

Addison County Regional Planning Commission/Transportation Advisory Committee:

The Addison County Regional Planning Commission formed the Transportation Advisory Committee (TAC) in 1992 when the Federal Highway Administration and the Vermont Agency of Transportation (VTrans) implemented regional transportation goals pursuant to the requirements of ISTEA/TEA-21 legislation. This legislation required more local input into the State's transportation planning process. To accomplish this, VTrans developed the Transportation Planning Initiative (TPI). The TPI provides federal funding to Regional Planning Commissions to help structure the local input and facilitate regional planning and coordination of transportation issues. With this funding, the RPC's were required to:

- Organize regional transportation advisory committees or TAC's, composed of community officials or their designees, public transportation providers, interest groups and individual citizens.
- Prepare comprehensive Long-Range Transportation Plans identifying the goals and objectives for all forms of transportation for up to a twenty-year planning horizon, and general strategies for achieving those goals.
- Identify and prioritize candidate projects for implementation.
- Implement special studies of transportation problems and issues as required, ranging from conceptual planning for individual projects to regional and inter-regional corridor studies.
- Facilitate communication between the state and communities on transportation projects and issues as well as facilitating public transportation in state transportation projects and hearings.

Different regions adopted different strategies for creating TACs. The Addison County Regional Planning Commission decided to try and broaden its participation on transportation issues beyond its delegates to other representatives from municipalities in the region in an effort to capture the expertise of local road commissioners. The Addison County Regional Planning Commission amended its bylaws at the time it created the TAC to reflect its creation of the TAC and acknowledge its special composition and circumstances. The Bylaws state that the TAC constitutes an ad hoc committee of the regional planning commission. However, the bylaws did little else to distinguish the functional requirements of a standing committee from those of an ad hoc committee. To date, the TAC generally functions as an RPC Standing Committee. As such, the TAC has abided by the RPC Bylaws and reported to the Full Commission on their activities. However, numerous questions have arisen regarding the special nature of the TAC and its relationship to the RPC.

The TAC, as an ad-hoc committee of the RPC has independent members and duties making its responsibilities somewhat different than an RPC Standing Committee. It needs the authority to perform certain functions independent of the RPC if it is to be effective.

****These functions include:

- The revision and update of the Regional Transportation Priorities List
- Writing letters of support for transportation-related grant applications

- Writing position statements on transportation issues

**BYLAWS OF THE ADDISON COUNTY TRANSPORTATION
ADVISORY COMMITTEE
(Adopted February 21, 2023)**

These proposed bylaws governing the function of the TAC attempt to acknowledge the special nature of the TAC and provide it with a degree of autonomy, but also to maintain the need to retain the TAC as a functional unit of the Regional Planning Commission order to coordinate land use and transportation planning and for the region to speak with one voice when discussing transportation issues and priorities.

Article 1: Purpose and Objectives

The purpose of the TAC is to promote mutual cooperation and coordination on transportation issues among municipalities, organizations, and interests in the Addison Region, to provide a forum for the development of regional transportation policies and priorities and to act as a vehicle to coordinate implementation of those policies.

The primary objectives and responsibilities of this Committee are to:

- Oversee development of a Regional Transportation Plan for the region and update as required so that development of transportation facilities takes place in an orderly fashion that is environmentally sound, economically efficient and consistent with the policies of the involved communities.
- Monitor capital programs and plans and, when appropriate, convey recommendations regarding project prioritization and State and Federal transportation policies and practices.
- Maintain a Priority List of State Highway Projects, Town Highway Projects, Railway Bridges, State Highway Bridges, Town Highway Bridges and Park and Ride Lots for the Region and the Vermont Agency of Transportation.
- Participate in Workplan development and special studies conducted by the Regional Planning Commission staff.

Article II: Name

The name of this committee shall be the Addison County Regional Transportation Advisory Committee (“the TAC”).

