



## **CENTRAL TEXAS COUNCIL OF GOVERNMENTS CENTRAL TEXAS REGIONAL TRANSPORTATION ADVISORY GROUP BYLAWS**

### **Principles and Policies**

1. The Representatives of local governments (or stakeholder groups) in the Central Texas Area join together in a voluntary organization to be known as the Central Texas Council of Governments (or its Advisory Groups), for the purpose of meeting at regular intervals to discuss problems and needs which require action on an area-wide or regional basis, to develop plans, policies (if authorized), and recommendations for action and implementation by local member governments and other appropriate levels of government within the region.
2. Counties, Cities and School Districts are the principal units of local government in the region. As such, they have the responsibility of planning for and meeting the local governmental needs which future development will produce, including the need for joint and coordinated area-wide service.
3. Sound and workable policies and programs for meeting and solving the area-wide problems of local governments will be most effective and ultimately carried out through regular meetings of the local governmental units (or stakeholder groups) in an area-wide voluntary council dedicated to the solution of these problems.
4. The Council (or its Advisory Groups) is a voluntary organization whereby individual governmental units (or stakeholder groups) can work together in coordination of their efforts in planning and guiding the needs of a progressive society.

### **Definitions:**

The following terms are defined for use within this document.

**Bylaws** – The governing rules and articles adopted and amended by the membership.

**Council** – This term refers to the Council of Governments, specifically the Central Texas Council of Governments in this case.

**CTCOG** – This is the official abbreviation for The Central Texas Council of Governments.

**CTRTAG** – This is the official abbreviation for the Central Texas Regional Transportation Advisory Group.

**Executive Committee** – The Governing Body of the Council.

**TXDOT** – Texas Department of Transportation

## **Article I: Organization**

The name of this Advisory Group shall be the Central Texas Regional Transportation Advisory Group (CTRTAG), which shall be a voluntary Advisory Group of the Council for the Counties of Bell, Coryell, Hamilton, Lampasas, Milam, Mills, and San Saba, and the political subdivisions located geographically in whole prescribed in these Bylaws.

The Advisory Group membership is made up of transit stakeholders who comprise the CTRTAG as defined in Article IV. The Executive Committee is the Governing Body of the Central Texas Council of Governments (CTCOG) and is responsible for the general policies and programs of the Council and the control of its funds.

The CTRTAG is staffed by the 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 Act), MAP-21 (Moving Ahead for Progress in the 21st Century Act) and the FAST Act (Fixing America’s Surface Transportation Act).

## **Article II: Purposes and Objectives**

1. The objectives of the CTRTAG shall be to encourage and permit transit stakeholders to cooperate with one another and with representatives of major economic interest, citizen groups, and other interested agencies to improve the health, safety, and general welfare of their citizens and to plan for the future development of the Region. 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.
2. The Advisory Group shall have the following general purposes:

- 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. Provide support for regional transit projects and proposals, when consistent with the goals, objectives and projects outlined in the Regionally Coordinated Transportation Plan;
- e. 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; and
- f. Identify and establish relationships with groups, agencies and individuals providing transportation services.

### **Article III: Powers and Duties of the Advisory Group**

1. In order to accomplish its objectives and purposes, the Advisory Group shall perform the following functions:
  - a. Develop, review, and implement the Regionally Coordinated Transportation Plan as authorized by TxDOT for each of the 24 planning regions in Texas as a result of HB 3588, enacted by the 78th Legislature in 2003, amending Chapter 461, Subtitle K, Title 6 of the Texas Transportation Code entitled "Statewide Coordination of Public Transportation"
  - b. Develop, review, and make recommendations as appropriate to the CTCOG Executive Committee and KTMPO Policy Board on the priorities for the purchase of equipment, training, communications, and other issues related to regional transportation coordination.
  - c. Adopt the Bylaws of the Advisory Group and amendments to the Bylaws; and
  - d. Elect Committee Officers.
2. In addition, the Advisory Group may appoint Ad Hoc Committees to address specific issues as needed. Members will be appointed by the Chairperson.

### **Article IV: Membership**

1. Advisory Group membership shall be limited to 20 voting members composed of representatives from the public transportation stakeholders within the CTCOG Region.
2. The members may be individual stakeholders or may represent stakeholder organizations.
3. Eligible Voting Members:

