

**BYLAWS FOR THE
SOUTHERN WINDSOR COUNTY
TRANSPORTATION ADVISORY COMMITTEE**

ARTICLE I: OBJECTIVE

The Transportation Advisory Committee is established to advise the Southern Windsor County Regional Planning Commission on all transportation planning related matters. The primary objective and responsibility of this committee is to develop and update the Regional Transportation Plan (RTP) and the Transportation Improvement Plan (TIP), as approved by the Regional Planning Commission. Furthermore, this committee will work towards increasing the awareness within its member municipalities of the need for a regional approach to transportation planning by:

- a. Developing and reviewing the comprehensive regional transportation plan;
- b. Making recommendations for regional transportation objectives
- c. Encouraging intergovernmental cooperation on transportation issues;
- d. Encouraging the development of a coordinated public transit system within the region;
- e. Involving all member municipalities and the public in the planning for transportation improvements;
- f. Ensuring that all transportation planning activities are consistent with the goals established in the Vermont Municipal Planning & Development Act (V.S.A. Title 24, Chapter 117).
- g. Prioritizing proposed transportation projects for the region and providing local input during project development;
- h. Reviewing and providing input on all major state and federal transportation planning and policy decisions in accordance with 19 V.S.A. § 10(l).

ARTICLE II: NAME

The name of this Committee shall be the Southern Windsor County Transportation Advisory Committee (SWCTAC).

ARTICLE III: AUTHORIZATION

The SWCTAC is an advisory committee to the Southern Windsor County Regional Planning Commission (SWCRPC).

ARTICLE IV: MEMBERSHIP

The SWCTAC shall consist of the following:

Town of Andover	Town of Springfield
Town of Baltimore	Town of Weathersfield
Town of Cavendish	Town of West Windsor
Town of Chester	Town of Windsor
Town of Ludlow	A representative of AOT (ex-officio, non-voting)
Town of Reading	Four members at-large (optional, non-voting)

Town Voting Members

The legislative body of member Towns will appoint one representative and may appoint one alternate. Each town representative shall have one vote.

Each town representative shall be appointed for a one year term and will be appointed at the municipality's annual organizational meeting.

At-Large Non-Voting Members

The SWCTAC may annually appoint up to four non-voting at-large members to serve for one year at the first meeting following Town Meeting Day. At-large members are intended to represent different transportation modes and/or user groups.

Non-Voting Members

There shall be one ex-officio representative from the Agency of Transportation.

ARTICLE V: OFFICERS

The officers of the SWCTAC shall consist of a Chair and a Vice-Chair. The Chair and Vice-Chair shall serve for one year and be elected at the first meeting following Town Meeting Day. The Chair shall preside at all SWCTAC meetings. The Chair and Vice-Chair shall have the duties normally conferred by parliamentary usage on such officers. The Vice-Chair shall preside at meetings where the Chair is absent. In the absence of both the Chair and the Vice-Chair, a member of the SWCTAC shall preside.

ARTICLE VI: QUORUM

A quorum shall consist of 50% of town-appointed SWCTAC members.

A motion can be passed or defeated by a majority of those present and voting. In the event of a tie, the chair will cast the deciding vote. TAC members may participate and vote via conference call.

ARTICLE VIII: MEETINGS

The SWCTAC shall meet at least four times each year and upon call of the Chair. Meetings shall be governed by *Robert's Rules of Order* except that the Chair, as a representative of his/her Town, is entitled to vote whenever a vote is called for. Written summaries of each meeting will be provided subsequent to each meeting. Meetings are subject to Vermont's Open Meeting Law.

ARTICLE IX: RESPONSIBILITIES

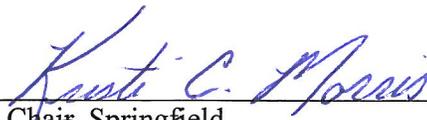
The Southern Windsor County Regional Planning Commission staff shall assist the SWCTAC to ensure that the SWCTAC bases decisions on technical information, community goals and objectives, and is consistent with the regional transportation plan. The SWCRPC has administrative and fiduciary responsibilities for all aspects of the transportation planning program.

ARTICLE X: AMENDMENTS

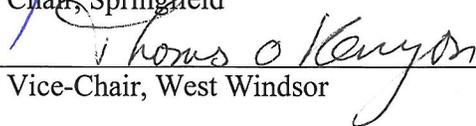
These bylaws may be amended by a majority vote of Representatives from the towns, provided the text of any proposed amendment has been mailed to members at least two weeks prior to the meeting at which the proposed amendment is to be considered.

APPROVED: 1/28/1993

AMENDED: 7/18/2012, 12/18/2013



Chair, Springfield



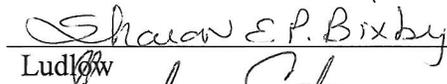
Vice-Chair, West Windsor

Andover

Baltimore

Cavendish

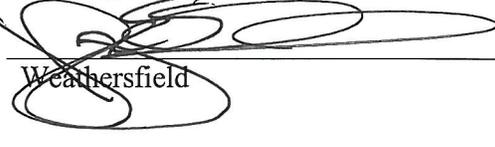
Chester



Ludlow



Reading



Weathersfield

Windsor