



NORTHWEST REGIONAL PLANNING COMMISSION TRANSPORTATION ADVISORY COMMITTEE (TAC)

RULES OF PROCEDURE- Revised 01/09/2025

PURPOSE: To oversee the Regional Commission's transportation planning program, to act as a liaison between local communities and the Vermont Agency of Transportation, and to provide local and regional input regarding transportation issues important to the region. The TAC serves in an advisory capacity to the Board of Commissioners.

GENERAL ACTIVITIES:

- ◆ Review the Agency of Transportation's Capital Budget and State Transportation Improvement Program, providing recommendations on funding and project development. Review state plans, policies and legislation.
- ◆ Develop and update a Regional Transportation Plan for Board consideration and subsequent submission to the Agency of Transportation-
- ◆ Participate in special studies conducted by the Regional Planning Commission. Assist in the development of the Commission's annual work program and budget to be submitted to the Agency of Transportation.
- ◆ Review regional transportation projects throughout their development stage, including participation in scoping and on the Project Definition Team.
- ◆ Provide input and policy recommendations to the Board of Commissioners regarding pertinent regional transportation issues.

ADVISORY ROLE: The TAC shall be advisory to the Board of Commissioners. The TAC will offer advice, input, and opinions to VAOT and other organizations and individuals as appropriate, provided it is compatible with plans, policies, positions or resolutions adopted by the Board. New or amended plans, policies, positions or resolutions shall be ratified/approved by the Board of Commissioners.

MEMBERSHIP: Municipal participation is optional, and determined by submission of a written resolution. One appointed member from each participating municipality shall be appointed by the municipality's legislative body. Other transportation related groups and/or organizations, upon unanimous vote at a regular TAC meeting, will be invited to appoint one voting member to the TAC. TAC members shall serve until NRPC is notified by the legislative body (or participating organization) that the appointment has ended. Appointments to the NRPC should be confirmed, in writing, by municipalities before April 15th of each year.

Each municipality may appoint one alternate member to substitute for the primary member in his/her absence. Acting for the primary member, the alternate member shall have all rights and privileges of the primary member. If the primary member and alternate member are both present at a TAC meeting, only the primary member shall vote.

OFFICERS/ELECTIONS: The TAC will elect a Chair and Vice-Chair annually at the TAC's June -meeting. The Chair will be responsible for running meetings, setting agendas in conjunction with staff, review and signing correspondence on behalf of the TAC, and representing the TAC at various meetings as needed. The Vice-

47 Chair will serve as Chair when the Chair is unavailable. If the Chair should resign before their term is
48 expired, the Vice Chair shall serve as Chair until elections are held in June. No term limits for officers will be
49 imposed.
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51 **ATTENDANCE AND QUORUMS:** As the TAC is advisory, a quorum shall consist of a majority of members in
52 attendance at the TAC meeting or a minimum of five members, whichever is greater. If the primary
53 member and alternate member are both present at a TAC meeting, only the primary member shall count
54 towards quorum. Members are encouraged to attend all regular meetings and special meetings as they
55 arise. Members with three unexplained absences in a row will be contacted by the Chair or NRPC staff to
56 determine if they still wish to serve on the TAC. The TAC shall meet monthly, or as needed to carry out the
57 stated purpose.
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59 **COMMUNICATION AND COORDINATION:**
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- 61 ◆ Notices of all regular meetings shall be sent to TAC members, local legislators and interested
62 persons at least seven days before the scheduled meeting.
- 63 ◆ Notices of all regular meetings shall be posted on the NRPC website (www.nrpcvt.com) and three
64 other locations 48 hours before the meeting in accordance with state open meeting law.
- 65 ◆ Meetings shall be noticed and held in accordance with state open meeting law.
- 66 ◆ Draft policies and resolutions shall be forwarded to TAC members and interested/affected parties
67 for comment before action by the TAC, or final action/approval by the Board of Commissioners.
- 68 ◆ Minutes of all regular and special meetings will be prepared by staff, distributed to TAC members
69 and interested parties, and made available to the public in accordance with public records law.
- 70 ◆ TAC members are encouraged to serve as liaisons to their local legislative boards by reporting on
71 activities on a regular basis.
- 72 ◆ TAC members are encouraged to offer input on all matters before the TAC, and are encouraged to
73 bring up items of local or regional concern for TAC consideration.
- 74 ◆ The NRPC Public Participation Policy will be adhered to for all applicable TAC activities.
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77 **CONFLICT OF INTEREST & CODE OF CONDUCT:** The TAC shall follow the NRPC Conflict of Interest and Code
78 of Conduct policies.
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80 **ADOPTION OF ORGANIZATIONAL PROCEDURES:** The TAC will annually review this “Rules of Procedure”
81 document. The TAC may, at any time, vote to amend these procedures, in accordance with quorum
82 requirements noted above. Proposed amendments will be forwarded to TAC members, before
83 consideration at a regular TAC meeting. Amendments will then be forwarded to the Board for ratification.
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85 The TAC is not a standing or special committee of the Regional Planning Commission. These rules of
86 procedure, combined with Robert's Rules of Order, provide procedural and administrative guidance for the
87 TAC.
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89 Adopted by the Transportation Advisory Committee: March 20, 1997

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

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

92 Amendments Approved by the Board of Regional Commissioners: January 28, 2015
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- 94 Amended by the Transportation Advisory Committee: January 9, 2025
- 95 Amendments Approved by the Board of Regional Commissioners: January 29, 2025