by MAC members.

Staff support may also be provided by the Coalition members or their organizations under the discretion of the co-chairs. This may be particularly true of member organizations chairing working groups.

## **V. MAC Co-chairs**

The members of the MAC will designate two member representatives to be co-chairs for the Coalition as described in the section below titled “Nomination of MAC Co-chairs”. Each co-chair will serve a one-year office term and each Co-Chair shall hold office until they resign or are otherwise disqualified to serve, or until their successor shall be elected, whichever event first occurs. Co-Chairs shall serve no more than four (4) consecutive full terms.

## **VI. MAC Member Organizations**

The MAC is composed of member organizations representing a broad array of transportation interests including special needs transportation service providers, clients, funders, and organizations from government, non-profit, and for-profit sectors. It is structured to ensure geographic and background diversity in representation. Each membership organization shall designate a member representative and member alternate representative.

Coalition member organization composition may be changed with a majority vote of the membership. The composition is presented in Figure A-1: MAC Member Organizations.

## **VII. Nomination of Coalition Co-chairs and Coalition Members**

### **Nomination of MAC Co-chairs:**

A MAC Co-Chair is nominated by Coalition member representatives annually. Nominations will take place during the last meeting of the calendar year (e.g. December) and elections will take place during the first meeting of the calendar year (e.g. January) or through alternative means, such as a web-based survey of members. Each Coalition member representative will cast one (1) vote for the candidate of their choice. Alternates do not vote unless they are voting on behalf of their organization’s Coalition member representative. A ballot count will take place and the member with the majority of votes will be the new co-chair. More detail on voting procedures are described below in the ‘Decision Making Process’ section of the charter.

If more than four (4) candidates are nominated, the MAC will establish a nominating committee to help manage the process

### **Nomination of MAC Coalition Members:**

New Coalition member organizations may be nominated any time. Any current member representative for the MAC may bring prospective candidate organization name(s) along

with the candidate organization's qualifications to the Coalition. Candidates will be accepted or rejected by consensus of the Coalition at a regular MAC meeting.

It is critical to ensure diversity within the MAC membership. The MAC is seeking to the best ability a broad array, diverse distribution of members to ensure widespread perspectives and representation. The following is an example of demographics for organizational and individual memberships, as well as geographic representation, that should be considered:

- Organizations representing older adults
- Organizations representing people with disabilities
- Organizations representing low income community members
- Organizations representing the BIPOC community
- Organizations representing the Youth
- Non-Profit Organizations
- Private Organizations
- Public Organizations
- Organizations providing transportation Services
- Organizations providing human Services
- Local Governments
- Rural Communities
- And more!

## **VIII. Responsibilities of Coalition Co-chairs and Coalition Members**

### **Responsibilities of the MAC Co-Chairs:**

One of the Co-Chairs shall preside at all MAC meetings. The Co-Chairs shall also serve as public spokespersons for the MAC, maintain a working knowledge of applicable regulations and policies, oversee working group functioning, and assist in the recruitment, orientation, and support of MAC members. The Co-Chairs will collaborate with the backbone organization to plan MAC meeting agendas, co-facilitate meetings, and prioritize efforts to advance or implement the Coordinated Human Services Transportation Plan.

At the completion of the Co-Chairs term, the departing Co-Chair will actively support the transfer of knowledge to the incoming Co-Chair.

### **Responsibilities of the MAC Coalition Member Representatives:**

A MAC member representative shall perform their responsibilities, including the responsibilities as a member of any working group upon which the member representative may serve, with care and in good faith, supporting the vision, purpose, goals, and strategies of the MAC. Duties of a MAC member representative shall include at a minimum:

- Regularly attend and actively participate in meetings (not missing more than three meetings per calendar year);

- Provide regular progress reports on the Coordinated Human Services Transportation Plan, and;
- Be informed of and vote on matters coming before the MAC.

Each member representative may designate an alternate member representative who may attend the MAC meetings in the member's absence and have the full rights and responsibilities of membership. The MAC member will notify the backbone organization staff if they are unable to attend the meeting.

If a member representative is unable to actively participate in the MAC and wants or needs to resign, they are encouraged to send written notice of resignation to one of the MAC Co-Chairs or M4A staff at least one (1) month before the intended resignation date. Departing member representations will work to identify and recruit a new member organization for the respective representative area (i.e. aging services, housing, etc).

## **IX. MAC Meetings**

Regular MAC meetings will occur monthly on days chosen by the Co-Chairs, provided there is business to conduct. On even months (e.g. February, April, June, etc), the MAC meeting agenda will include formal presentations from the larger community, feedback on the human services or transportation services projects, and also service change updates. MAC working groups will meet on Odd months (e.g. January, March, May, etc).

