Appendix A – CTRTAG Bylaws

CTCOG
CENTRAL TEXAS COUNCIL OF GOVERNMENTS
DEPARTMENT OF REGIONAL PLANNING

CENTRAL TEXAS REGIONAL TRANSPORTATION ADVISORY GROUP BYLAWS

Principles and Policies

The name of this Advisory Group shall be the Central Texas Regional Transportation Advisory Group (CTRTAG). CTRTAG is a voluntary advisory body of the Central Texas Council of Governments (CTCOG or Council) serving the counties of Bell, Coryell, Hamilton, Lampasas, Milam, Mills, and San Saba, as well as the political subdivisions located within Texas Department of Transportation Region 23, as prescribed in these Bylaws.

The Advisory Group serves the CTCOG Planning and Regional Services Division and was created to address regional transportation issues and related legislation such as that enacted under Safe, Accountable, Flexible, Efficient Transportation Equity Act—A Legacy for Users Act (SAFETEA-LU), Moving Ahead for Progress in the 21st Century Act (MAP-21), Fixing America's Surface Transportation Act (FAST Act), and the Infrastructure Investment and Jobs Act (IIJA).

Glossary

The following terms, as defined by the Texas Department of Transportation's Public Transportation Division, are provided for use within this document and related planning activities (see Table 1).

Table 1

Term	Definition
Bylaws	The governing rules and articles adopted and amended by the membership and approved by the Executive Committee.

Coordination	The cooperative development of plans, programs, and projects among agencies and entities with legal standing and adjustment of such plans, programs, and projects to achieve general consistency, as appropriate.
CTCOG	Central Texas Council of Governments
CTRTAG	This is the official abbreviation for the Central Texas Regional Transportation Advisory Group and may be referred to as the Advisory Group throughout the Bylaws.
Executive Committee	The Governing Body of the Central Texas Council of Governments.
Feeder Service	The coordination of rural connections between small transit operations and intercity bus carries, which may include the provision of service, which acts as a feed to intercity bus services.
Fixed Route	A transportation service provided on a repetitive, fixed schedule along a specific route with vehicles stopping to pick up and discharge passengers at designated locations and times.
Intercity Bus Service	Regularly scheduled bus service for the public which operates with limited stops over fixed routes connecting two or more urban areas not in close proximity, and which has the capacity for transportation baggage carried by passengers. It must also make meaningful connections with scheduled intercity bus service to more distant points, if such service is available.
Interlining Service	Combines two or more routes that arrive and depart from a common terminal. A bus can arrive at a downtown terminal as one route and after a brief layover, leave as a different route.
Private For-Profit	Businesses engagement in the transportation of the public and their hand-carried packages / baggage for a fee. Includes taxi cab companies and intercity bus carriers

Private Non-Profit	A non-public agency or organization that provides a service or services not conducted or maintained for the purpose of making a profit.
Rural Area	An area outside an urbanized area determined by the current Untied States census.
Rural Transit District	A political subdivision of the state that provides and coordinates rural public transportation within its boundaries in accordance with the provision of Transportation Code, Chapter 458.
TxDOT	Texas Department of Transportation
Urbanized Area	A core area and surrounding densely populated area with a population of 50,000 or more with boundaries fixed by the U.S. Census Bureau.
Urban Transit District	A local government entity or political subdivision of the state that provides and coordinates public transportation within an urbanized area in accordance with Transportat Code, Chapter 458. This definition includes urban transportation provides under Transportation Code, Chapter 456, that received state money through the department on September 1, 1994. This definition excludes transit authorities.

Article I: Organization

The Executive Committee serves as the governing body of the Central Texas Council of Governments (CTCOG), responsible for establishing general policies, programs, and financial oversight. CTRTAG functions solely as an advisory body with no policy-making or legislative authority; all final decision-making power rests with the Executive Committees of governing boards within the CTCOG region and the Texas Department of Transportation (TxDOT).

The Advisory Group membership consists of transit stakeholders as defined in Article IV.

Article II: Purpose and Objectives of the Advisory Group

1. The purpose of the Advisory Group is to facilitate, support and improve a coordinated regional transportation system that serves seniors, individuals with disabilities, low-income residents, Veterans, and other underserved communities, making everyday mobility more reliable, accessible, safe, and responsive in the CTCOG region. Additionally, the Advisory Group seeks to enhance economic vitality by planning for transit options in rural areas that provide access to jobs and employment opportunities. The Advisory Group shall also pursue the following:
   a. To serve as a collaborative forum to address transportation needs across the region, with a focus on removing barriers and generating solutions through innovative conversations aimed at closing unmet mobility gaps, while providing a structured process for ongoing input from stakeholders, including users of community transportation services.
   b. Serve as the Subject Matter Expert (SME) on transportation issues in the region.

