Thomas Jefferson Planning District Commission

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FINAL BYLAWS
Citizen Transportation Advisory Committee (CTAC)
OF THE
CHARLOTTESVILLE – ALBEMARLE METROPOLITAN PLANNING ORGANIZATION

Approved on July 24th 2013
Will be enacted after changes to the MPO Policy Bylaws are approved in September 2013

Section 1: Name

The name of this committee shall be the Citizen Transportation Advisory Committee (CTAC) of the Charlottesville-Albemarle Regional Metropolitan Planning Organization (MPO).

Section 2: Purpose and Functions

A. CTAC is advisory to the MPO Policy Board. The role of CTAC is to advise and make recommendations to help the MPO plan a transportation system that is safe, efficient, and responsive to the needs of the broadest range of citizens in the region.

B. In that regard CTAC's functions include:

- Sharing information with community members
- Providing advice to the MPO by gathering and synthesizing information from the community to share with the MPO Policy Board
- Reviewing and commenting upon recommendations being considered by the MPO Policy Board

Section 3: Membership

A. CTAC shall consist of 13 interested citizens who reside within the Thomas Jefferson Planning District Commission (TJPDC) area. There shall be 5 representatives appointed by the City Council, 5 representatives appointed by the County Board of Supervisors and 3 representatives appointed by the MPO Policy Board.

B. Members shall represent themselves, their areas of interest, and/or groups in the MPO area, and should try to represent a diverse range of interests.

C. To facilitate interaction, the Chair of CTAC shall serve as an ex-officio, non-voting member of the MPO Policy Board and the Vice-Chair shall serve as an ex-officio, nonvoting member of the MPO Technical Committee. If the Chair and/or Vice Chair are unable to serve in these roles, CTAC may appoint a designee to serve in their place. This designation can be for one meeting or all meetings, but the designee must inform MPO staff that they will serve as the ex-officio CTAC representative on the MPO Policy Board or MPO Technical Committee.

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D. Nonvoting Members: Nonvoting members of CTAC shall include a representative of the Virginia Department of Transportation.

Section 4: Recruitment and Tenure

A. Vacancies on CTAC appointed by Albemarle County and City of Charlottesville shall be publically advertised in a manner consistent with how other citizen committee appointments are made in each jurisdiction.

B. Vacancies on CTAC appointed by the MPO Policy Board shall similarly be advertised and selected by the MPO Policy Board in a manner consistent with the appointment process used by the County and City.

C. Appointments to fill vacant positions on CTAC should reflect a wide variety of transportation users.

D. The selection process for committee membership shall fully comply with Title VI of the Civil Rights Act of 1964 and related statutes and regulations, as well as the current federal transportation legislation, Moving Ahead for Progress in the 21st Century (MAP-21) and all successor federal transportation bills.

E. The term of office for CTAC members shall be three years, ending on the same day as their initial appointment. Appointed members whose term has expired can continue to fill their seat until a new representative is appointed.

Section 5: Officers

The officers shall consist of a Chair and a Vice-Chair.

A. The Chair shall: preside at all meetings; call special meetings as required; represent CTAC at the MPO Policy Board and other bodies and committees as directed by the MPO Policy Board; and work with staff to set the agenda for all meetings.

B. The Vice-Chair shall perform all duties of the Chair in his/her absence; and represent CTAC at the MPO Technical Committee.

C. In the event of the absence of both the Chair and Vice-Chair, CTAC shall elect a Chair *Pro Tempore* to perform the duties of the Chair for that meeting.

D. The Chair and Vice-Chair are voting members.

Section 6: Election of Officers

A. The officers of the Committee shall be elected annually at the first regular meeting held during the calendar year or as needed to fill vacancies.

B. Nominations will be taken from the floor. An election shall be held at the first meeting during the year, as provided in A.

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C. In the event of a vacancy in the Office of Chair, Vice Chair or both, a special election shall be held at the next regularly scheduled meeting. Officers elected in a special meeting shall serve until the first scheduled meeting of the following calendar year.

Section 7: Subcommittees

A. Subcommittees may be formed as necessary to carry out the work of the Committee,

B. Subcommittees are advisory to the Committee.

Section 8: Meetings and Voting

A. Scheduled meetings of the Committee shall be held at least six times per year.

B. To the maximum extent possible, notice and agenda of meetings shall be sent to all members at least one calendar week prior to all meetings. Notice, agenda, minutes and other materials may be delivered electronically.

C. Special meetings shall be held at the Call of the Chair of the Committee or the Chair of the MPO Policy Board. The person calling the meeting shall fix the time and place. Special meetings must be noticed publically not less than one week in advance. Every effort shall be made to reach all Committee members.

D. The meeting agenda shall include at least one period of time during each meeting for general comments from the public.

E. Official action may be taken by the Committee when a quorum is present. A quorum shall consist of a simple majority of the voting members and must include a representative of the County and the City.

F. Each voting member shall be entitled to cast one vote on each issue voted on by the Committee. The committee shall take action by a simple majority of voting members present.

G. When requested by a member of the committee, the votes of individual members of the committee will be specifically recorded and reported in the minutes with a brief explanation of the member's vote.

H. Meetings shall be conducted according to the most recent edition of *Robert's Rules of Order.*

I. The proceedings of all meetings shall be summarized and made available to all members of the Committee at least one week in advance of the next meeting.

J. In the event of a lack of a quorum, the Chair may form a subcommittee to take action on a recommendation to the full Committee, for consideration at the next meeting with a quorum.

K. In the event that a quorum is not met and there is an action to be taken with an emergent deadline, attending members of the Committee may develop their recommendations on the issue individually

on the action item that can be submitted to the MPO Policy Board and noted as not representing the official vote of the committee.

Section 9: Staff Support

A**.** The planning staff of the TJPDC shall assist the chair and vice chair in the preparation and distribution of the agenda for each meeting, conducting the meeting and preparing the minutes of each meeting.

Section 10: Termination

A. A three-year term shall be continuous except under the following conditions.

- A member's unexcused absence from three consecutive meetings shall be considered as a de facto resignation. The Committee may vote on dismissal of the member after three consecutive unexcused absences. Before a member is dropped for reasons of absence, he/she shall be notified in writing. A dismissed member may apply to be reappointed by the MPO Policy Board, the City Council or the County Board of Supervisors.

- The member submits his/her resignation.

Section 11: Amendments

A. Recommendations for amendment to these Bylaws shall be passed by a 2/3 vote of the membership of the Committee. The proposal for amendments in Bylaws shall appear on the published agenda. The text of the proposed amendments in Bylaws must be sent to all Committee members not less than fourteen calendar days in advance, unless the amendment is of such an urgent nature as to make shorter notice to Committee members necessary, in which case it may be included with the meeting notice and agenda.

B. Recommended amendments shall be submitted to the MPO Policy Board for adoption.