- a. Transit District
  - b. Workforce Agencies
  - c. Health and Human Services Agencies
  - d. Aging and Disability Organizations
  - e. Youth and Family Organizations
  - f. Mental Health Agencies
  - g. Military and Veterans Organizations
  - h. Medical Facilities
  - i. Educational Facilities
  - j. Emergency Assistance/Management Agencies
  - k. Municipalities
  - l. Counties
  - m. Transit Users
  - n. Stakeholders that are part of the following priority populations needing and benefitting from public transportation:
    - i. Individuals with low incomes
    - ii. Individuals 65 and older
    - iii. Individuals with disabilities
    - iv. Individuals with limited English proficiency
    - v. Individuals seeking employment
    - vi. Individuals representing children
    - vii. Veterans
4. Eligible Non-Voting Members:
- a. The Texas Department of Transportation (TxDOT)
  - b. Central Texas Council of Governments Staff
5. The representatives from CTCOG and TxDOT will be permanent non-voting members, who will serve in an advisory capacity and will represent the interests of CTCOG and TxDOT, respectively, additionally the CTCOG representative who will serve as CTRTAG staff.
6. Stakeholder organizations desiring a voting position on the CTRTAG may submit a written request to the Chairperson identifying the individual proposed to represent their organization's transportation interests on the CTRTAG.



7. Individual stakeholders desiring a voting position on the CTRTAG may submit a written request to the Chairperson identifying their transportation interest on the CTRTAG.
8. The voting CTRTAG members will consider each nomination; approval of nomination requires a majority vote with a quorum present.
9. Voting members are limited to two individuals from the same stakeholder group. Individual stakeholders are limited to five voting members with each member representing a different priority group.
10. Voting members may, in writing, appoint an alternate to vote in their stead and be counted for quorum purposes.
11. 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: Representation Issues**

1. 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.
2. 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 VI: Meetings of the Advisory Group**

1. The Advisory Group shall comply with the Texas Open Meetings Act, except as specifically exempted by these bylaws.
2. The Advisory Group shall meet at least two times a year 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 notices will be posted as required.

- a. Failure to physically or via video conference attend **three (3)** consecutive meetings of the Advisory Group without notice or the attendance of an alternate shall constitute a resignation from the Group.
3. CTCOG staff will be responsible for all meeting notices and publicity. Specifics of the meetings will be provided to each Advisory Group member and the general public at minimum **three (3)** days prior to each meeting.
4. A quorum shall be necessary to conduct CTRTAG business and shall consist of 50% plus one of the voting members.
5. 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.
6. Members may attend meetings virtually and are considered “present” and count towards quorum if they have their camera on. They may also vote on any item so brought before the Advisory Group.

#### **Article VII: Officers & Staff**

1. 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:
  - a. Preside at all CTRTAG meetings;
  - b. Conduct business according to the Bylaws and Robert’s Rules of Order, Revised Version;
  - c. Appoint Committee Chairpersons and members of committees;
  - d. Assist staff in the preparation of agendas for Advisory Group meetings;
  - e. Perform any other appropriate duties.
2. 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.
3. In the absence of both the Chairperson and vice Chairperson, the Advisory Group members shall designate a member to preside in their absence during the meeting.
4. The Chairperson, Vice Chairperson or any member of the board who is conducting the meeting must be physically present and not present only by telephone or video conference.
5. The CTCOG staff member shall act as the Advisory Group’s secretary. The staff member shall keep

the minutes of all Advisory Group meetings and shall perform such other duties as may be needed by the Advisory Group.

6. Both the Chairperson and the Vice Chairperson shall serve one-year terms and may not succeed themselves in those offices more than once.
7. Officer elections shall be held at the November meeting of each year.

#### **Article VIII: Parliamentary Authority**

1. 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 Advisory Group.

#### **Article IX: Finance**

1. The fiscal year of the organization shall be on the federal fiscal year basis (July 1, through June 30).
2. The annual budget is prepared by staff and approved by the CTCOG Executive Director in the planning grant application.
3. The books of the Council shall be audited annually by independent certified public accountants in accordance with the single audit required by current regulations. The audit report shall be made to the Budget Committee as appointed by the CTCOG President, and then to the full Executive Committee for adoption.
4. The annual audit report shall be made available to all requesting entities in accordance with the Open Meetings and Records Act.

#### **Article X: Adoption and Amendment**

1. These Bylaws may be altered, amended, or repealed at any meeting of the Advisory Group by a majority vote of a quorum as specified in **ARTICLE VI, SECTION 4**, provided that official notice of the proposed amendment shall have been provided to the Advisory Group members at least 24 hours in advance of the CTRTAG meeting.

#### **Article XI: Sub Committees**

1. It is the intent of this Advisory Group that the CTRTAG, shall when advisable, seek the advice and cooperation of interested citizen groups in the formulation of recommendations and to establish the priority of projects for consideration.

2. The CTRTAG may establish sub committees as necessary to effectively carry out the business of the CTRTAG planning grant.

**Article XII: Adoption and Revision Date:**

These Bylaws were approved by a majority vote of a quorum present of the CTRTAG on 02/15/2024.



Melissa Ingriola,

CTRTAG Chairperson

DocuSigned by:  
  
EB41517A2E8B4A9...

Uryan Nelson,

CTCOG Director of Planning and Regional  
Services

**END**