Article III: Role

The TAC is an ad hoc advisory committee to the Addison County Regional Planning Commission. The TAC will offer advice, input and opinions to the Vermont Agency of Transportation and other organizations and individuals as appropriate, provided such comments are compatible with plans, policies, positions or resolutions adopted by the

Commission. The TAC will implement established policies and refer, with recommendations, new policy decisions to the Commission.

Article IV: Membership

Section 4.1 Municipal Members

Delegates will consist of individuals appointed to the TAC by their town, and/or RPC delegates appointed to serve on the TAC. Each April, the Regional Planning Commission will ask municipalities to gauge their RPC delegates' interest in serving on the TAC, in addition to other citizens with an interest in regional transportation issues. Each municipality shall appoint a delegate and an alternate to represent their municipality in the region, and is entitled to one vote.

Section 4.2 Interest Group Members

In addition to municipal delegates, the TAC may also include non-voting Interest Group members. The following shall govern Interest Group members and the delegate each may appoint to represent them:

- 4.2.1. An Interest Group may become a non-voting member of the TAC, by application, upon a two-thirds vote of approval by the voting municipal members present at any regular meeting. An Interest Group shall not be assessed for membership.
- 4.2.2. The total number of Interest Group members shall not exceed one-fourth of the total number of member municipalities with delegates.
- 4.2.3. Termination of Membership. An Interest Group's membership can be terminated by:
 - a. A two-thirds vote of the delegates representing member municipalities eligible to vote at any regular or special meeting upon two weeks notice of the proposed vote.
 - b. Failure to be represented by a delegate at four consecutive meetings of the Transportation Advisory Committee.

The Executive Director shall send a warning letter to the Interest Group after their delegate misses three consecutive meetings. If the Interest Group fails to send a representative to attend the 4th meeting, the Executive Director may send the Interest Group a notice of termination.

Section 4.3 Vermont Agency of Transportation

There shall also be one non-voting representative from the Vermont Agency of Transportation.

Article V: Officers

The officers of the TAC shall consist of a Chair and Vice-Chair. They shall be elected at the regular April meeting of the TAC on an annual basis. The election of RPC delegates as officers is encouraged to facilitate communication between the TAC and the RPC, but is not a requirement. The Chair shall be responsible for running meetings, setting agendas in conjunction with staff, reviewing and signing correspondence on behalf of the TAC, and representing the TAC at various meetings as appropriate.

Article VI: Meetings, Attendance and Quorum

TAC meetings shall be held in accordance with State open meeting laws and shall be governed by Robert's Rules of Order (revised) except that the Chair, as a representative of his/her town, is entitled to vote whenever a vote is called for. Appointed members of

the TAC are encouraged to attend all regular meetings, the number of which shall be agreed upon by the TAC. A quorum shall consist of one-half the towns that have appointed delegates or a minimum of 5 voting members of the TAC, whichever is less.

Article VII: Responsibilities

The Addison County Regional Planning Commission has administrative and fiduciary responsibilities for all aspects of the Transportation Planning program. The Addison County Regional Planning Commission staff shall assist the TAC to ensure that the TAC bases decisions on technical information, community goals and objectives, and is consistent with the regional transportation plan.

Article VIII: Amendment of Bylaws

These bylaws may be amended by a two-thirds majority vote of the members present at a regular meeting of the TAC, provided that any proposed amendment has been mailed to the members at least two weeks prior to the meeting at which it is to be considered. Subsequent approval by the Regional Commission is also necessary.

It is the policy of the TAC that by-laws should be reviewed and amended as appropriate every eight to ten years.

Article IX: Conflict of Interest

In the event any TAC member or alternate member has a personal or financial interest with any individual, partnership, firm or corporation seeking to provide materials or services to the TAC, or has a personal or financial interest in a project subject to TAC decision-making, such person shall state on the record the nature of his or her interest. If the member feels this conflict interferes with his/her ability to be objective, the member shall not participate in any discussions or vote on any related motion. If the member is uncertain whether he/she should participate in the discussion or decision, the TAC shall determine by vote whether the member shall participate.

Adopted at a meeting of the TAC this 21st day of February, 2023 (year).

Adopted by the Commission this 8th day of March, 2023 (year).