

BYLAWS OF THE TRANSPORTATION ADVISORY COMMISSION (TAC) OF THE PUEBLO AREA COUNCIL OF GOVERNMENTS (PACOG)

ARTICLE 1: NAME

The name of this Commission shall be the Transportation Advisory Commission (the “**Commission**”) of the Pueblo Area Council of Governments (“**PACOG**”).

ARTICLE II: ORGANIZATION

Section 1. AUTHORITY

The Commission shall be governed by the policies and guidelines set forth by PACOG or as amended.

Section 2. AREA

The area to be served by the Commission is the County of Pueblo.

Section 3. NONDISCRIMINATION

No person or organization shall, on the grounds of race, color, national origin, religion, creed, ancestry, sex, sexual orientation, gender identity, gender expression, age, and/or handicap, be excluded from participating in, be denied the benefits of, or be subject to discrimination from the Commission.

ARTICLE III: PURPOSE

Section 1. PURPOSE

The purpose of this Commission is to provide technical advice and to recommend appropriate courses of action to PACOG and PACOG’s Metropolitan Planning Organization (MPO) staff on current and emerging transportation issues, goals, plans, and programs affecting planning and management to the PACOG region. The advice and recommendations will address at least the Transportation Improvement Program, Unified Planning Work Program, and the Long-Range Transportation Plan.

ARTICLE IV: MEETINGS, VOTING & QUORUM

Section 1. PUBLIC MEETING

All meetings of the Commission and its sub-committees are open to the public. Citizens are welcome to attend meetings and may express their opinions at such times as designated by the agenda or when recognized by the Chairperson.

Section 2. REGULAR MEETINGS

The Commission may meet monthly or more frequently if needed but shall meet no less than once per calendar quarter. PACOG/MPO staff shall set the time, date, and location for the meeting.

If neither the Chairperson nor the Vice-Chairperson can be in attendance, then the meeting will be cancelled or postponed.

Section 3. SPECIAL MEETINGS

Special meetings of the Commission may be called at the discretion of the PACOG/MPO staff in consultation with the Chairperson or by written petition by any three (3) Commission members emailed, mailed, or delivered personally to the Chairperson with a copy to the PACOG/MPO staff liaison. The PACOG/MPO staff shall fix the time, date, and location for holding any special meeting. Public notice shall specify the nature of all business to be conducted at such meetings. Business transacted at all special meetings shall be confined to the purposes stated in the notice of the meeting. Once the special meeting is posted, the agenda item cannot be changed.

Online/Zoom voting is allowed.

Section 4. PLACE OF MEETING

Meetings may be held virtually, in-person or in combination thereof. The Commission may designate the place for any regular, or special meeting called by the Commission. Unless otherwise designated, the Commission shall meet at the offices of PACOG/MPO at 211 E. D Street, Pueblo, CO 81003.

Section 5. NOTICE OF MEETING

Written or printed notice stating the place, day, and hour of the meeting and, in case of special meeting, the purpose for which the meeting is called, shall be delivered no less than 1 business day before the date of the meeting, either personally, by electronic notification, or by mail, to each member of the Commission entitled to vote at such meeting. Notice shall be posted at Pueblo City Hall, Rawlings Library, and Pueblo County Courthouse. All meetings must be publicly noticed.

Section 6. VOTING

Voting members of the Commission shall be entitled to one (1) vote on each matter brought before a regular or special meeting of the Commission. No anonymous votes. Voting members of the Commission shall be entitled to abstain from any vote brought before a regular or special meeting of the Commission. Proxy voting is only allowed if the voting member is absent. They can designate a representative to vote on their behalf, but must notify staff in writing one business day prior to the meeting if they have not previously designated their representative. All issues shall be settled by a majority vote.

Voting by email or by mail is not allowed. Voting will be done only in regular meetings or when a special meeting is publicly called. Anonymous voting can be held if decided on by the Commission

Section 7. QUORUM

A meeting shall be considered in quorum if five (5) voting members of the commission are in attendance. A quorum shall be necessary for the transaction of any official business at any meeting of the Commission. A representative may participate and vote via phone, internet, or in-person.

Membership will be updated, identified, and culled, if necessary, to clearly designate voting members.

Section 8. PROCEDURE

The latest version of Robert's Rules of Order shall govern the conduct of business at all meetings of the Commission and its sub-committees except when such Rules conflict with these bylaws.

Section 9. SECRETARIAL DUTIES

PACOG/MPO staff will meet the secretarial needs of the Commission and shall keep these bylaws, as amended, minutes of all meetings of the Commission, a current membership list containing the names, addresses and telephone numbers of all Commission members, and all other official documents of the Commission.

ARTICLE V: MEMBERSHIP

Section 1. COMPOSITION AND REPRESENTATION

The Commission shall consist of two standing committees of PACOG: the regional Transportation Technical Committee (TTC) and the Citizens Advisory Committee (CAC). All PACOG member entities in the Pueblo County area are eligible for voting membership on the Commission. Entities will be members upon submittal of a request for membership and identification of a representative, subject to approval by PACOG's Board of Directors.

