

**LAMOILLE COUNTY PLANNING COMMISSION
TRANSPORTATION ADVISORY COMMITTEE (TAC)**

RULES OF PROCEDURE

PURPOSE: The Transportation Advisory Committee's role is to oversee the Lamoille County Planning Commission's (LCPC) transportation planning program, to act as a liaison between local communities and the Vermont Agency of Transportation (VTrans), and to provide local and regional input regarding transportation issues important to the region. The TAC is supported administratively by LCPC staff and is a standing committee of the LCPC Board of Directors which serves in an advisory capacity to the LCPC Board of Directors. Generally, the TAC will be subject to the LCPC Bylaws, but given the unique nature of the TAC, these Rules of Procedure will control the governance and membership structure of the committee.

GENERAL ACTIVITIES:

- ◆ Foster public and member municipality participation in the planning for transportation improvements in the region; and support and encourage intergovernmental cooperation on regionally important transportation issues.
- ◆ Provide input and updates via LCPC staff to the Regional Transportation Plan for LCPC Board of Directors consideration and inclusion in the Lamoille County Regional Plan.
- ◆ Review the Vermont Agency of Transportation's Capital Budget and State Transportation Improvement Program, providing recommendations on funding and project prioritization.
- ◆ Participate in special planning studies and activities conducted by the Regional Planning Commission staff, including but not limited to providing input for the development of the Commission's annual Transportation Planning Initiative work program and budget submitted to the Agency of Transportation.
- ◆ Provide input and policy recommendations to the LCPC Board of Directors regarding pertinent regional transportation issues, including review of State plans, policies and legislation.
- ◆ Provide support to member municipalities and other partners working on transportation issues determined to be in conformance with the Regional Plan.

ADVISORY ROLE: The TAC shall act in an advisory role to the Board of Directors in all aspects of their work regarding transportation policy and planning. The TAC is authorized with the task of submitting the Annual Project Prioritization List to VTrans along with said input as part of this process regarding State capital budget funded projects. On all other matters, the TAC will offer advice, input, and opinions to the LCPC Board of Directors for consideration when the LCPC Board is providing input and comments to the State of Vermont regarding transportation related policies, rules, and laws. Advice, input, and opinions from TAC, provided they are compatible with plans, policies, positions or resolutions adopted by the LCPC Board of Directors, will be considered for inclusion in formal comments to be submitted. New or amended plans, policies, positions or resolutions developed by the TAC shall be ratified/approved by the Board of Directors. In cases of time sensitive comments for the State of Vermont, the LCPC Board of Directors' Executive Committee may take action on behalf of the Board in accordance with the LCPC Board of Directors' Bylaws.

MEMBERSHIP: Membership allows participation in the regular business of TAC, including but not limited to: voting for VTrans project prioritization, reviewing and providing input on State project planning and budgeting, providing recommendations to the LCPC Board regarding pertinent regional transportation issues, and assisting in the development of and updates to the Regional Transportation Plan. It is the responsibility of each municipality and interest group to ensure adequate representation to TAC. Municipal participation is discretionary and determined by submission of a "TAC Designee Form" to the LCPC staff. One voting member and one or more alternate representatives may be appointed by the municipality's legislative body. The voting members of the TAC are authorized to establish "stakeholder" groups or organizations with a demonstrated regional interest in transportation planning to the TAC. Final approval of a stakeholder group shall be made not earlier than the meeting following the meeting where it is first proposed. While stakeholders do not have voting authority, their input, opinions, guidance, and expertise is valued, welcomed, and respected. Voting membership terms shall be a minimum of one year and maximum of three years, appointed in June each year. No term limits for any members will be imposed, however, TAC reserves the right to periodically review the status of stakeholders.

OFFICERS/ELECTIONS: The TAC will elect from voting membership ranks, a Chairperson and Vice-Chairperson annually at the TAC's July meeting. A Nominating Committee, appointed by the TAC Chair, of a minimum of two voting members, excluding the Chair and Vice-Chair, will annually submit a list of nominations for the TAC to consider in electing officers. 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-Chair will provide support to the Chair as needed, and in the absence of the Chair, act as the Chair. If the Chair or Vice-Chair should resign before their term is expired, an interim election shall be held within two meetings or until regular elections are held in July, whichever is earlier. No term limits for officers will be imposed.

ATTENDANCE AND QUORUMS: A quorum shall consist of a minimum of five voting members, or a minimum of half of the number of participating member municipalities. Municipalities are encouraged to have representation at all regular meetings and special meetings as they arise by means of a primary designee or alternate designee. Member municipalities may have one primary designee and more than one alternate attend any meeting, while municipalities have only one voting seat per meeting. Primary Designee Members with three consecutive unexplained absences will be contacted by LCPC Staff to determine if they still wish to serve on the TAC. Inadequate attendance may result in TAC voting to seek replacement of the Member in question. The outcome of the replacement vote for a municipal member will be presented to the respective municipality for action. Outgoing Members are encouraged to nominate replacements to their municipality and/or TAC as appropriate. Voting privileges are not available to a municipality without active and current representation. The TAC shall meet at least six (6) times per year, or as determined by the Chair to be necessary to carry out the stated purpose.

COMMUNICATION AND COORDINATION:

- ◆ Meetings shall be noticed and held in accordance with state open meeting law.
- ◆ Draft policies and resolutions shall be forwarded to TAC members and interested parties for comment before action by the TAC and final action/approval by the Board of Directors.
- ◆ Minutes of all regular and special meetings will be prepared by staff, distributed to TAC members and interested parties, and made available to the public in accordance with public

records law.

- ◆ TAC members are encouraged to serve as liaisons to their local legislative boards by facilitating communication and coordination on a regular basis.
- ◆ TAC members are encouraged to offer input on all matters before the TAC, and are encouraged to bring up items of local or regional concern for TAC consideration.

CONFLICT OF INTEREST: Any question of conflict of interest shall be addressed in accordance with the duly adopted LCPC By-laws in effect at the time.

ADOPTION OF ORGANIZATIONAL PROCEDURES: The TAC may, at any time, propose amendments to these Rules of Procedures, in accordance with quorum requirements noted above. Proposed amendments will be forwarded to LCPC Executive Committee, who shall provide any required notice of intent to amend the Rules of Procedure and in accordance with LCPC By-laws. Proposed amendments will then be forwarded to the Board of Directors for ratification.

Notwithstanding the language of the Purpose section of these Rules regarding governance and membership, the TAC is advisory to the Regional Planning Commission Board of Directors, and as a standing committee is subject to the Commission's bylaws and policies. These rules of procedure, combined with Robert's Rules of Order, provide procedural and administrative guidance for the TAC.

Adopted by the Transportation Advisory Committee: September 24, 2014

Ratified by the Board of Directors: February 24, 2015

Amendment #1 Adopted by the Transportation Advisory Committee: January 27, 2016

Amendment #1 Ratified by the Board of Directors: September 27, 2016

Amendment #2 Adopted by the Transportation Advisory Committee: December 8, 2021

Amendment #2 Ratified by the Board of Directors: March 22, 2022