

**CENTRAL TEXAS COUNCIL OF GOVERNMENTS**  
**CENTRAL TEXAS REGIONAL TRANSPORTATION**

**ADVISORY GROUP**

**BYLAWS**

**ARTICLE I**

**NAME AND AUTHORITY**

**Section 1. Name** – The name of this advisory group is the Central Texas Regional Transportation Advisory Group (CTRTAG).

**Section 2. Authority** – The CTRTAG is staffed by Central Texas Council of Governments (CTCOG) Planning and Regional Services Division and was created to address regional transportation issues and related legislation such as that enacted under SAFETEA-LU: *Safe, Accountable, Flexible, Efficient Transportation Equity Act—A Legacy for Users*.

**ARTICLE II**

**RESPONSIBILITIES OF CTRTAG**

CTRTAG will be organized as an advisory group of CTCOG. CTRTAG shall have no policy making or legislative powers; all final authority is vested in the Executive Committees of all governing boards in the CTCOG region and the Texas Department of Transportation. CTRTAG's functions include, but are not limited to, the following:

- A. Serve as focal point for leadership on transportation issues in the region.
- B. Facilitate the collaboration of regional transportation coordination activities.
- C. Recommend priorities for regional transportation coordination in the CTCOG region.
- D. Develop, review, and implement the Regionally Coordinated Transportation Plan as required by HB 3588, enacted by the 78<sup>th</sup> Legislature in 2003, amending Chapter 461, Subtitle K, Title 6 of the Texas Transportation Code entitled "*Statewide Coordination of Public Transportation*"; Executive Order 13330 (*Human Service Transportation Coordination*) signed on February 26, 2004, and SAFETEA-LU signed on August 10, 2005, both by former President George W. Bush; and adopt any subsequent changes as the legislature deems appropriate.

- E. Develop, review and make recommendations as appropriate to the Executive Committees and Policy Boards on the priorities for the purchase of equipment, training, communications and other issues related to regional transportation coordination.
- F. Provide support for regional transit projects and proposals, when consistent with the goals, objectives and projects outlined in the Regionally Coordinated Transportation Plan.
- G. Promote public awareness of transportation service issues, as well as program plans and objectives, through frequent publicity, presentations to civic organizations and other interested groups.
- H. Identify and establish relationships with groups, agencies and individuals providing transportation services.

### ARTICLE III

#### SELECTION OF MEMBERS

**Section 1. General** – The voting CTRTAG members represent the needs of transportation service consumers in the seven (7) counties of the CTCOG region. Members should be able to look beyond local interests to regional issues, be supportive of appropriate approaches to addressing transportation service needs and have enough time to attend the CTRTAG meetings.

**Section 2. Nominations Process** – The nomination process for the CTRTAG membership will be as follows:

- A. Each stakeholder organization desiring a voting position on the CTRTAG shall submit a written request to the chairperson identifying the individual proposed to represent their organization's transportation interests on the CTRTAG.
- B. The voting CTRTAG members will consider each nomination; approval of nomination requires a majority vote with a quorum present.
- C. Voting members are limited to two individuals from the same stakeholder group.

**Section 3. Non-Discrimination** – There shall be no discrimination in any respect as to disability, race, color, age, religion or political creed in selection of the organization's representative on the CTRTAG.

## **ARTICLE IV**

### **MEMBERSHIP**

**Section 1. Voting Members** – CTRTAG Membership shall be limited to 15 voting members composed of representatives from the public transportation stakeholders within the CTCOG Region. It shall be composed of persons representing the needs of the transportation services consumers and be representative of the area served by CTCOG, to include, but not limited to, the following:

1. Transit District
2. Workforce Agencies
3. Health and Human Services Agencies
4. Aging and Disability Organizations
5. Youth and Family Organizations
6. Mental Health Agencies
7. Military and Veterans Organizations
8. Medical Facilities
9. Educational Facilities
10. Emergency Assistance/Management Agencies
11. Municipalities
12. Counties
13. Transit Users

**Section 2. Non-Voting Members** – Non-voting members are designated as follows:

- A. The representative from the Texas Department of Transportation (TxDOT) will be a permanent non-voting member, who will serve in an advisory capacity and will represent the interests of TxDOT.
- B. Representatives from CTCOG will be permanent non-voting members, who will serve as CTRTAG staff as well as in an advisory capacity representing the interests of CTCOG.