MAC co-chairs may call additional meetings as necessary. Written notice of all regular meetings will be mailed at least one week prior to the meeting date. Meetings may take place in-person or virtually.

Meeting minutes will be taken by support staff from the backbone organization or another Coalition volunteer. Minutes will be approved by the Coalition at a meeting following the meeting from which the minutes were taken and published on the Coalition web page.

## **X. Decision Making Process**

In general, the preferred mode of decision making is consensus, defined as 100% unanimous agreement on a decision. In the event that consensus cannot be achieved, the MAC will move to voting.

Voting members of the MAC shall be entitled to one (1) vote on all matters brought before any meeting of the MAC. Voting will be the decision making method for Co-Chair elections as described above. Voting will also be the decision making method for MAC Charter amendments. Voting shall only take place if a quorum is present. A quorum is fifty-one percent (51%) of the MAC members participating in the vote. The act of the present participating majority of members, both in-person and electronically, is considered the act of the Coalition.

At all meetings, voting shall be by show-of-hand or by voice. Voting on all matters before the MAC may be conducted by electronic vote via available technology or at any meeting of the MAC.

In the event that a member or alternate cannot attend a meeting, a member may submit a vote electronically when unable to attend a meeting if materials are reviewed prior to a vote that would allow a decision on voting matters. Members who must leave a MAC meeting prior to a vote may hand write and submit their vote to the Co-Chairs of the MAC before leaving. All votes by electronic vote (email) shall be recorded by the MAC Co-Chairs and be presented to the MAC members for its approval at its next official meeting.

## **XI. Conflict of Interest**

No MAC member or working group member shall participate in, solicit, or attempt to influence the other members with respect to any matter scheduled for discussion and/or vote if that member stands to gain direct economic benefit, to either a business or other undertaking in which the member has a substantial interest or is engaged as counsel, consultant, representative, or agent. Whenever a MAC member or working group member has cause to believe that a matter to be discussed or voted upon would potentially or actually involve him/her in a conflict of interest, he/she shall announce the conflict of interest and shall abstain.

There is a difference between voting for collective action (i.e. joint grant application to a third party or external organization) rather than voting to determine funding disbursements. The latter would present a conflict of interest as described above.

## **XII. Standing and Special Working Groups and Subregional Coalitions**

Working groups, and subregional coalitions may be established as needed in order to support the vision and goals of the Coalition.

The MAC may create standing and/or special working groups. When establishing a standing or special working group, the MAC shall specify the purpose, charge, objectives, staffing, and duration of each such group. Working groups provide opportunities for Coalition members, alternates, and other interested parties to contribute to the work of the Coalition by assessing specific transportation needs and overseeing projects, planning tasks, or other activities.

Participation in working groups is open to all MAC members, alternates and interested parties. In order to be officially sanctioned, a working group must be approved by the Coalition and a report on the working groups' activities must be provided to the Coalition at least quarterly or as often as the working group meets. Working Groups self-determine their meeting frequency and work plans.

Coalitions representing geographic subregions of the County and sharing the vision and goals of the MAC, to the extent that they are active, will be provided time at Coalition meetings to report on their activities. Further collaboration between the Coalition and subregional coalitions is at the discretion of both.

### **XIII. Amendments and Modifications**

The Coalition reserves the right to amend or modify the Charter by a simple majority vote of current members. Proposed amendments to the Charter shall be presented in writing to the MAC one regular meeting prior to the regular meeting at which a vote on them will take place. Approval of any proposed amendment to this Charter shall require a vote of a quorum of the membership of the MAC.

Additional policy guidelines or operating procedures that do not contradict the Coalition charter and do not require its amendment or modification may be adopted as policy addenda provided that they are reviewed by the co-chairs and approved through the consensus of the Coalition.

### **XIV. Diversity, Equity, & Inclusion**

The MAC promotes an equitable and inclusive culture that supports and celebrates the unique attributes and perspectives of its individual member representatives, allowing each and every person to make their fullest contribution to the Coalition. The MAC defines diversity as the inclusion of differences and similarities from all categories of members and covers such areas as disability, gender, gender identity and sexual orientation, age, language, ethnicity, race and geographic origin, size of member organization, all of which contribute to the fulfillment of the MAC's mission.

The MAC is committed to incorporating the values of diversity, equity, and inclusiveness in everything it does.

**Figure A-1: MAC Representative Area, Member Organizations and Member Representative and Alternate**