

# **Hampton Roads Transportation Accountability Commission Bylaws Committee Meeting**

**Thursday, November 20, 2014**

**Immediately following HRTAC meeting**

The Regional Board Room, 723 Woodlake Drive, Chesapeake, Virginia

## **AGENDA**

1. Call to Order
2. By-Laws Discussion
3. Next Meeting
4. Adjournment

[PROPOSED]

AMENDED AND RESTATED BYLAWS

OF

HAMPTON ROADS

TRANSPORTATION ACCOUNTABILITY COMMISSION

Approved: ~~July 2, 2014~~                     

ARTICLE I

POWERS AND DUTIES

The Hampton Roads Transportation Accountability Commission (the “Commission”) shall have all of the rights, powers and duties, and shall be subject to the limitations and restrictions, set forth in Chapter 19 of Title 33.1 of the Code of Virginia of 1950, as amended (the “Virginia Code”), as such may be amended from time to time (the “Act”).

ARTICLE II

MEMBERSHIP

**A. Commission Members.** The Commission consists of twenty-three (23) members (“Members” or “Member”) as follows:

1. The chief elected officer of the governing body of each of the 14 counties and cities embraced by the Commission.
2. Three members of the House of Delegates who reside in different counties or cities embraced by the Commission. The House members shall be appointed to the Commission by the Speaker of the House.
3. Two members of the Senate who reside in different counties or cities embraced by the Commission. The Senate members shall be appointed to the Commission by the Senate Committee on Rules.
4. A member of the Commonwealth Transportation Board who resides in a locality embraced by the Commission and appointed by the Governor, who shall serve as a nonvoting ex officio member of the Commission.
5. The Director of the Virginia Department of Rail and Public Transportation, or his or her designee, who shall serve as a nonvoting ex officio member of the Commission.

6. The Commonwealth Transportation Commissioner of Highways, or his or her designee, who shall be a nonvoting ex officio member of the Commission.
7. The Executive Director of the Virginia Port Authority, or his or her designee, who shall serve as a nonvoting ex officio member of the Commission.

### ARTICLE III

#### OFFICERS AND DUTIES

**A. Officers.** The Commission shall annually elect from its voting Members a Chairman and a Vice-Chairman. The Commission may further elect such other subordinate officers from among its Members as it may from time to time deem appropriate. The election of officers shall be conducted in accordance with the voting procedures set forth in Article IV, section K.

**B. Terms of Office.** Officers of the Commission shall be elected at the annual organizational meeting of the Commission, to serve for a term of one (1) year or until a successor is elected, unless sooner removed by the Commission, ~~or until a successor is elected~~ or the person ceases to be a Member of the Commission. All officers shall be eligible for ~~re-election~~ reelection/; provided, however, the Chairman and Vice Chairman may not serve more than two (2) consecutive one (1) year terms in succession. Any Chairman or Vice Chairman who serves a partial term shall not be considered as serving a full term for purposes of this limitation/.<sup>1</sup> Any vacancy occurring in an office will be filled for the unexpired term by the Commission at the next regular meeting (or at an earlier special meeting called for that purpose) following the occurrence of such vacancy.

**C. Appointment.** At a regular meeting held preceding the annual organizational meeting at which the election of officers will be held, the Chairman shall appoint a nominating committee. At the annual organizational meeting, the nominating committee shall submit the name or names of one or more persons for each office to be filled. Further nominations may be made by any Member at the annual meeting.

**D. Chairman.** The Chairman shall preside over all meetings of the Commission at which he or she is present, and shall vote as any other Member. The Chairman shall be responsible for the implementation of the actions taken and policies established by the Commission, shall have all of the powers and duties customarily pertaining to the office of Chairman, and shall perform such other duties as may from time to time be established by the Commission.

**E. Vice Chairman.** In the event of the absence of the Chairman, or the inability of the Chairman to perform any of the duties of the office or to exercise any of the powers thereof, the Vice Chairman shall perform such duties and possess such powers as are conferred on the Chairman, and shall perform such other duties as may from time to time be assigned to the Vice Chairman by the Chairman or be established by the Commission.