2. The Advisory Group shall have the following general objectives:

   a. Develop, review, and implement the Regional Public Transportation Coordination Plan (RPTCP) as authorized by TxDOT 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. To conduct studies and surveys, collect and analyze data, and develop implementation plans that support regional transportation objectives ensuring continued eligibility and competitiveness for federal and state grant opportunities.

   c. Recommend priorities for regional transportation coordination within 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 Public Transportation Plan.

e. Identify and cultivate relationships with groups, agencies, and individuals that provide transportation services.

f. Enhance the ability of community transportation operators and sponsors to strategically utilize and leverage available funding, expanding services to meet the growing mobility needs of underserved populations and areas across the region.

g. Provide input to governmental agencies and other organizations that fund/sponsor community transportation relative to policies and practices that successfully foster or that adversely affect the coordination of community transportation services/information and mobility management.

Article III: Powers and Duties of the Advisory Group

In order to accomplish its purpose and objectives, the Advisory Group shall perform the following functions:

1. Exercise authority to develop, review, and implement the Regional Public Transportation Coordination Plan (RPTCP) as authorized by TxDOT, pursuant to HB 3588 (78th Legislature, 2003), which amended Chapter 461, Subtitle K, Title 6 of the Texas Transportation Code, 'Statewide Coordination of Public Transportation.'

2. Amend the Advisory Group Bylaws and submit recommendations for adoption to the Executive Committee.

3. Elect the Advisory Group Chair and Vice Chair and inform the Executive Committee.

4. In addition, the Advisory Group may appoint Ad Hoc Committees to address specific issues as needed. Members will be recommended by the Advisory Group and appointed by the Executive Committee.

5. Support the preparation of the annual budget and planning grant applications.

CTCOG Executive Director is authorized to submit the annual budget and planning grant application. The final RPTCP, Bylaws, and subcommittees become effective once approved or ratified by a majority vote of a quorum present of the Executive Committee. Advisory Group appointments by City or County officials need not be ratified by CTCOG Executive Committee.

Article IV: Membership

1. Advisory Group membership shall be limited to 21 voting members composed of representatives from transportation stakeholders, partner organizations, and transit users within the Region, as outlined in Table 2.

Table 2

Interest	**Number of Representatives**
Transit District • Hill Country Transit District • Central Texas Rural Transit District	2 representatives (1 each)
Workforce Agency	1 representative
Health and Human Services	1 representative
Municipalities	2 representatives
County Government	2 representatives
Fort Hood	1 representative
Aging and Disability Organization	1 representative
Military and Veteran Organization	1 representative
Youth and Family Organization (example) • ISD • Head Start	1 representative

Medical Facilities (example) • Hospital • Community Clinic • Mental Health Agency	2 representatives
Educational Facilities	2 representatives
Nonemergency Medical Transportation	2 representatives
Other Representative An organization offering a unique perspective on regional transportation needs, potentially complementing or overlapping with interests represented by other categories. Examples include for-profit transportation providers, faith-based or other volunteer driver programs, and public or private operators offering transportation services open to the public. The inclusion of this representative creates an opportunity to expand collaboration, ideas, and partnerships.	1 representative
Transit User that is from the priority population or an advocate of: • Individual with low income • Individual 65 and older • Individual with disabilities • Individual with limited English proficiency • Individual seeking employment • Individual representing children • Veteran	2 representatives

2. Organizational members.

Organizations seeking to become members of the Advisory Group must be one of the following:

a. Any public, private, nonprofit, or for-profit organization that currently funds, arranges, or provides community transportation services to, from, or within the region.

b. Any local or regional public transportation provider or state, regional, county, or municipal agency involved in the planning or provision of public or passenger transportation in the region.

c. Organizations representing groups of consumers and constituents that are impacted by the expansion, improvement, and/or coordination of community transportation services.

3. Individual members.

An individual member must be a resident of or work within the region, be a user of community transportation, and take an active interest in the Advisory Group purposes, as outlined in Article II. The Advisory Group intends to include Individual members from the priority populations (seniors, individuals with disabilities, individuals with low income, veterans, and underserved communities). Individual members have voting rights, but do not have the right to designate a proxy or serve as Chairperson or Vice Chairperson.

