

Montgomery Transportation Advisory Committee

ARTICLE I: NAME

The name of this body shall be the **Montgomery Transportation Advisory Committee** (herein called the “committee”).

ARTICLE II: PURPOSE

The committee is established with the primary mission of advising on all issues and/or projects related to transportation (traffic/pedestrian/mass) within the City of Montgomery upon request of the City Council or City Administrator. The committee shall utilize their expertise, current best-practices in multi-modal transportation planning, and data to provide an analysis and recommendations.

ARTICLE III: COMMITTEE

Section I. Number, Terms, Qualifications

The committee shall consist of five (5) members appointed by the Mayor. Members should have a clear positive nexus with the City of Montgomery along with a background in transportation, engineering, urban planning, or any other discipline the Mayor finds relevant to the committee work. Members shall serve two-year terms and may be reappointed for consecutive terms. Members may hold committee membership until a successor is appointed.

The City Administrator or his/her designee shall serve as an ex officio non-voting member of this committee and be responsible for providing support to the committee as the City Administrator deems appropriate.

Section II. Committee Responsibilities:

- a. Act in a positive and civil manner at all times that reflects positively upon the City.
- b. Research and utilize best practices in local government transportation planning.
- c. Provide input on the transportation projects proposed in the annual Capital Improvement Plan (CIP).
- d. Provide recommendations to the Mayor on appointments to the committee.

Section III. Attendance at Meetings

Members are expected to attend all scheduled meetings. Members may be removed from the committee for poor attendance by majority vote of the committee.

Section IV. Disclosure of Interests

A committee member who has any interest in any matter before the committee shall disclose said interest to the committee.

Section V. Removal

Committee members may be removed by the Mayor or upon majority vote of the City Council with or without cause.

ARTICLE IV: OFFICERS

Section I. Officers

The officers of the committee shall be a chairman, vice-chairman, and secretary.

Section II. Chairman

The Chairman may prepare agendas in collaboration with the City Administrator or his/her designee, preside at all meetings of the committee, call special meetings of the committee as needed, have the authority to cancel meetings of the committee, act as spokesperson for the committee, and appoint a sub-committee of the committee as needed.

Section III. Vice Chairman

In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman.

Section IV. Secretary

The Secretary shall record and maintain accurate records and minutes of the proceedings of the committee.

Section V. Nomination and Election of Officers

Any member may nominate any other member of the committee to serve as an officer of the committee. Councilmembers appointed to the committee are not eligible. Officers of the committee shall be elected by majority vote of the committee.

Section VI. Terms of Officers

Officers of the committee shall be for a term of one (1) year commencing on June 1.

Section VII. Vacancies

A vacancy in office because of resignation, removal, or otherwise may be filled by majority vote of the committee for the unexpired portion of the term.

ARTICLE V: MEETINGS

Section I. Regular Meetings

The committee shall meet at least quarterly or as needed at City Hall with the time and date to be determined by the committee. The committee shall determine and publish the upcoming year's meeting schedule on or around June 1.

Section II. Quorum

A quorum shall consist of a majority of the voting members present upon calling of the roll at any meeting.

Section III. Length of Meetings

Committee meetings should not be more than two (2) consecutive hours in duration.

Section IV. Procedures

All meetings shall be held in accordance with the Texas Open Meetings Act.

ARTICLE VI: AMENDMENTS

This Charter may be amended at any time upon committee recommendation to the Mayor or upon request of the Mayor to the City Administrator.

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