**Section 3. Resource Persons** – Individuals may be requested to advise and provide information to the CTRTAG or its committees as a resource person because of their special knowledge or experience in transportation service policies and issues, as follows:

- A. Resource persons may be from within or outside the CTCOG service area and may include representatives from the agencies receiving funds from or awarding funds to the Central Texas Council of Governments.
- B. Resource persons are invited by the CTRTAG Officers to provide information regarding the needs of transportation service consumers.
- C. Resource persons have no voting privileges and have temporary status as defined by the CTRTAG Officers.

## ARTICLE V

### OFFICERS

**Section 1. Chairperson** – The Chairperson shall be chosen by a majority vote of the members with a quorum present. The Chairperson shall perform the duties usually assigned to the office such as preside at all CTRTAG meetings; conduct business according to the Bylaws and Robert's Rules of Order, Revised Version; appoint Committee chairpersons and members of committees; assist staff in the preparation of agendas for CTRTAG meetings; and perform other appropriate duties.

**Section 2. Vice Chairperson** – The Vice Chairperson shall be chosen by a majority vote of the members with a quorum present. In the absence of, or in the case of the inability of the Chairperson to act, it shall be the duty of the Vice Chairperson to perform the duties of the Chairperson.

In the absence of both the chairperson and vice chairperson, the C T R T A G m e m b e r s shall designate a member to preside in their absence during the meeting.

**Section 3. Secretarial Function** - The secretarial function shall be performed by a CTCOG staff member. The staff member shall keep the minutes of all C T R T A G meetings and shall perform such other duties as may be needed by the CTRTAG.

**Section 4. Terms of Office** - The officers shall serve a two year term, beginning in October, with no limit on consecutive terms in the same office.

## ARTICLE VI

### COMMITTEES

**Ad Hoc Committees** – Ad Hoc Committees may be appointed to address specific issues as needed. Members will be appointed by the Chairperson.

## ARTICLE VII

### CTR TAG MEETINGS

#### **Section 1. Meetings**

**A. Meeting Times** – The CTRTAG shall meet at least quarterly and at other times as requested by the Chairperson, or upon request of not less than one-third (1/3) of the voting members. Public notice will be given as required.

**B. Open Meetings** – All meetings are open meetings.

- C. **Notice** -- CTCOG staff will be responsible for all meeting notices and publicity. Specifics of the meeting will be provided to each CTRTAG member and the general public in accordance with the provisions of the Texas Open Meeting Act.

**Section 2. Quorum** – A quorum shall be necessary to conduct CTRTAG business and shall consist of 51% of the voting members.

**Section 3. Voting** - Each voting member shall have one (1) vote. A majority vote of the quorum will be sufficient to authorize action. The vote will be open by a show of hands or expressed vocally.

## ARTICLE VIII

### AMENDMENTS TO BYLAWS

These Bylaws may be recommended for amendment by a majority vote of the quorum present at a CTRTAG meeting, provided that official notice of the proposed amendment shall have been provided to the CTRTAG membership at least 24 hours in advance of the CTRTAG meeting.

## ARTICLE IX

### PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all matters not covered by the Bylaws or any specific rules of procedure adopted by the CTRTAG.

### APPROVAL

These Bylaws were approved by a majority vote of a quorum present of the CTRTAG on October 5, 2011.

  
Carole Warlick, CTRTAG Chairperson

  
Annette Shepherd, CTCOG Staff

**END**