<sup>1</sup> Internal Note to Bylaws Committee: The bracketed language is based on language from the TPO Bylaws.

## ARTICLE IV

### MEETINGS

A. **Annual Organizational Meeting.** The annual organizational meeting of the Commission shall be ~~the first meeting~~ held by the Commission in the month of ~~July~~June for the purpose of electing officers and transacting such other business as may come before the meeting.

B. **Regular Meetings.** Regular meetings of the Commission shall be held in April, June (which also shall serve as the annual organizational meeting), September and December, at 12:30 p.m. on the third Thursday of the month at a place to be determined by the Chairman, or at such time and place as the Commission may determine by resolution.<sup>2</sup>

C. **Special Meetings.** Special meetings ~~shall be held when requested by seven or more Members. Such~~ may be called by the Chairman, in his or her discretion, or by request in writing of at least seven /voting/<sup>3</sup> Members. Any request ~~shall be~~ in writing; by seven or more /voting/ members shall be addressed to the Chairman and shall specify the time and place of meeting and the matters to be considered at the meeting. ~~Upon receipt of such request, the Chairman shall ensure the necessary coordination for a,~~ which time shall not be earlier than the third business day after the day that the Chairman receives the request. If the Chairman elects to call a special meeting or receives a request in writing from the requisite number of Members, the Chairman shall take appropriate action to coordinate the meeting site and time and shall cause notice to be provided to each Member of the Commission to attend the special meeting at the applicable time and place ~~mentioned in the request~~. Such notice shall specify the matters to be considered at the meeting, and shall be sent by electronic (e.g. email) or telephonic means at least forty-eight [48] hours (twenty-four [24] hours if the meeting is called by the Chairman in exigent circumstances) in advance of the date of the meeting. Formal notice to any person is not required provided all Members are present or those not present have waived notice in writing, filed with the records of the meeting, either before or after the meeting. /At any special meeting, the matters considered shall be limited to those identified in the notice of the special meeting./<sup>4</sup>

D. **Adjourned Meetings.** Any regular or special meeting may be adjourned to a date and time certain.

E. **Public Notice.** All meetings of the Commission shall be preceded by public notice given in accordance with the provisions of Section 2.2-3707 of the Virginia Code. Notice of all meetings shall be published on the Commission's website and available in the offices of the Commission.

<sup>2</sup> Internal Note to Bylaws Committee: This quarterly schedule may help maximize availability of the General Assembly members and also allow the budget to be adopted (in June) before the fiscal year begins in July.

<sup>3</sup> Internal Note to Bylaws Committee: The requirement of the members to be "voting" members would be new.

<sup>4</sup> Internal Note to Bylaws Committee: Allow other matters to be considered if all voting members are present and those members decide to amend the agenda?

**F. Public Hearing.** Public hearings may be held at the direction of the Commission and shall, unless otherwise specified by the Commission or these Bylaws, be upon notice published on the Commission's website and in a newspaper or newspapers having general circulation in the geographic area encompassed by the Commission.

**G. Open Meetings.** All Commission meetings shall be open to the public in accordance with the Virginia Freedom of Information Act (Virginia Code §2.2-3700 et seq.), provided that the Commission may meet in closed session for those purposes authorized by, and held in accordance with the requirements of the Virginia Freedom of Information Act, to include requirements for public notice.

**H. Quorum.** A majority of the Commission (both voting and nonvoting), which shall include at least a majority of the chief elected officers of the counties and cities embraced by the Commission, shall constitute a quorum.

**I. Temporary Absence.** No action shall be voted upon by the Commission unless a quorum is present; provided, however, that the temporary absence from the meeting room of Members required to constitute a quorum shall not be deemed to prevent presentations or deliberations regarding any matter that may be submitted to a vote. The Chairman or any other Member may note the absence of a quorum during presentations or deliberations, but a failure to note the absence of a quorum during that period shall not affect the requirement that a quorum exist when any vote is taken.