Transportation Technical Committee (TTC):

- City of Pueblo Voting Members:
 - Director of Public Works
 - Traffic Engineer
- Transit and Aviation Voting Members:
 - Pueblo Transit Director
 - Director of Aviation
- Pueblo County Voting Members:
 - Director of Public Works
 - Deputy Director of Architecture, Engineering and Sustainability
- Pueblo West Metropolitan District Voting Members:
 - Director of Operational Support
- Colorado City:
 - Representative that resides in Colorado City or Rye

Citizens Advisory Committee (CAC) 6 members:

- Pueblo City Planning and Zoning Commission Voting Member:
 - One member from the Pueblo City Planning and Zoning Commission
- Pueblo County Planning Commission Voting Member:
 - One member from the Pueblo County Planning Commission
- Pueblo ADA Advisory Committee Voting Members:
 - One member from the Pueblo ADA Advisory Committee
- Pueblo Active Community Environments (P.A.C.E) Voting Member:
 - One member from the Pueblo Active Community Environments
- Pueblo Plex Representative:
 - One member from the Pueblo Plex
- One At Large Citizen

Alternate Members:

PACOG/MPO staff and Colorado Department of Transportation (“**CDOT**”) personnel are non-voting members of this Commission and all sub-committees. All members shall be entitled to an alternate who shall be selected in the same manner as the regular member. Members can only change alternates once a year, unless an unforeseen circumstance forces the selection of a new alternate.

PACOG/MPO staff recommend that Commission members bring their alternates to at least one (1) Commission meeting a year.

Section 2. ADDITIONAL CRITERIA

Applicants must meet the following additional criteria to be selected:

- A. Must demonstrate technical background and/or understanding of transportation issues in Pueblo County.
- B. Must be able to attend Commission meetings and to assist in data-gathering, analysis and other activities of the Commission when requested by the Commission to do so.
- C. Must be in good standing with the PACOG Board of Directors or the Commission.

Section 3. SELECTION

PACOG’s Board of Directors shall approve all applications for membership and nominations for primary and alternate representatives from member entities. PACOG Board of Directors reserves the right to review and approve/disapprove or withdraw that approval at any time.

To select the at-large citizen, a Call for Applications shall be placed at minimum a month before the October Commission meeting. In October, the Commission shall select a preferred candidate at their discretion, to be approved by the PACOG Board of Directors.

Section 4. TERM OF MEMBERSHIP

Members of the TTC shall serve on the Commissions until removed or replaced by their respective appointing organizations. Members of the CAC shall serve three (3) year terms, which shall run from January 1st of the first year through December 31st of the third year or until replaced by the governing body of PACOG. An individual appointed to fill a vacancy, the duration of which is longer than one and a half years, shall be considered appointed to a full term. There is no limit to consecutively served terms.

Ex-officio members, PACOG/MPO staff, and CDOT are exempt from terms of membership.

Section 5. ABSENTEEISM

Individuals missing three (3) consecutive, regularly scheduled meetings, or a total of four (4) regular meetings, without prior notification and approval by Staff, during a twelve-month period shall be automatically reviewed by PACOG/MPO Staff for possible termination. When a representative has been absent, unexcused, for the second consecutive time or has been absent, unexcused, for the third time in any twelve-month period, the Chairperson shall send, or cause to be sent, in reasonable time a letter to such member at their address as entered on the Commissions books, informing such person that another absence shall result in their membership being reviewed. If attendance at meetings does not improve, removal from Commission will be performed by PACOG/MPO staff.

Section 6: VACANCIES AND APPOINTMENTS

All vacancies shall be filled by the process outlined in Article V Section 1-5.

Section 7: RESIGNATIONS AND REMOVAL

Members and representatives are encouraged to send written notice of intent to resign to the PACOG/MPO Staff and a copy to the Commission Chairperson as soon as possible but at least one (1) month before the termination date. If you lose your employment or appointed position, then you must submit a letter of resignation.

Any request for removal of a member will be submitted to the PACOG Board of Directors. The Board of Directors, after investigation, may remove the member and call for the selection of a new representative by the member organization. Until a permanent replacement is chosen, the former representative's chosen alternate will act in their stead. If no alternate has been selected, then the position will remain vacant until the selection of a new representative.

ARTICLE VI: OFFICERS

Section 1. OFFICERS

Officers of the Commission shall consist of a Chairperson and Vice-Chairperson.

Section 2. SELECTION OF OFFICERS

Only voting members of the Commission are eligible to be officers. Officers may be self-nominated or nominated by other Commission voting members. Nominees shall be presented to the membership for election at the November meeting each year. Elections shall be by paper ballot with a majority vote electing the officers. Service as an officer is voluntary and not compensated.

