

TRANSPORTATION COMMITTEE BYLAWS

ARTICLE 1 - ORGANIZATION

Section 1-1. Name.

The organization shall be known as the Transportation Committee.

Section 1-2. Object.

These bylaws establish the operation and management of the Transportation Committee (TC) in accordance with the laws of the Commonwealth of Virginia and the County of Spotsylvania, Virginia. The TC shall exist to provide a plan for the BoS to address transportation issues with various internal and external organizations; to provide the Board of Supervisors (BoS) with a long term plan to enhance safety, improve roadway capacity, and reduce motorist delay on Spotsylvania County's roads and intersections; to help ensure that all resources are implemented in the most cost effective and efficient manner to address solutions to Spotsylvania County's transportation issues; and to make recommendations to the BoS regarding transportation needs.

ARTICLE 2 - MEMBERS

Section 2-1. Appointment by Board of Supervisors and Term.

The TC shall initially be composed of 2-3 Board of Supervisors, 1 or 2 representatives from each of the election districts, a representative from the Spotsylvania County School District, the Chair of the Planning Commission, at large business representatives as deemed necessary by the Board of Supervisors, all of which must be County residents. TC members shall serve at the pleasure of the BoS, have a general working knowledge or interest in transportation, and represent a diverse cross-section of the community. All of the preceding members shall be appointed by the BoS and shall serve a term of one (1) year or the remainder of a predecessor's term. Staff members shall be the County Administrator or his designee, the Finance Director or her designee and members of the Planning Department as deemed necessary by the Planning Director at such levels and in such numbers as are necessary for the orderly, efficient, and effective deliberation, communication and results-oriented action.

ARTICLE 3 – OFFICERS

Section 3-1. Selection of Officers.

Members shall annually elect a Chairman, Vice-Chairman, and Secretary, from the membership. Vacancies shall be filled by the remaining members at the earliest convenience.

Section 3-2. Chairman.

The Chairman shall preside at all meetings, and coordinate with all stakeholders.

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Section 3-3. Vice-Chairman.

The Vice Chairman shall conduct the activities of the Chairman and Secretary if those officers are unable to do so, and shall perform other duties as directed.

Section 3-4. Secretary.

The secretary shall maintain TC records.

ARTICLE 4 – MEETINGS

Section 4-1. Regular Meetings.

Public meetings shall typically occur at monthly intervals, with notice to BoS, Planning Commission, the County Administrator, and the public via the County website and the public meeting bulletin board.

Section 4-2. Special Meetings.

Special meetings may be called by the Chair or when requested by two or more members of the TC with a 72-hour notice to all members and the public.

Section 4-5. Quorum.

A “quorum” is defined herein as a majority of the appointed members of the TC at the time of its meeting. Any appointments which are not filled or characterized as “vacant” shall not be counted when determining a quorum. A quorum shall be required to conduct formal business. Informal discussions at meetings that lack a quorum shall not include decisional actions.

Section 4-6. Conduct of Meetings.

Meetings shall conform to a published agenda, as may be amended. All agendas, minutes, reports and other documents shall be posted publicly unless part of a validly held closed meeting. The TC shall be supported by County staff as needed and available, principally from the Planning Department, County Attorney’s office and County Administrator’s office.

Section 4-7. Order of Business.

Minutes shall be taken at all meetings. Typical agenda shall include but are not limited to the following:

- a. Call to order, confirmation of attendance and quorum (as appropriate)
- b. Approval of the minutes of prior meeting(s)
- c. Public Comment
- d. Reports of projects and/or activities

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- e. New/ Old business
- f. Tasks and agenda for next meeting

ARTICLE 5 – AMENDMENT OF BYLAWS

Section 5-1. Board Approval Required to Amend.

From time to time, it may be advantageous and appropriate to modify the provisions of these bylaws. If approved by the TC, the proposed change shall be sent to the County Administrator and the BoS for consideration. If approved by the BoS, the change shall be incorporated into the bylaws.