

# **TRANSPORTATION ADVISORY BOARD BYLAWS [ADOPTED 06/2024]**

## **I. ROLE**

The mission of the Town of Estes Park Transportation Advisory Board (TAB) is to advise the Town Board and the Public Works staff on:

1. *Local and Regional Comprehensive Transportation Planning Policies* that protect air quality, diminish congestion, and enhance the safety and quality of life for the citizens, businesses, and visitors to the Estes Valley, including but not limited to pedestrian, bicycle, automobile, and transit modes; and
2. *Maintenance, Operation, and Expansion Programs* for all modes of the Town's transportation system; and
3. *Transportation Capital Projects* to ensure the Town's transportation goals and policies for roads, trails, parking, signage, and transit are implemented.

"Chair" in the remainder of this document will refer to the Chair of TAB.

## **II. MEETINGS**

- A. *Meetings.* Shall be held when needed, as determined by the Chair or the Public Works Director, who shall consider the question together on a monthly basis. A consistent meeting date and time shall be set by the TAB by majority vote. Any item on the agenda which cannot be heard and considered by the conclusion of the meeting may be continued until and heard at the next regularly scheduled meeting or a specially scheduled meeting and shall have priority over any other matters to be heard and considered.
- B. *Special Meetings.* May be held at any time upon call by the Chair or the Public Works Director. Notice of at least three (3) calendar days shall be given to each member of the TAB. The time, place, and purpose of the special meeting shall be specified in the notice to the committee members. Should a special meeting be scheduled, notification must be provided to the Public Works Director in an effort to adequately notify the public in accordance with the State of Colorado Open Meetings Law Section 24-6-402(2)(c) C.R.S.
- C. *Cancellation of Meetings.* Scheduled meetings of the TAB may be cancelled or rescheduled upon determination by the Chair. Any cancelled meeting requires notification to the Public Works Director in an effort to adequately notify the public.
- D. *Meeting Procedures.* Chair shall preside in accordance with generally accepted norms for the conduct of parliamentary procedure. The TAB may overturn a

parliamentary determination of the Chair by majority vote. Robert's Rules of Order may be considered as a parliamentary guide.

- E. *Open Meetings.* All meetings and action of the TAB shall be in full compliance with state statutes governing open meetings, as amended and incorporated herein by reference. It is the responsibility of the assigned staff member of the Public Works Department to be familiar with these statutes and regulations.
- F. *Attendance by Non-members.* Meetings may be attended by persons who are not members of the TAB. At the discretion of the Chair, non-members may be allowed to speak at meetings. However, in no event shall non-members be allowed to vote on matters for which a vote is required.

### **III. MEMBERS AND QUORUM**

- A. *Membership.* The TAB consists of a maximum of nine (9) members. Members must reside within the Estes Park R-3 School District. Appointments of members shall be made by the Town Board in accordance with Policy 102.
- B. *Terms.* Members shall be appointed to a three (3) year term. The terms of the members shall be staggered so that the terms of an equal number of the members, or as equal a number as possible, expire on the last day of March each year. There are no term limitations, and members may be reappointed by the Town Board in accordance with Policy 102.
- C. *Vacancies.* Vacant positions shall be filled by appointment by the Town Board for the unexpired portion of the term of the position to be filled.
- D. *Quorum.* A quorum for transaction of business of the TAB shall consist of a majority of the appointed (voting) member positions that are filled at the time. This is the minimum number of members required to be present to open a meeting and conduct business.
- E. *Action.* Any action by the TAB shall be by majority vote of the members attending any regular or special meeting at which a quorum is present, unless otherwise provided by law or ordinance. A tie vote shall constitute failure of the motion on the floor.
- F. *Town Board Liaison.* The Town Board may appoint one of its members as a liaison to the TAB, who shall receive copies of all notices, documents, and records of proceedings of the TAB which any member would also receive.

### **IV. OFFICERS**

- A. *Officers.* There shall be a Chair and a Vice-Chair as selected by the TAB.

B. *Elections.* Officers shall be elected by the members annually, at the first regularly scheduled meeting of each year. Officers shall be members of the TAB. Notification of who is elected Chair and Vice-Chair will be sent to the Town Clerk.

C. *Chair Responsibilities:*

1. Preside at all meetings
2. Ensure that all meetings are conducted with decorum and efficiency
3. Call special meetings in accordance with the bylaws
4. Authority to cancel a meeting
5. Sign any documents prepared by the TAB for submission to the Town Board or Town departments
6. Represent the TAB in dealings with the Town Board or other organizations
7. The Chair has the same right as any other member of the Board to vote on matters before the TAB, to move or second a motion, and to speak for or against proposals.

D. *Vice-Chair Responsibilities:*

1. Assist the Chair as requested
2. Accept and undertake duties delegated by the Chair
3. Preside over meetings or perform other duties of the Chair in the event the Chair is absent or unable to act.

E. *Chair Pro Tem.* In the absence of the Chair and Vice-Chair at a given meeting, the TAB may elect a voting member to serve as Chair for the duration of that meeting.

## **V. STAFF ROLE**

An assigned staff member of the Public Works Department is responsible for proper notification of meeting, preparation and distribution of agenda, assembly of packet and minute taking for all meetings.

## **VI. ATTENDANCE**

Regular attendance by the members of the TAB is expected. In the event any member misses three (3) consecutive regular meetings or a total of four (4) regular meetings in a calendar year, the Town Board may remove its appointed member for neglect of duty and designate a new member to fill the vacancy.

## **VII. GENERAL PROVISIONS**

Recommendations for amendments to these bylaws may be adopted at any regular or special meeting of the TAB by a majority of the membership of the TAB provided that notice of such possible amendments is given to all members at least five (5) days prior to the meeting at which action is to be taken. Any amendments shall be subject to approval by the Town Board.

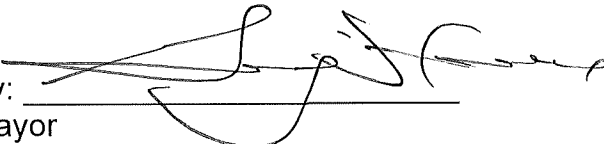
## VIII. COMPLIANCE WITH TOWN POLICIES

- A. In addition to these bylaws, the TAB shall operate in compliance with the adopted Town Board policy on Town Committees, Policy 102, as amended. The terms of this policy are incorporated into these bylaws by this reference. A copy of the policy, along with these bylaws, shall be provided to each member at the time of their appointment.
- B. Failure to comply with applicable Town policies may be grounds for an official reprimand or censure by the TAB and/or a recommendation to the Town Board for removal.

## IX. CONFLICT OF INTEREST

All members of the TAB are subject to the standards of conduct under the State of Colorado Code of Ethics, Sections 24-18-101 et seq., C.R.S., and Article XXIX of the Colorado Constitution (Amendment 41). At the time of introduction of an individual item on the TAB agenda in which the member has a conflict of interest, the member shall state that a conflict of interest exists and then abstain from participating and voting on the matter. A member having a conflict of interest on any matter shall not attempt to influence other members of the TAB at any time with regard to said matter.

Adopted this 11<sup>th</sup> day of June, 2024.  
ESTES PARK BOARD OF TRUSTEES

By:   
Mayor