Section 3. DUTIES OF OFFICERS

The Chairperson shall preside at all meetings of the Commission, assure effective, efficient and timely conduct of the Commission's meetings, work closely and coordinate with the assigned PACOG/MPO staff liaison person on developing annual objectives of the Commission to be communicated to and approved by the PACOG Board of Directors, perform such other duties as may be assigned from time to time by the Commission or requested by the PACOG staff assigned to the Commission and attend Board of Directors meetings when possible and/or if requested by the PACOG Board's Chairperson. The Vice-Chairperson shall serve as an ex-officio non-voting member of all sub-committees created by the Commission, be responsible to the PACOG Board of Directors to assure that all sub-committees are accomplishing their objectives, and keep the Chairperson updated on subcommittees. The Vice-Chairperson and Chairperson shall be responsible for selecting and appointing all Chairpersons of sub-committees. In the event of an absence of the Chairperson or in the event of their inability to act or if the office is vacant, the Vice-Chairperson shall perform all duties of the Chairperson, and when so acting shall have all the powers and be subject to all restrictions of the Chairperson.

Section 4. TERM OF OFFICE

Elected officers shall serve for a term of one (1) year beginning January 1st following election. Such officers shall hold office until they resign, are removed, are otherwise disqualified to serve, or until their

successors shall be elected, whichever occurs first. Officers may be re-elected but may not serve more than two (2) consecutive terms.

Section 5. VACANCIES

A vacancy in any office shall be filled for the unexpired portion of the term by the immediate subordinate officer (e.g., if the Chairperson is vacant, the Vice Chairperson will serve in that position until the next regular election). In the event of a vacancy in the office of the Vice-Chairperson, the Chairperson may temporarily appoint the new Vice-Chairperson until such time as an individual is elected to fill that unexpired term.

When required, an election for Vice-Chairperson shall be held at a regularly scheduled meeting within sixty (60) days after the vacancy occurs. The election shall follow the nominating/voting process established in Article VI, Section 2.

Section 6. REMOVAL AND RESIGNATIONS

Any request for removal of an officer will be submitted to the PACOG Board of Directors. The Board of Directors, after investigation, may remove the officer and call for a special election for a new officer. If an officer is removed by the Board of Directors, they will no longer be considered in good standing with the Commission.

Any officer may resign their position as an officer at any time by giving written notice to the Chairperson of the Commission and the PACOG Executive Directors. Any such resignation shall take effect on the date of the receipt of such notice or at any later date specified therein, not to exceed the expiration date of the regular term of office. The acceptance of such resignation shall not be necessary to make it effective. If you lose your employed or appointed position, then you must submit a letter of resignation.

ARTICLE VII: SUB-COMMITTEES

Section 1. NEW SUB-COMMITTEES

When a need arises for a new sub-committee, a request will be made that identifies the purpose, charge, objectives, relationships, membership, officers, requirements for minutes, and term of the sub-committee will be submitted to the Commission.

Section 2. SUB-COMMITTEE APPOINTMENTS

The Commission Vice-Chairperson shall appoint the Chairperson of each sub-committee with approval by the Commission Chairperson. If warranted, the Commission shall request experts from outside the Commission be appointed voting members of the sub-committee. Members of all sub-committees shall be recommended by a majority vote of the quorum Commission.

Section 3. SUB-COMMITTEE VACANCIES

Vacancies on any sub-committee may be filled for the unexpired portion of the term in the same manner as provided in the case of original appointments.

Section 4. SUB-COMMITTEE QUORUM

A simple majority of the members of a sub-committee shall constitute a quorum of such sub-committee, and the action of a majority of the members at the meeting at which a quorum is present shall be the action of the sub-committee.

ARTICLE VIII: CONFLICT OF INTEREST

Section 1: ANNOUNCING CONFLICT

Whenever a Commission or sub-committee member has cause to believe that a matter to be voted upon would involve them in a potential, personal, conflict of interest, they shall announce a potential conflict of interest and shall either abstain from the vote, or request a ruling by the Commission on voting on such matters.

Section 2: ABSTENTION FROM VOTING

No member shall vote on any matter involving a conflict of interest.

ARTICLE IX: AMENDMENT OF BYLAWS

Action may be initiated at any duly constituted meeting of the Commission to alter, amend, or repeal these bylaws and have new bylaws adopted. Notice of any proposed amendments to, or repeal of, these bylaws shall be presented at a duly constituted meeting of the Commission and shall then be voted on at the next duly constituted meeting of the Commission. A copy of the current bylaws with proposed changes shall be distributed to all Commission members at least one month in advance of the meeting at which the amendment will be presented for approval. An affirmative vote by the majority of the Commission members is necessary for amendment adoption. The Commission's recommendation to amend these bylaws is then subject to approval by the PACOG Board of Directors.

PACOG's Board of Directors may from time to time amend its bylaws, or change its policies, necessitating revisions in the bylaws of this Commission. Should such a case occur, the PACOG Chairperson shall notify or cause to notify the Commission Chairperson to implement such changes.

ARTICLE X: ENACTMENT

These Bylaws shall be effective following their review and approval by a two-thirds (2/3) vote of the full membership and review and final approval by the PACOG Board of Directors.