**J. Decisions of the Commission.** The Commission shall act in one of the following ways:

1. Resolution – The Commission may act upon adoption of a resolution. Resolutions shall be in writing and a copy of any proposed resolution shall be provided to all Members of the Commission before the resolution is proposed for adoption. To the extent possible, such copy shall be provided twenty-four (24) hours in advance.
2. Motion – The Commission may act on oral motion made by a voting Member of the Commission.

**K. Voting.**

1. Votes – Votes shall be taken only upon motions made and seconded. Each voting Member of the Commission shall be entitled to one (1) vote in all matters requiring action by the Commission. Decisions of the Commission shall require the affirmative vote of two-thirds of the voting Members present and voting, and two-thirds of the chief elected Officers of the counties and cities embraced by Planning District 23 who are present and voting and whose counties and cities include at least two-thirds of the population embraced by the Commission. However, no vote to fund a specific facility or service shall fail because of the aforesaid population criterion if such facility or service is not located or to be located, or provided or to be provided, within the county or city whose representative's sole negative vote caused the facility or service to fail to meet the

population criterion. For purposes of the foregoing, the population of the counties and cities embraced by the Commission shall be determined in accordance with the Act.

2. Methods of Voting – All voting shall be taken by voice or by roll call if requested by any voting Member.
3. Restating the Question – The Chairman shall restate the question prior to the taking of a vote, provided, however, that at the request of the Chairman, a Member may restate the question if it is the opinion of the Chairman that such procedure will expedite the decision of the question.
4. Reconsideration – Action on a resolution or motion that has been approved may be reconsidered only upon motion of a Member voting with the prevailing side on the original vote, which motion must be made at the same regular meeting. A motion to reconsider may be seconded by any Member. Any resolution or motion that failed as a result of a tie vote may be reconsidered upon motion by any Member who voted against it, which motion must be made at the same meeting or the next regularly scheduled meeting.

**L. Commencement of Meetings.** At the times specified for the commencement of regular meetings, and at the hour specified for adjourned or special meetings, the Chairman shall call the meeting to order, and shall ensure that the presence or absence of Members is noted. A quorum shall be required for the commencement of any meeting.

**M. Agenda.** The Chairman shall prepare an agenda for each meeting. Any Member having matters to be considered by the Commission shall submit them to the Chairman for inclusion on an appropriate agenda. The agenda for an upcoming meeting shall be sent to the Members prior to the meeting date (for regular meetings, the Chairman should endeavor to provide the agenda at least ten (10) business days in advance).

**N. Minutes.** Minutes of the meetings of the Commission, except closed sessions, shall be kept and be a public record. Copies of the minutes shall be provided to each Member prior to the meeting at which the minutes are to be presented for approval by the Commission.

**O. Closed Sessions.** If a closed session is required at a meeting, consistent with purposes permitted by Virginia law, the agenda shall specify a time or position on the agenda, generally after all public business has concluded, for such a closed session properly called and conducted in accordance with Virginia law. When so requested, the Chairman may permit a closed session at any other time prior to consideration of any agenda item provided that the purpose of the closed session and the procedure used to go into closed session are in accordance with Virginia law.

**P. Order in Conduct of Business.**

1. Persons Addressing the Commission – Prior to public comment and public hearings, the Commission will provide guidelines for length of presentation by individuals and group representatives. Persons speaking at public hearings shall

confine their remarks to the subject of the public hearing. At the discretion of the Chairman, the conduct of business by the Commission may be reordered to allow earlier consideration of matters about which a substantial number of persons desire to address the Commission. Persons addressing the Commission may furnish the Chairman and Members with a written copy of their remarks, at or before the meeting.

2. Recognition – Recognition shall be given only by the Chairman. No person shall address the Commission without first having been recognized.
3. Questions – Questions by Members shall be reserved insofar as possible for the end of a presentation to avoid interrupting the speaker, disrupting the time-keeping process, and duplicating ground the speaker may cover.
4. Commission Discussion – Discussion and debate by the Commission shall be conducted following the presentation of the item of business pending. Members shall not speak to the item until recognized by the Chairman.

