



FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION CITIZENS TRANSPORTATION ADVISORY COMMITTEE (CTAC) BYLAWS

Adopted April 16, 2007 -Latest Amendments February 14, 2023

<https://www.fampo.gwregion.org/citizens-transportation-advisory-committee/>

ARTICLE I – PURPOSE

The Citizens Transportation Advisory Committee (CTAC) is an advisory committee to the Policy Committee and consists of citizens appointed by the Policy Committee, local governments, and local organizations. The CTAC functions to encourage citizen participation during the transportation planning process and to advise the Policy Committee of the citizens’ perspective on transportation planning, programs, and projects.

ARTICLE II – MEMBERSHIP

SECTION 1 – APPOINTEES – The CTAC shall consist of members appointed by organizations listed in Article II, Section 2. At-large members are appointed by the Policy Committee for two-year terms, with the option to be reappointed, as stated in the Policy Committee Bylaws.

SECTION 2 – NUMBER OF APPOINTEES – The CTAC shall have up to 33 members as follows:

<u>APPOINTING ORGANIZATION</u>	<u>NUMBER OF APPOINTMENTS</u>
City of Fredericksburg	7
Spotsylvania County	7
Stafford County	7
Caroline County	3
King George County	3
Policy Committee (At-large)	6
Total	33

SECTION 3 – TERMS OF SERVICE – There is no established term of service for volunteers from the public who wish to serve on the CTAC. Members are appointed in writing by their respective jurisdiction’s elected officials or the Policy Committee for at-large appointments. Volunteer service for at least one year is encouraged; however, vacancies will occur from time to time depending upon individual circumstances.

SECTION 4 – VACANCIES – CTAC members shall notify FAMPO staff should they decide to vacate their appointment to the CTAC. FAMPO staff shall notify the respective jurisdiction and request that the vacancy be filled. The filling of at-large vacancies is at the discretion of the Policy Committee. Vacating members shall receive a letter, at the discretion of the CTAC Chair and the FAMPO Administrator, thanking them for their service.

ARTICLE III – OFFICERS

SECTION 1 – OFFICERS – The CTAC Officers shall consist of a Chair and a Vice-Chair.

SECTION 2 – ELECTION OF OFFICERS – The nomination and election of officers will be in June or at the next scheduled meeting, and those members elected to office shall assume their duties at the next scheduled meeting. A majority vote of the members present at the CTAC meeting shall be required for election to any office in accordance to Article VI in the CTAC bylaws. The election of officers must also meet the criteria outlined in sections 3 and 4 below.

SECTION 3 – Officer Requirements and Jurisdictional Representation – The Chair and Vice-Chair shall not be from the same appointing jurisdiction. At-large members and members from jurisdictions not formally FAMPO member governments cannot serve as officers. The officer positions should not be held consecutively by the same jurisdiction, and transition on a yearly basis between the respective jurisdictions if a willing and eligible CTAC member wishes to serve as an officer.

Should a jurisdiction not have a willing or eligible member to serve as Chair or Vice-Chair, then the officer positions shall be open to any other eligible and willing CTAC member that meets the conditions in the CTAC bylaws.

SECTION 4 – TERMS OF OFFICE – The Chair and Vice-Chair shall serve for one (1) year with the option to be elected for an additional single successive term by the CTAC for the same officer position. No CTAC member shall serve as an officer consecutively for more than three years.

SECTION 5 – ABSENCE OF OFFICERS – At any given meeting when both officers are absent, FAMPO staff will conduct the said meeting.

SECTION 6 – VACANCIES – When the permanent vacancy, retroactive to December 31, 2023, occurs in the Chair position, the Vice-Chair will be appointed as Chair, and an election for Vice-Chair will be conducted. A new election for both positions will take place as stated in Section 2. If the Vice-Chair is appointed as Chair after February 1st, it will not count as a year of service.

ARTICLE IV – DUTIES OF OFFICERS

The Chair will preside at all CTAC meetings. In the absence of the Chair, the Vice-Chair shall preside. In addition, the Chair or the Chair's designee will serve as a non-voting member of the FAMPO Policy Committee and will represent the CTAC in that capacity.

ARTICLE V – MEETINGS

SECTION 1 – REGULAR MEETINGS – The CTAC shall have regular meetings.

SECTION 2 – SPECIAL MEETINGS – The FAMPO Administrator may call special meetings of the CTAC.

SECTION 3 – QUORUM – A quorum shall consist of one member from two of the three FAMPO localities and a total of 5 CTAC members.

SECTION 4 – PUBLIC PARTICIPATION – All CTAC meetings shall be open to the public. The public shall have a scheduled time for speaking in the meeting agenda.

SECTION 5 – REMOVAL OF MEMBERS – Only the appointing organization shown in Article II, Section 2 can remove CTAC members. Any member missing three consecutive meetings shall have its appointing organization notified by FAMPO staff.

SECTION 6 – REMOTE MEETING PARTICIPATION – It is the policy of the Citizens Transportation Advisory Committee (CTAC) that individual CTAC members may fully participate in CTAC meetings by electronic means as permitted by § 2.2-3708.2 of the Code of Virginia. This policy shall apply to the entire membership and without regard to the matters that will be considered or voted on at the meeting.

Whenever an individual member requests to participate from a remote location, the law requires a quorum of CTAC to be physically assembled at a central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the central meeting location.

When a member notifies the chair or FAMPO staff on or before the day of the meeting, remote participation shall be allowed for the following reasons: (1) a permanent or temporary disability or other medical condition prevents physical attendance; or (2) a personal matter or personal emergency prevents physical attendance (limited to two per calendar year); or (3) a member lives 60 miles or more from the central meeting location. The general reason for the member's remote participation and the member's general remote location must be recorded in the minutes.

After timely notification to the chair or FAMPO staff, participation from a remote location shall be approved by default unless such participation would violate this policy or provisions of the Virginia Freedom of Information Act (§ 2.2-3700 et seq.) of the Code of Virginia. If a member's participation from a remote location is challenged by a CTAC member, then CTAC shall vote whether to allow such participation. If CTAC votes to disapprove of the member's remote participation, such disapproval shall be recorded in the minutes with specificity. The member shall still be permitted to monitor the meeting by electronic means but cannot motion, vote, or otherwise participate.

SECTION 7 – VIRTUAL MEETINGS DURING A STATE OF EMERGENCY – Pursuant to § 2.2-3708.2 (A) (3) of the Code of Virginia and Acts of Assembly Chapter 1283 enacted April 2020, CTAC may meet remotely without a quorum of the public body physically assembled at one location when the governor has declared a state of emergency in accordance with § 44-146.17 of the Code of Virginia, subject to the following conditions: (1) The catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a

single location; and (2) the purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body; and (3) the meeting otherwise complies with public meeting laws.

ARTICLE VI – VOTING

The CTAC shall operate by majority vote of those members present during the meeting in its recommendations.

ARTICLE VII – MEETING MINUTES

Meeting minutes shall be presented at the next CTAC meeting for review and approval before being forwarded to the Policy Committee. After the meeting minutes have been duly approved, they will be made available to the public on the FAMPO website.

ARTICLE VIII – AMENDMENTS

Any amendment to these Bylaws shall be made by a majority vote of the members present at the CTAC meeting.

ARTICLE IX – PUBLIC INVOLVEMENT

SECTION 1 – PUBLIC ACCESS – Each CTAC member agrees to have their name published in a manner that will allow widespread dissemination of information and community outreach.

SECTION 2 – OUTREACH – It is the obligation of each CTAC member to solicit public comment within their respective communities.