

TAC Rules for Governance (formerly referred to as TAC By-laws)
Town of Arlington (MA) Transportation Advisory Committee
Rev. 1.2: March 10, 2010

Article I Name

The name of this body shall be the Town of Arlington [MA] Transportation Advisory Committee [referenced hereinafter as TAC].

Article II Purpose

The purpose of the TAC is to advise the Arlington Board of Selectmen [hereinafter BoS] on matters related to transportation within the Town of Arlington. An objective of the TAC is to improve the safety of residents and the quality of life in Arlington by addressing transportation issues.

Article III Membership

- A. Six citizen members are appointed by the Board of Selectmen as follows:
 - One to represent Precincts 1 through 7
 - One to represent Precincts 8 through 14
 - One to represent Precincts 15 through 21
 - Three At-Large Members

- B. One citizen member is appointed by the School Committee

- C. One citizen member is appointed by the Chamber of Commerce

- D. Three members represent Town Departments
 - Chief of Police, or designee
 - Director of Public Works, or designee
 - Director of Planning and Community Development, or designee

- E. Citizen membership shall be for staggered terms of four years duration, with two member terms expiring on the last day of December of each year. Reappointments shall be at the sole discretion of the initial appointing authority.

- F. Any member who misses a majority of formal meetings in a calendar year shall be considered unable to serve. In the event a member shall be unable to complete his/her term, the initial appointing authority shall appoint a replacement to complete that term after seeking qualified candidates.

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G. TAC members shall serve as liaisons to the following Arlington
Constituent advocacy groups:

Council of Aging
Disability Commission
Bicycle Advisory Committee
Walking in Arlington

H. Citizen Associate Members may be recruited and appointed by the Chair to assist with TAC activities and/or TAC Working Groups. Associate Members may participate in TAC deliberations relative to their work but shall not be voting members of the TAC.

Article IV Administration

A. The officers shall be Chair, Vice Chair, and Secretary.

The Chair shall call and lead meetings, shall represent the TAC when required at Town activities, shall ensure compliance with the Open Meeting Laws, and shall establish Working Groups.

The Vice Chair shall, in the absence of the Chair, perform those duties as listed above.

The Secretary shall record the formal activities of the TAC, maintain its official records, and distribute same as required.

B. Officers shall assume duties immediately following an election held at the June meeting of alternate years and shall serve a term of two years. No restrictions shall be placed on the number of leadership terms served. The Chair shall appoint a Nominating Committee to recommend a slate of officers for the next term. in April prior to the June election.

C. The elected officers shall constitute the Executive Committee and shall administer the business of the TAC when it is not in session. TAC membership shall be informed promptly about the resolution of any issues.

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Article V Meetings

- A. Regular meetings shall be held and notice shall be given in accordance with the Open Meeting requirements.
- B. A quorum shall require six (6) members in attendance or, in the event of unfilled vacancies, 50% of the active membership.
- C. All decisions shall be made by formal majority vote. All members, including appointed Town employees, shall have a vote. The Chair shall vote only to break a tie.

Article VI Working Groups

Working Groups may be created as needed by the Executive Committee or the Chair. The Chair shall appoint the members and designate the Coordinator(s) of each. The Working Groups shall serve until their charges have been completed and reports have been accepted or until such time as the Chair or Executive Committee designates.

Article VII Amendments

These Rules of Governance may be amended by a vote of seven (7) members (or, in the event of unfilled vacancies, by 2/3 of the active membership) at any general membership meeting provided that such amendment shall have been submitted in writing at the preceding regular meeting.