



BYLAWS OF THE FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION CITIZENS TRANSPORTATION ADVISORY COMMITTEE

ARTICLE I – PURPOSE

The Citizens Transportation Advisory Committee (CTAC) is an advisory committee to the Policy Committee and consists of citizens appointed by the Policy Committee, local governments, and local organizations. The CTAC functions to encourage citizen participation during the transportation planning process and to advise the Policy Committee of the citizens' perspective on transportation planning, programs and projects.

ARTICLE II – MEMBERSHIP

SECTION 1 – APPOINTEES – The CTAC consists of members appointed by organizations listed in Article II, Section 2 and at-large members are appointed by the Policy Committee.

SECTION 2 – NUMBER OF APPOINTEES – The CTAC shall have up to 33 members as follows:

APPOINTING ORGANIZATION	NUMBER OF APPOINTMENTS
Policy Committee (at-large)	6
City of Fredericksburg	7
Spotsylvania County	7
Stafford County	7
Caroline County	3
King George County	3
Total	33

ARTICLE III – OFFICERS

SECTION 1 – OFFICERS – The CTAC Officers shall consist of a Chair and a Vice-Chair with a term of one year.

SECTION 2 – ELECTION OF OFFICERS – The nomination and election of officers will be in June or at the next scheduled meeting. The Chair and Vice-Chair shall not be from the same appointing organization.

SECTION 3 – ABSENCE OF OFFICERS – At any given meeting when both officers are absent, FAMPO staff will conduct the said meeting.

SECTION 4 – VACANCIES – When a vacancy occurs in the Chair position, the Vice-Chair will move up, and a new election for Vice-Chair will be conducted. A new election for both positions will take place as stated in Section 2.

ARTICLE IV – DUTIES OF OFFICERS

The Chair will preside at all CTAC meetings. In the absence of the Chair, the Vice-Chair shall preside. In addition, the Chair or the Chair's designee will serve as a non-voting member of the FAMPO Policy Committee and will represent the CTAC in that capacity.

ARTICLE V – MEETINGS

SECTION 1 – REGULAR MEETINGS – The CTAC shall have regular meetings.

SECTION 2 – SPECIAL MEETINGS – The FAMPO Administrator may call special meeting of the CTAC.

SECTION 3 – PUBLIC PARTICIPATION – All CTAC meetings shall be open to the public.

SECTION 4 – REMOVAL OF MEMBERS – Only the appointing organization shown in Article II, Section 2 can remove CTAC members. Any member missing three consecutive meetings shall have its appointing organization notified.

Comment [NQ1]: Dave Swan: Need to add a section for procedures when a member resigns? What should happen and who makes it happen?

ARTICLE VI – VOTING

The CTAC shall operate by majority vote of those members present during the meeting in its recommendations.

ARTICLE VII – RECORDING OF MEETINGS MINUTES

Meeting minutes shall be presented at the next CTAC meeting for review and approval before being forwarded to the Policy Committee. After the meeting minutes have been duly approved, they will be made available to the public on the FAMPO website.

ARTICLE VIII – AMENDMENTS

Any amendment to these Bylaws shall be made by a majority vote of CTAC members present at the CTAC meeting.

ARTICLE IX – PUBLIC INVOLVEMENT

SECTION 1 – PUBLIC ACCESS – Each CTAC member agrees to have their name, address and telephone number published in a manner that will allow widespread dissemination of information and community outreach.

SECTION 2 – OUTREACH – It is the obligation of each CTAC member to solicit public comment within their respective communities.

Comment [NQ2]: Dave Swan: Add guidance as to what constitutes the respective community. Should there be reference to a District? If locality membership is not completely filled, members should plan to represent all districts within the locality (e. g., not just Hartwood but all of Stafford Cty.).