

## **Statewide Transportation Advisory Committee- Roles and Responsibilities (May, 2014)**

*As defined in Colorado Revised Statutes, Colorado Code of Regulations, Transportation Commission Resolution and STAC Bylaws*

### **CRS 43-1-11 Transportation Planning**

#### **43 – 1 – 1101**

**Legislative Declaration.** The general assembly hereby finds and declares the local government involvement in transportation planning is critical to the overall statewide transportation planning process. The general assembly recognizes that regional planning commissions and transportation planning regions are the proper forum for transportation planning and the county hearing process is the proper forum for local government input into the five-year program of projects. However, the general assembly also recognizes that state involvement in transportation planning, through the department of transportation, is equally critical to overall statewide planning, and the general assembly recognizes the department of transportation as the proper body, in cooperation with regional planning commissions and local government officials, for developing and maintaining the state transportation planning process and the state transportation plan.

#### **43-1-1104 Transportation Advisory Committee**

- (1) A transportation advisory committee is hereby created. The committee is to be composed of one representative from each transportation planning region. If a regional planning commission has been formed in a transportation planning region, the chairman of such commission or the chairman's designee shall be the representative for such region on the commission. If any transportation planning region has not formed a regional planning commission, then the representative shall be chosen by the boards of county commissioners of the counties contained in such region in consultation with officials of the municipalities contained in such region.
- (2) The committee shall provide advice to the department on the needs of the transportation system in Colorado and shall review and comment on all regional transportation plans submitted for the transportation planning regions. The activities of the committee shall not be construed to constrain or replace the county hearing process.

### **2 CCR 601-22 Statewide Transportation Planning Process and Transportation Planning Regions** (Statewide Planning Rules)

#### **3.00 Statewide Transportation Advisory Committee (STAC).**

3.01 Duties of the Statewide Transportation Advisory Committee (STAC). Pursuant to § 43-1-1104 C.R.S. the duties of the STAC shall be to meet as necessary; provide advice to the Department on the needs of the transportation system; and review and comment on:

- 3.01.1 Regional Transportation Plans, amendments, and updates as described in these Rules.
- 3.01.2 Transportation related communication and/or conflicts which arise between RPCs or between the Department and a RPC.
- 3.01.3 The integration and consolidation of RTPs into the Statewide Transportation Plan.
- 3.01.4 Colorado's mobility requirements to move people, goods, services, and information by furnishing regional perspectives on transportation problems requiring interregional and/or statewide solutions.
- 3.01.5 Improvements to modal choice, linkages between modes, and transportation system balance and system continuity.
- 3.01.6 Proposed TPR boundary revisions.

### 3.02 Notification of Membership

3.02.1 Each RPC shall select its representative to the STAC pursuant to § 43-1-1104, C.R.S. For TPRs, where an RPC has not been formed, the TPR's representative may be selected at a periodic, cooperative gathering of elected officials from local agencies. Each TPR is also entitled to name an alternative representative who would serve as a proxy in the event the TPR's representative is unable to attend a STAC meeting and would be included by the Department in distributions of all STAC correspondence and notifications. The Ute Mountain Ute and the Southern Ute Tribal governments may each appoint a non-voting member to the STAC. The Division Director shall be notified in writing of the name, title, mailing address, telephone number, fax number and electronic mail address (if available) of the STAC representative from each TPR within thirty (30) days of selection.

### 3.03 Administration of Statewide Transportation Advisory Committee

- 3.03.1 STAC recommendations on Regional and Statewide Transportation Plans, amendments, and updates shall be documented in the STAC meeting minutes, and will be considered by the Department throughout the statewide transportation planning process.
- 3.03.2 The STAC shall establish procedures to govern its affairs in the performance of its advisory capacity, including, but not limited to, the appointment of a chairperson and the length of the chairperson's term, meeting times and locations.
- 3.03.3 The Division Director will provide support to the STAC, including, but not limited to:
  - 3.03.3.1 Notification of STAC members of meeting dates and agendas.
  - 3.03.3.2 Preparation and distribution of STAC meeting minutes.
  - 3.03.3.3 Allocation of Department staff support for STAC-related activities.

## **5.00 Updates to Regional and Statewide Transportation Plans.**

5.01 Plan Update Process. The updates of Regional Transportation Plans and the Statewide Transportation Plan shall be completed on a periodic basis through the same process governing development of these plans pursuant to these Rules. The update cycle shall comply with federal and state law and be determined in consultation with the Transportation Commission, the Department, the STAC and the MPOs so that the respective update cycles will coincide.

