

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

ARTICLE I: OBJECTIVE

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. The adoption of a comprehensive regional transportation plan;
- b. Encouraging intergovernmental cooperation on transportation issues;
- c. The development of a coordinated public transit system within the region;
- d. Involving all member municipalities and the public in the planning for transportation improvements;
- e. 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).

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, with each town representative having one vote. The legislative body of member Towns will appoint one representative. The SWCTAC may annually appoint two non-voting at-large members to serve for one year. In addition, there shall be one ex-officio representative from the Agency of Transportation.

- | | |
|-------------------|---------------------------------|
| 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 |
| Town of Reading | Two members at-large (optional) |

Appointment of all members will be made at the time when each community makes its annual appointments to boards and commissions.

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 at least five (5) SWCTAC members.

ARTICLE VII: 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.

ARTICLE VIII: 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. The Chair or Vice-Chair of SWCTAC shall provide the SWCRPC board with quarterly progress reports.

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: _____

