

Bylaws of the Statewide Transportation Advisory Committee

Approved October 3, 2024

Article I - Name

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

Article II - Objective

The Statewide Transportation Advisory Committee advises both the Colorado Department of Transportation (the Department, or CDOT) and the Transportation Commission (the Commission) on the needs of the transportation systems in Colorado, including but not limited to budgets, transportation improvement programs, the statewide transportation improvement program, transportation plans, and state transportation policies, and shall review and provide comment to both the Department and the Commission 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 Project Priority Programming Process (4P), formerly known as the county hearing process.

The Statewide Transportation Advisory Committee reviews and comments on all regional and statewide transportation plans submitted by the Transportation Planning Regions and/or the Department.

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 alternate(s) 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 voting members to the STAC.

Section 4. A TPR must notify the Director of the Division of Transportation Development (DTD) in writing the name, title, mailing address, telephone number, and electronic mail address of any change in STAC representation prior to the next scheduled STAC meeting or within 30 days, whichever is sooner.

Section 5. The chairperson of the Transit and Rail Advisory Committee (TRAC) shall be a non-voting member of STAC and is entitled to name an alternative representative in the event the chairperson is unable to attend a STAC meeting. Both individuals shall be included by the Department in distributions of all STAC correspondence and notifications. The TRAC shall notify the DTD Director in writing of the name, title, mailing address, telephone number, and electronic mail address of the STAC representative and alternative representative within thirty (30) days of selection.

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 represent STAC with the Transportation Commission. The Chairperson shall work with CDOT staff on agenda setting. The Chairperson shall be a member of the STAC and shall hold office for no more than two (2) consecutive two-year terms.

Section 3. The Vice Chairperson shall perform the duties of the Chairperson in the case of the absence or inability of the Chairperson to perform those duties. The Vice Chairperson shall be a member of the STAC, and shall hold office for no more than two (2) consecutive two-year terms. In the absence of both the Chairperson and the Vice Chairperson, the members present at a meeting of the STAC shall select a Chair pro tem to preside over such meeting.

Section 4. The officers shall perform the duties described in the parliamentary authority under Roberts Rules of Order, and any other duties described in these bylaws.

Section 5. The officers shall be elected by majority vote of members in attendance at a regularly scheduled STAC meeting to serve a term of two (2) years, or until a successor is elected. Their terms of office shall begin upon adjournment of the regular meeting during which the election took place. A single person may serve as Chairperson and then Vice Chairperson, or vice versa, for a total of up to four (4) consecutive terms combined between the two positions.

Section 6. Officer Elections for calendar year 2024 shall be held at the STAC Meeting in October. Subsequent elections shall be held at the STAC meeting in May 2026, and at the May meeting in each even-numbered calendar year thereafter. If a May meeting is not held in an even-numbered year, officer elections shall be held at the next meeting thereafter.

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

election will be held at the next scheduled STAC meeting to elect a Vice Chairperson to serve the remainder 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 STAC representative, and no representative shall hold more than one office at one time.

Section 10. Each TPR or Tribal Entity shall cast one vote for the Chairperson and Vice Chairperson.

Section 11. To ensure the STAC's leadership represents both rural and urban Colorado, when the Chairperson is elected from a rural TPR or tribe, the Vice Chairperson shall be elected from an urban MPO area, and vice versa. Each position shall rotate so that no consecutive Chairpersons or Vice Chairpersons come from either a rural TPR or tribe, or urban MPO area consecutively, whenever possible during the election process, encouraging the officer positions to equally represent rural and urban Colorado. These offices will switch after each office holder completes one or two terms (e.g., Chair from a rural TPR and Vice Chair from a MPO after one or two elections, then a MPO Chair and TPR Vice Chair after the next one or two elections, etc.).

Article V - Meetings

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

Section 2. A notice, meeting materials, and agenda will be sent to each STAC member by the Division of Transportation Development (DTD) for regular meetings at least one week in advance. Emergency agenda items may be considered with a majority vote of the STAC members.

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. A representative may participate via phone, internet or in-person.

Section 5. Meetings may be held virtually, in-person or a combination.

Article VI - Records

The records of the STAC shall be public records and shall be open for public inspection. Minutes shall be recorded for 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 VII - 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.

Article VIII - Ad Hoc Committee

Ad Hoc committees can be formed by STAC or appointed by the Chairperson as necessary.