

## ~ Bylaws of the Berkshire Transportation Advisory Committee ~

*Adopted by the Berkshire Transportation Advisory Committee on November 9, 2006*

### **Article I - NAME**

The organization will be known as the Berkshire Transportation Advisory Committee, referred to as the TAC.

### **Article II - PURPOSE**

The TAC advises the Berkshire Metropolitan Planning Organization on transportation policy and planning. The TAC provides a forum for broad public participation in the transportation planning process.

### **Article III - MEMBERSHIP**

Membership shall consist of a broad and balanced spectrum of providers and users of any form of transportation. Individuals are welcome to participate in all meetings of the TAC, but membership is limited to public and private organizations and governmental units, including state agencies and municipalities.

Member entities shall designate in writing one representative and up to two alternates. Representatives and alternates should be empowered by the entities they represent to cast votes on matters before the TAC. Each Berkshire County municipality is entitled to have one representative serve on the TAC, and those municipalities without an existing representative may add one at any time. Non-municipal entities may be admitted to membership by vote of the existing members and subsequent ratification by the Berkshire MPO. As used herein, the term "member" refers to an entity, and the terms "representative" and "alternate" refer to individuals designated by a member entity.

All members of the Berkshire Metropolitan Planning Organization shall be non-voting members of the TAC.

### **Article IV - OFFICERS**

The Officers shall be a Chairman and a Vice Chairman. As provided in the Berkshire MPO's Memorandum of Understanding of February 28, 2006: the Chairman shall report to the MPO regarding the TAC's consensus regarding an issue, along with a summary of the considerations involved in the decision, will present any majority and minority reports resulting from the TAC's deliberations and provide complete and accurate descriptions of the various points of view and options available.

The Vice Chairman shall serve in the absence of the Chairman and shall replace the Chairman in case of a vacancy in that office. The Vice Chairman will actively participate in meetings of the Berkshire MPO in the absence of the Chairman.

### **Article V - MEETINGS**

The TAC will meet as necessary to address pressing transportation issues, with at least two weeks notice of the time and agenda provided to the representatives. All meetings are open to the public.

The conduct of the meetings shall generally be governed by Roberts Rules of Order; however, parliamentary discretion shall be vested in the Chairman. The Chairman shall recognize all attendees wishing to be heard, and shall grant the floor, except in the discussion of a motion on the floor, where the Chairman shall have discretion.

#### **Article VI - MOTIONS**

Motions will be accepted only if moved and seconded by voting members' designated representatives or alternates participating in a representative's absence.

#### **Article VII - VOTING**

Voting is necessary for the passage of all motions. Each voting member shall have one vote, to be cast by its designated representative, or in case of absence, by an alternate.

#### **Article IX - REPORTING OF RECOMMENDATIONS**

The TAC shall be organized around a consensus model. Through discussion, efforts will be made to reach a consensus on recommendations that have been motioned to a vote. In the case where consensus is not achieved, recommendations will be forwarded to the MPO via majority and minority reports. Majority reports will contain TAC recommendations that have received the most votes from members present. Minority reports will contain dissenting opinions.

#### **Article X - ELECTIONS**

Recommendations for, and election of, candidates for Chairman and Vice Chairman shall occur in October. Nominations from the floor, when duly seconded, will be accepted. Officers' terms shall be one federal fiscal-year in length (October - September), and shall begin subsequent to October elections.

#### **Article XI - AMENDMENTS**

These bylaws may be amended by a two-thirds majority vote of members present and voting at a meeting of the TAC. Specific notice of the proposed amendment shall be provided to members at least seven days in advance of the meeting, in order to have representation available to vote at the meeting.