



# 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 shall consist of members appointed by organizations listed in Article II, Section 2. At-large members are appointed by the Policy Committee for two-year terms, with the option to be reappointed, as stated in the Policy Committee Bylaws.

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

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

**SECTION 3 – TERMS OF SERVICE** – There is no established term of service for volunteers from the public who wish to serve on the CTAC. Members are appointed in writing by their respective jurisdiction’s elected officials or the Policy Committee for at-large appointments. Volunteer service for at least one year is encouraged; however, vacancies will occur from time to time depending upon individual circumstances.

**SECTION 4 – VACANCIES** – CTAC members shall notify FAMPO staff should they decide to vacate their appointment to the CTAC. FAMPO staff shall notify the respective jurisdiction and request that the vacancy be filled. The filling of at-large vacancies is at the discretion of the Policy Committee. Vacating members shall receive a letter, at the discretion of the CTAC Chairman and the FAMPO Administrator, thanking them for their service.



## ARTICLE III – OFFICERS

**SECTION 1 – OFFICERS** – The CTAC Officers shall consist of a Chairman and a Vice-Chairman.

**SECTION 2 – TERMS OF OFFICE** – The Chairman and Vice-Chairman shall serve for one (1) year with the option to be reappointed for successive terms by the CTAC. The officer positions shall rotate, unless successively appointed, on a yearly basis between the respective jurisdictions so every jurisdiction receives an equal opportunity to serve in each of the respective officer positions.

**SECTION 2 – ELECTION OF OFFICERS** – The nomination and election of officers will be in June or at the next scheduled meeting, and those members elected to office shall assume their duties at the next scheduled meeting. A majority vote of the current voting membership shall be required for election to any office. The Chairman and Vice-Chairman shall not be from the same appointing organization. At-large members and members from Caroline County and King George County cannot serve as officers.

**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 Chairman position, the Vice-Chairman will move up, and an election for Vice-Chairman will be conducted. A new election for both positions will take place as stated in Section 2.

## ARTICLE IV – DUTIES OF OFFICERS

The Chairman will preside at all CTAC meetings. In the absence of the Chairman, the Vice-Chairman shall preside. In addition, the Chairman or the Chairman'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. The public shall have a scheduled time for speaking in the meeting agenda.

**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 by FAMPO staff.

## ARTICLE VI – VOTING

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

## ARTICLE VII – MEETING 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 the members present at the CTAC meeting.

## ARTICLE IX – PUBLIC INVOLVEMENT

**SECTION 1 – PUBLIC ACCESS** – Each CTAC member agrees to have their name 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.