

1 **NORTHWEST REGIONAL PLANNING COMMISSION**
2 **TRANSPORTATION ADVISORY COMMITTEE**

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4 *RULES OF PROCEDURE- Revised 12/04/2014*
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6 **PURPOSE:** To oversee the Regional Commission's transportation planning program, to act as a liaison
7 between local communities and the Vermont Agency of Transportation, and to provide local and regional
8 input regarding transportation issues important to the region. The TAC serves in an advisory capacity to the
9 Board of Commissioners.

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11 **GENERAL ACTIVITIES:**

- 12 ♦ Review the Agency of Transportation's Capital Budget and State Transportation Improvement
13 Program, providing recommendations on funding and project development. Review state plans,
14 policies and legislation.
- 15 ♦ Develop and update a Regional Transportation Plan for Board consideration and subsequent
16 submission to the Agency of Transportation-
- 17 ♦ Participate in special studies conducted by the Regional Planning Commission. Assist in the
18 development of the Commission's annual work program and budget to be submitted to the Agency of
19 Transportation.
- 20 ♦ Review regional transportation projects throughout their development stage, including participation
21 in scoping and on the Project Definition Team.
- 22 ♦ Provide input and policy recommendations to the Board of Commissioners regarding pertinent
23 regional transportation issues.
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25 **ADVISORY ROLE:** The TAC shall be advisory to the Board of Commissioners. The TAC will offer
26 advice, input, and opinions to VAOT and other organizations and individuals as appropriate, provided it is
27 compatible with plans, policies, positions or resolutions adopted by the Board. New or amended plans,
28 policies, positions or resolutions shall be ratified/approved by the Board of Commissioners.
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30 **MEMBERSHIP:** Municipal participation is optional, and determined by submission of a written resolution.
31 One appointed member from each participating municipality shall be appointed by the municipality's
32 legislative body. Other transportation related groups and/or organizations, upon unanimous vote at a regular
33 TAC meeting, will be invited to appoint one voting member to the TAC. TAC members shall serve until NRPC
34 is notified by the legislative body (or participating organization) that his or her appointment has ended.
35 Appointments to the NRPC should be confirmed, in writing, by municipalities before April 15th of each year.
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37 Each municipality may appoint one alternate member to substitute for the primary member in his/her
38 absence. Acting for the primary member, the alternate member shall have all rights and privileges of the
39 primary member. If the primary member and alternate member are both present at a TAC meeting, only the
40 primary member shall vote.
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42 **OFFICERS/ELECTIONS:** The TAC will elect a Chair and Vice-Chair annually at the TAC's October
43 meeting. The Chair will be responsible for running meetings, setting agendas in conjunction with staff,
44 review and signing correspondence on behalf of the TAC, and representing the TAC at various meetings as
45 needed. The Vice-Chair will serve as Chair when the Chair is unavailable. If the Chair should resign before
46 his/her term is expired, the Vice Chair shall serve as Chair until elections are held in October. No term limits
47 for officers will be imposed.
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1 **ATTENDANCE AND QUORUMS:** As the TAC is advisory, a quorum shall consist of a majority of
2 members in attendance at the TAC meeting or a minimum of five members, whichever is greater. If the
3 primary member and alternate member are both present at a TAC meeting, only the primary member shall
4 count towards quorum. Members are encouraged to attend all regular meetings and special meetings as they
5 arise. Members with three unexplained absences in a row will be contacted by the Chair or NRPC staff to
6 determine if they still wish to serve on the TAC. The TAC shall meet monthly, or as needed to carry out the
7 stated purpose.

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9 **COMMUNICATION AND COORDINATION:**

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11 ♦ Notices of all regular meetings shall be sent to TAC members, the media, local legislators and
12 interested persons at least seven days before the scheduled meeting.
13 ♦ Notices of all regular meetings shall be posted on the NRPC website (www.nrpcvt.com) and three
14 other locations 48 hours before the meeting in accordance with state open meeting law.
15 ♦ Meetings shall be noticed and held in accordance with state open meeting law.
16 ♦ Draft policies and resolutions shall be forwarded to TAC members and interested/affected parties for
17 comment before action by the TAC, or final action/approval by the Board of Commissioners.
18 ♦ Minutes of all regular and special meetings will be prepared by staff, distributed to TAC members
19 and interested parties, and made available to the public in accordance with public records law.
20 ♦ TAC members are encouraged to serve as liaisons to their local legislative boards by reporting on
21 activities on a regular basis.
22 ♦ TAC members are encouraged to offer input on all matters before the TAC, and are encouraged to
23 bring up items of local or regional concern for TAC consideration. Previously adopted Protocol for
24 Public Participation and Protocol for Communication with Locally Elected Officials shall also be
25 adhered to for all applicable TAC activities.

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27 **CONFLICT OF INTEREST:** In the event any TAC member has a personal or financial interest with any
28 individual, partnership, firm or corporation seeking to contract with the NRPC, or to provide materials or
29 labor thereto, or has a personal or financial interest in any project being considered by the TAC, the member
30 shall state on the record the nature of his or her interest. If the member feels this conflict interferes with
31 his/her ability to be objective, the member shall not participate in any discussions or vote on any related
32 motion.

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34 **ADOPTION OF ORGANIZATIONAL PROCEDURES:** The TAC may, at any time, vote to amend
35 these procedures, in accordance with quorum requirements noted above. Proposed amendments will be
36 forwarded to TAC members, chairs of local legislative boards, and interested parties before consideration at
37 a regular TAC meeting. Amendments will then be forwarded to the Board for ratification.

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39 The TAC is not a standing or special committee of the Regional Planning Commission, and is therefore not
40 subject to the Commission's bylaws. These rules of procedure, combined with Robert's Rules of Order,
41 provide procedural and administrative guidance for the TAC.

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43 Adopted by the Transportation Advisory Committee: March 20, 1997

44 Adopted by the Board of Regional Commissioners: May 28, 1997

45 Amended by the Transportation Advisory Committee: December 11, 2014

46 Amendments Approved by the Board of Regional Commissioners: January 28, 2015

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