## **Transportation Commission Resolutions**

**TC-218 Approve the Initial Charge of the Statewide Transportation Advisory Committee (8/19/1993)**

WHEREAS, A transportation advisory committee (TAC) was created under '43-1-1104, C.R.S., 1992 supplement; and

WHEREAS, the statute sets forth the TAC's charge as: "The committee shall provide advice to the department on the needs of the transportation systems in Colorado and shall review and comment on all regional transportation plans submitted for the transportation planning regions. The activities of the committee shall not be construed to constrain or replace the county hearing process;" and

WHEREAS, by Resolution TC-137 the Transportation Commission of Colorado adopted rules and regulations for the statewide transportation planning process which defines the duties of the STAC regarding the regional transportation plans (RTP) and the state transportation plan (STP) as:

1. Review the progress of each RTP at the quarterly meetings.
2. Review and provide a recommendation to the Department on whether the plans, amendments, and updates to these plans meet the requirements of sections VI, VII, and VIII of the Rules.
3. Assist in resolving conflicts which arise between transportation planning regions (TPRs), or between the Department and a TPR.
4. Make recommendations to the Department concerning the integration and consolidation of RTPs into the STP.
5. Provide advice to the Department on Colorado's mobility requirements to move people, goods, and information by furnishing regional perspectives on transportation problems requiring statewide solutions.
6. Make recommendations to Planning Organizations and the Department that will improve modal choice, linkages between modes, and transportation system continuity."

NOW THEREFORE BE IT RESOLVED, that the Transportation Commission concurs that the authority stated in statute and the duties further defined by the rules and regulations of the statewide transportation planning process shall be the initial charge of the TAC.

#### **Additional TC Resolution References to STAC**

- **TC 3022 Approve the Statewide Planning Rules and Regulations (10/18/12)**- Adopts rules and regulations that include the roles and responsibilities of the STAC that appear above in 2 CCR 601-22.
- **TC 1134 Approve EMT/STAC Special Committee Charter (1/23/03)**- Formed special committee ending in June 2003. "Transportation Commission directs key members of the CDOT Executive Management Team (EMT) to work jointly with the STAC as a STAC/EMT Special Committee to address and develop consensus recommendations on the above issues regarding collaboration on revenue projections and resource allocation within the planning process."
- **TC 433A Appreciation to the STAC (1/18/96)**- Extends appreciation to the STAC for its "advice and counsel and untiring effort throughout each step of the Statewide Transportation Planning Process."

### **Bylaws of the Statewide Transportation Advisory Committee**

#### **ARTICLE 1 – Name**

The name of this committee shall be the Statewide Transportation Advisory Committee (STAC)

#### **ARTICLE II – Object**

The object of the Statewide Transportation Advisory Committee is to provide advice to the Colorado Department of Transportation (CDOT) on the needs of the transportation system in Colorado and to

review and comment on all regional and statewide transportation plans submitted by the transportation planning regions and/or the Colorado Department of Transportation. The activities of the committee shall not be construed to constrain or replace the Project Priority Programming Process (4P), formerly known as the county hearing process.

**ARTICLE III – Members**

**Section 1.** Each Transportation Planning Region (TPR) shall select a representative to the STAC pursuant to §43-1-1104 C. R. S. (1991).

**Section 2.** Each Transportation Planning Region shall select an alternate to provide representation, in the case of the absence of the STAC representative.

**Section 3.** The Ute Mountain Ute and Southern Ute Indian Tribes may each appoint a non-voting member to the STAC.

**Section 4.** The TPR must notify the Director of the Division of Transportation Development (DTD) in writing the name, title, mailing address, telephone number, FAX number and electronic mail address (if available) of any change in STAC representation within 30 days.

**ARTICLE IV – Officers**

**Section 1.** The Offices of the STAC shall consist of a chairperson and a Vice-Chairperson.

**Section 2.** The Chairperson shall preside at all meetings of the STAC. The Chairperson shall be a member of the STAC and shall hold office until successor is elected.

**Section 3.** The Vice-Chairperson shall, in the case of the absence or disability of the Chairperson, perform the duties of the Chairperson. The Vice-Chairperson shall be a member of the STAC. The term of office as the Vice-Chairperson shall be until a successor is elected. In the absence of both the Chairperson and the Vice-Chairperson selection by those present shall preside.

**Section 4.** The officers shall perform the duties described in the parliamentary authority (e.g. Roberts Rules of Order) and these bylaws.

**Section 5.** The officers shall be elected by vote at a regularly scheduled STAC meeting to serve a term of 2 years or until their successors are elected. Their term of office shall begin upon adjournment of the regular meeting during which the election took place.

**Section 6.** Elections shall be held at the first STAC meeting of the state's fiscal year.

**Section 7.** In the event the Chairperson should resign from the STAC, the Vice-Chairperson shall assume the position until the end of the term.

**Section 8.** In the event the Vice-Chairperson also resigns, a special election will take place at the next scheduled STAC meeting.

**Section 9.** No person shall hold office if he/she is not a member, and no member shall hold more than one office at one time.

**ARTICLE V – Meetings**

**Section 1.** A regular meeting of the STAC shall be held at least quarterly.

**Section 2.** A notice will be sent to each STAC member by the DTD for regular meetings at least two weeks in advance.

**Section 3.** All meetings of the STAC shall be open to the public.

**Section 4.** The majority of the membership shall constitute a quorum. A majority vote of the members present shall be required to carry any motion.

**ARTICLE VII – Records**

The records of the STAC shall be public records and shall be open for public inspection. Minutes shall be made in all STAC meetings and shall be approved by the STAC. After approval by the STAC, minutes shall be made a part of the STAC record.

**ARTICLE VIII – Amendment**

These bylaws may be amended at any regular or special meeting of the STAC by a two-thirds vote of the membership, provided that previous notice of the amendment was given to all members at least two weeks in advance.