4. Eligible Non-Voting Members:

a. The Texas Department of Transportation

b. Central Texas Council of Governments Staff

i. 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.

5. The nomination process for the Advisory Group membership will be as follows:

a. Transit Districts, Municipal, and County representatives will be appointed in writing by the mayor, judge, or their designated representative.

b. Organizations seeking a voting position on the Advisory Group must submit a Letter of Interest to the Chairperson or CTCOG staff. The letter should identify the individual proposed to represent the organization's transit interests, describe those interests, and outline the individual's potential contributions. This information will be included on the meeting agenda for consideration by the Advisory Group.

c. Individual members seeking a voting position on the Advisory Group must reside within the CTCOG region and may submit a written request to the CTCOG staff or Chairperson, clearly identifying the unique category they represent, as outlined in Table 2 (e.g., Transit User from the priority population). This information will be included on the meeting agenda for consideration by the Advisory Group.

d. Voting members are restricted to the categories of representation listed in Table 2.

e. The voting Advisory Group members will consider each nomination; recommendation of nomination requires a majority vote with a quorum present. Nominations become effective once approved or ratified by a majority vote of a quorum present at the Executive Committee. Appointments by City or County officials need not be ratified by the Executive Committee.

f. Voting members may, in writing, appoint an alternate to vote in their stead and be counted for quorum purposes. Individual members may not appoint an alternate.

6. Ex-Officio Membership: Resource Persons

Individuals may be invited to advise and provide information to the Advisory Group or its committees as resource persons due to their specialized knowledge or experience in transportation service policies and issues. Guidelines for resource persons are as follows:

a. Resource persons may be from within or outside the CTCOG service area and may include representatives of agencies that receive or award funds through the Central Texas Council of Governments.

b. Resource persons are invited by the CTCOG staff, Advisory Group Chairperson or Vice Chairperson to provide information regarding the needs of transportation service consumers.

c. Resource persons hold temporary status as defined by CTRTAG Officers and do not have voting privileges.

Article V: Representation Issues

1. The voting Advisory Group 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 Advisory Group meetings and outreach activities, as appropriate.

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.

3. Failure to attend three (3) consecutive Advisory Group meetings, either in person or via video conference with the camera turned on without prior notice or the attendance of an alternate shall constitute resignation from the Advisory Group. Individual members may not appoint an alternate.

4. 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 public with a minimum of three (3) business days prior to each meeting.

5. A quorum shall be necessary to conduct the Advisor Group business and shall consist of a majority (50% +1) of the voting members.

6. 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.

7. 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: Chairperson, Vice Chairperson and 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 Advisory Group meetings;

b. Conduct business according to the Bylaws and Robert's Rules of Order, Newly Revised Version;

c. Assist staff in the preparation of agendas for Advisory Group meetings;

d. 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 presiding over the meeting must be physically present and may not participate solely by telephone or video conference.

5. The Advisory Group Chair and Vice-Chair will assume their roles at the next meeting, and the Executive Committee will be notified accordingly.

6. The CTCOG staff shall act as the Advisory Group's secretary. The staff shall keep the minutes of all Advisory Group meetings and shall perform such other duties as may be needed by the Advisory Group.

7. Both the Chairperson and the Vice Chairperson shall serve one-year terms and may not succeed themselves in those offices more than once.

8. Officer elections shall be held at the last quarterly meeting of each calendar year.

Article VIII: Parliamentary Authority

1. Robert's Rules of Order, Newly Revised Version, 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 10 business days in advance of the Advisory Group meeting.

Article XI: Sub Committees

1. It is the intent of this Advisory Group to seek, when advisable, the advice and cooperation of interested citizen groups in formulating recommendations and establishing project priorities for consideration.

2. The Advisory Group may propose the establishment of subcommittees as necessary to effectively carry out the business of the planning grant; however, all subcommittees must be approved by the Executive Committee before being formed.

Article XII: Adoption or Revision Date by the Advisory Group:

These Bylaws were approved by a majority vote of a quorum present of the CTRTAG on January 6, 2026.

Ben Lopez

Ben Lopez, Chairperson
CTRTAG Chairperson

Uryan Nelson,
CTCOG Director of Planning & Regional Services

Article XIII: Approval or Ratification Date by the CTCOG Executive Committee:

These Bylaws were approved by a majority vote of a quorum present of the CTCOG Executive Committee on February 26, 2026

Commissioner, Russell Schneider
President

Jim Reed,
CTCOG Executive Director

END