**Q. Decorum.**

1. Commission Members – Decorum of Members shall be maintained in order to expedite disposition of the business before the Commission. Questions and remarks shall be limited to those relevant to the pending business. Members shall address all remarks to the Chairman.
2. Others – Decorum of persons other than Members shall be maintained by the Chairman, who may request such assistance as may appear necessary. Persons addressing the Commission shall first be recognized by the Chairman and shall audibly state their name and address, and, if applicable, who they represent. Speakers shall limit their remarks to those relevant to the pending items and to answering questions. They shall address the Commission as a whole unless answering an individual Member's questions. Persons whose allotted time to speak has expired shall be warned by the Chairman to conclude after which such person shall leave, unless he or she is asked to remain to answer questions from the Commission. The Chairman shall call the speaker to order if out-of-order remarks are made or other indecorous conduct occurs. If such persists, the Chairman shall rule the speaker out-of-order and direct the speaker to leave. Groups or a person in the audience creating an atmosphere detrimental or disturbing to the conduct of the meeting will be asked to leave by the Chairman.

## **ARTICLE V**

### **COMMITTEES**

**A. Open Meeting Requirement.** Commission appointed committees and subcommittees shall comply with the open meeting requirements of the Virginia Freedom of Information Act.

**B. Finance Committee.**

1. Charge. This committee shall be responsible for advising the Commission on all financial matters and overseeing financial activities undertaken by the Commission, including:
  - a. Reviewing, commenting on, and recommending the annual budget and adjustments to the budget
  - b. Recommending the Commission’s financial policies (e.g., bond, investment, procurement, risk management) and making recommendations
  - c. Monitoring Commission’s compliance with policies and procedures
  - d. Reviewing financial statements, and
  - e. Working with the Auditor of Public Accounts in performing the annual audit.
2. Membership. The Committee shall consist of five (5) Members of the Commission appointed by the Chairman for staggered two year terms.<sup>5</sup>
3. Chairman. The chairman and the vice chairman of the Committee shall be appointed by the Chairman of the Commission.
4. Staff Support. Staff support will be provided by VDOT staff. As requested by the committee chairman, additional support may be provided by jurisdictional or other agency staff.
5. Quorum and Voting. A quorum shall consist of a majority (3) of the committee members. Approval of recommendations <sup>6</sup>or actions<sup>6</sup> shall require an affirmative vote of a majority of the members present.

**C. Technical Advisory Committee.**

1. Charge. This committee of individuals shall be responsible for recommending funding strategies to build a program of projects identified by the HRTPO and the Commission.
2. Membership. <sup>7</sup>The Committee shall consist of nine (9) individuals.<sup>7</sup> The Chairman shall appoint six (6) members who reside or are employed in counties and cities embraced by the Commission and who have experience in transportation, planning, finance, engineering, construction, or management. Initially, half the members appointed by the Chairman will serve a one year term.

<sup>5</sup> Note to Draft: Review whether this needs to be edited to reflect what was done with first slate since all elected at the same time.

<sup>6</sup> Note to Draft: Review whether to edit.

<sup>7</sup> Internal Note to M. Fraim: Discuss.



The other half will serve two year terms. Subsequently, members will serve three year terms. The Chairman of the Commonwealth Transportation Board will appoint three (3) members of the technical advisory committee and each of them will serve a three year term. Committee members appointed by the Chairman may be removed by the Chairman if the member fails to attend three consecutive meetings or no longer resides or is employed in a jurisdiction embraced by the Commission, or if the Chairman receives a request for removal from the chief elected officer of the jurisdiction embraced by the Commission in which the member resides or is employed.

3. Chairman. The chairman and the vice chairman of the Committee shall be appointed by the Chairman of the Commission.
4. Staff Support. Staff support will be provided by VDOT staff. As requested by the committee chairman, additional support may be provided by jurisdictional or other agency staff.
5. Quorum and Voting. A quorum shall consist of a majority (5) of the committee members. Approval of recommendations or actions shall require an affirmative vote of a majority of the members present, which shall include at least three of the members appointed by the Chairman.

**D.** ~~/Executive Committee.~~ \_\_\_\_\_<sup>8</sup>

**E.** ~~**D.-Additional Committees.**~~ The Commission may, in its discretion, form such additional advisory committees as it may deem appropriate.

