

# **BYLAWS FOR THE TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION TRANSPORTATION ADVISORY COMMITTEE**

## **ARTICLE I: OBJECTIVES**

The primary objectives and responsibilities of this Committee are to:

- recommend regional transportation objectives;
- make recommendations to the Vermont Agency of Transportation on regional transportation needs and projects as appropriate; including, urgency, priority, and cost effectiveness;
- develop and update a comprehensive regional transportation plan;
- foster intergovernmental cooperation on transportation issues;
- encourage public transit within the region;
- foster public education and participation in the planning for transportation improvements; and
- provide input to the Vermont Agency of Transportation and the Vermont Legislature in the development of transportation policies.

## **ARTICLE II: NAME**

The name of this Committee shall be the Two Rivers-Ottauquechee Transportation Advisory Committee (TROTAC).

## **ARTICLE III: AUTHORIZATION**

The TROTAC is an advisory committee to the Two Rivers-Ottauquechee Regional Commission (TRORC).

## **ARTICLE IV: MEMBERSHIP**

The TROTAC shall consist of the following:

### **Town Voting Members**

One representative appointed by the legislative body of each of the member towns. Member towns include Barnard, Bethel, Bradford, Braintree, Bridgewater, Brookfield, Chelsea, Corinth, Fairlee, Granville, Hancock, Hartford, Hartland, Newbury, Norwich, Pittsfield, Plymouth, Pomfret, Randolph, Rochester, Royalton, Sharon, Stockbridge, Strafford, Thetford, Topsham, Tunbridge, Vershire, West Fairlee, and Woodstock.

### **At-Large Voting Members**

Five at-large members are enabled under these Bylaws. ~~Stagecoach Transportation Services Tri-Valley Transit and Advance Transit~~, ~~both~~ transit providers ~~is~~~~are~~ ~~an~~ automatic at-large members. ~~Four—Three~~ additional at-large members representing other transportation modes are enabled by these Bylaws. TRORC appoints at-large members to the TAC.

### **At-Large Non-Voting Members**

The VTrans Planning Coordinator will be an at-large non-voting member.

Appointments of all members will be made in May when each community makes its annual appointments to boards and commissions.

## **ARTICLE V: OFFICERS**

The officers of the TROTAC shall consist of a Chairperson and a Vice-Chairperson. The Chairperson and Vice-Chairperson shall serve for one year and be elected in May. The Chairperson shall preside at all TROTAC meetings. The Chairperson and Vice-Chairperson shall have the duties normally conferred by parliamentary usage on such officers. The Vice-Chairperson shall preside at meetings where the Chairperson is absent. In the absence of both the Chairperson and the Vice-Chairperson, a member of the TROTAC shall preside.

## **ARTICLE VI: QUORUM AND VOTING**

A quorum shall consist of at least **five (5)** TROTAC members. A motion can be passed or defeated by a majority of those present and voting. A tie vote defeats a motion.

## **ARTICLE VII: MEETINGS**

The TROTAC shall meet at least four times each year and upon call of the Chairperson. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate

at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location. Meetings shall be governed by Robert's Rules of Order, and members are entitled to vote whenever a vote is called for. Written summaries of each meeting will be provided to the TRORC, as well as the public, subsequent to each meeting.

#### ARTICLE VIII: RESPONSIBILITIES OF TRORC

TRORC staff shall assist the TROTAC to ensure that the TROTAC bases decisions on technical information, community goals and objectives, and is consistent with the regional transportation plan. The TRORC has administrative and fiduciary responsibilities for all aspects of the transportation planning program.

#### ARTICLE IX: AMENDMENTS

These bylaws may be amended per Article VI by a two-thirds majority vote of the voting members present, provided that the text of any proposed amendment has been emailed to members at least four (4) weeks prior to the meeting at which the proposed amendment is to be considered.

Adopted at a meeting of the TROTAC this \_\_\_\_<sup>th</sup> day of \_\_\_\_ 20\_\_\_\_.

Signed by:

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