

# 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 mobility (traffic/pedestrian/mass) within the City of Montgomery. Issues/Tasks will be studied by the committee 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 back to the City Council and/or City Administrator.

## ARTICLE III: COMMITTEE

### Section I. Number, Qualifications, Term

The committee shall consist of five (5) members. One appointee should be a City Councilmember, one appointee should be the Police Chief or his/her designee, with the remaining appointees having an interest in the City of Montgomery (resident/business owner/outside agency partner/etc.) and a background that benefits the committee work (engineer, planner, developer). Members shall serve two-year terms and may be reappointed for additional 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 resources allow.

### Section II. Appointment to the Committee

When a committee seat is vacant, any City Councilmember may nominate a candidate for committee appointment. Nominees shall require a majority vote of the City Council to be appointed to the committee.

### Section III. 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 on appointments to the committee.

### Section IV. 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 V. Disclosure of Interests

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

### **Section VI. Removal**

Committee members may be removed by majority vote of the City Council at any time with or without reason.

## **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 serve 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 with the location, 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 by the City Council.