



## **Arlington Transportation Advisory Committee**

**Approved February 9, 2022**

### **Rules of Governance**

#### **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 Select Board of Arlington 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 volunteer members are appointed by the Select Board as follows:
  - 1. One to represent Precincts 1 through 7
  - 2. One to represent Precincts 8 through 14
  - 3. One to represent Precincts 15 through 21
  - 4. Three At-Large Members
  
- B. One volunteer member is appointed by the School Committee
  
- C. One volunteer member is appointed by the Chamber of Commerce
  
- D. Three members represent Town departments:
  - 1. Chief of Police, or designee
  - 2. Director of Public Works, or designee
  - 3. Director of Planning and Community Development, or designee
  
- E. Volunteer member appointments 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.

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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.

G. TAC members shall serve as liaisons to the following Arlington Town Committees:

1. Council on Aging
2. Disability Commission
3. Bicycle Advisory Committee
4. Parking Advisory Committee
5. Ad hoc Committees assembled by the Town to address discrete transportation issues or areas.

H. 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.

I. Volunteer Members shall be considered Special Municipal Employees, and subject to the State of Massachusetts laws and regulations regarding Special Municipal Employees.

**Article IV Administration**

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

1. 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.
2. The Vice Chair shall, in the absence of the Chair, perform those duties as listed above.
3. The Secretary shall record the formal activities of the TAC, maintain its official records, and distribute same as required.
4. Two members may be allowed to share one officer position either to relieve the workload placed on a single member or to provide training for a member proposed to succeed the officer. However, the number of members of the Executive Committee must be fewer than the number of TAC members required for a quorum (e.g., if a quorum for TAC is six members, then the Executive Committee may have at

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- most five members).
- 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.
- C. The Chair shall appoint a Nominating Committee to recommend a slate of officers for the next term in April prior to the June election. In the event the position of Chair becomes vacant before the next regularly scheduled election of officers, the Vice Chair shall assume the position until the next election. In the event the position of Vice Chair or Secretary becomes vacant before the end of the two-year term, a full member of the TAC will fill the position for the remainder of the term upon the nomination of the Chair and election by a vote of the TAC.
- D. The elected officers and the Director of Planning and Community Development or their designee shall constitute the Executive Committee and shall prepare the agenda for each meeting and generally administer the business of the TAC when it is not in session. TAC membership shall be informed promptly about the resolution of any issues.

**Article V Meetings**

- A. TAC meetings shall be held regularly, and notice shall be given in accordance with the Open Meeting Law.
- 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 except the Chair shall have a vote, including appointed Town employees. The Chair shall vote only to break a tie.

**Article VI Working Groups**

- A. Working Groups may be created as needed by the Executive Committee or the Chair. The Chair shall appoint the members and designate the Team Leader of each Working Group.
- B. 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.
- C. Working Groups may include non-committee members in the group.

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**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.