**E.** ~~**E.-Ad Hoc Committees.**~~ As needed the Chairman of the Commission may appoint ad hoc committees to pursue specific tasks (e.g., nominating committee).

## ARTICLE VI

### ADMINISTRATION

**A. Executive Director.** The Commission shall employ or contract with an Executive Director who shall have direct authority for the employment, retention, and supervision of all of the other employees of the Commission. The Executive Director shall have direct control, subject to the oversight and authority of the Commission, of the management of the day-to-day administrative affairs of the Commission. The Executive Director shall propose activities to the Commission and shall carry out policies, programs and projects approved by the Commission, and shall be responsible for preparing and presenting the annual budget. The Executive Director may not contemporaneously serve as a member of the Commission.

**B. Staff.** The Commission may employ or contract for such staff of qualified professional and other persons as the Commission determines to be necessary to carry out its duties and

<sup>8</sup> Internal Note to Bylaws Committee: Discuss whether to provide for an Executive Committee to support Chairman. PDC uses an Executive Committee.

responsibilities. Staff of the Commission may not contemporaneously serve as a member of the Commission.

**C. Execution of Instruments.** The Executive Director, on specific authorization by the Commission, shall have the power to sign or countersign in its behalf any agreement or other instrument to be executed by the Commission including checks and vouchers in payment of obligations of the Commission.

## ARTICLE VII

### FINANCES

**A. Finances and Payments.** The monies of the Commission shall be deposited in a separate bank account or accounts in such banks or trust companies as the Commission designates, and all payments (with the exception of those from petty cash) shall be made in the most practicable manner as determined by the Commission. Checks and drafts shall be signed and countersigned by the Chairman (or, in the Chairman's absence, the Vice Chairman), and the Executive Director (or, in the Executive Director's absence, the Vice Chairman or those authorized from time to time by vote of the Commission).

**B. Audits.** At least once each year, the Commission shall work with the Auditor of Public Accounts (APA) to have an audit to be made by an independent certified public accountant or by APA of all funds of the Commission.

**C. Budget and Fiscal Year.** After a duly convened public hearing held in accordance with the requirements of Virginia Code § 33.1-470(A), the Commission shall adopt an annual budget for each fiscal year which budget shall provide for all of the revenues and the operating, capital, and administrative expenses of the Commission for the fiscal year. The fiscal year of the Commission will commence on July 1st each year and will terminate on the following June 30th. The annual budget for a fiscal year shall, except in the case of the Commission's first fiscal year, be adopted before such fiscal year begins.

**D. Per Diem Payments.** The Commission may pay its Members for their services to the Commission a per diem in either: (1) the amount provided in the general appropriations act for members of the General Assembly engaged in legislative business between sessions, or (2) a lesser amount determined by the Commission.

**E. Bond of Officers and Others.** The officers of the Commission and such employees as the Commission so designates, may, prior to taking office or starting contract or employment, respectively, be required by the Commission to give bond payable to the Commission conditioned upon the faithful discharge of that officer, contract employee or employee's duties, in such amount as the Commission may require. The premium for each such bond shall be paid by the Commission and the bond(s) shall be filed with the Commission.<sup>9</sup>

<sup>9</sup> Note to M. Fraim: Discuss.

## **ARTICLE VIII**

### **AMENDMENTS**

Any proposed amendment, repeal or alteration, in whole or in part, of these Bylaws shall be presented in writing and read for a first time at a regular meeting of the Commission. Such proposal may be considered and amended at such meeting, but shall not be acted on by the Commission until a subsequent regular meeting or a special meeting called for the purpose. At such subsequent meeting, such proposal shall be read a second time, shall be subject to further consideration and amendment germane to the section or sections affected by such proposal, and shall thereafter be acted on in accordance with the voting requirements of these Bylaws.

## **ARTICLE IX**

### **PROCEDURES**

Parliamentary Procedure. In all matters of parliamentary procedure not specifically governed by these Bylaws or otherwise required by law, the current edition of *Robert's Rules of Order, newly revised*, shall apply.

Document comparison by Workshare Compare on Tuesday, November 11, 2014  
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