

BYLAWS & PROCEDURES

Fairfax County, Virginia TRANSPORTATION ADVISORY COMMISSION

ARTICLE I OBJECTIVE

1. **ESTABLISHMENT:** The Transportation Advisory Commission (hereinafter referred to as the Commission) was established in accordance with a resolution adopted by the Fairfax County, Virginia, Board of Supervisors (hereinafter referred to as The Board) on December 4, 1989.
2. **PURPOSE:** To advise the Board in transportation-related matters and issues, in accordance with an adopted workplan approved by the Board, and/or as directed by the Board.

ARTICLE II MEMBERSHIP

1. COMPOSITION AND APPOINTMENT

- A. There shall be one member appointed from each magisterial district, and one member appointed at-large.
- B. The regular terms of members will be two years following initial terms expiring June 30, 1990.
- C. Vacancies will be filled in the same manner as original appointments. The term will be only for the remaining unexpired portion of that position.

ARTICLE III OFFICERS

1. COMPOSITION:

- A. Chair, Vice Chair, Secretary

2. ELECTION:

- A. Officers will be elected from within the Commission membership, for a one year term, by majority vote, at a regular meeting of the Commission.
- B. Candidates will be announced one meeting prior to election. A newly constituted Commission will announce candidates no later than its second regularly scheduled meeting.
- C. Newly elected officers will assume office immediately following election.
- D. Vacancies in officer positions will be elected by the same procedure as established in these Bylaws for officers election in Article III, Section 2 above.

3. ORDER OF SUCCESSION:

- A. In the temporary absence of, or the inability to act by, the Chair, the Vice Chair will preside and/or act.
- B. In the temporary absence of, or the inability to act by, the Vice Chair, the Chair or Vice Chair will appoint a temporary Chair.

ARTICLE IV
DUTIES OF OFFICERS

1. CHAIR:

- A. Preside at all meetings.
- B. Appoint Standing and/or Special Committees, subject to approval of majority vote.
- C. Assign Office of Transportation staff (assigned to the Commission) such duties as the Commission directs.
- D. Set meeting dates, and establish agenda for same.
- E. Represent the Commission, or appoint specific members to do so, before the Board.
- F. Prepare and present Commission positions to the Board.
- G. Represent the Commission, or appoint specific members to do so, on or before other Boards, Authorities, and/or Commissions, at the direction of, or with approval of, the Board.
- H. Perform other duties as assigned by the Commission.

2. VICE CHAIR:

- A. Assume the duties and authority of the Chairman in his absence in accordance with these Bylaws.

3. SECRETARY:

- A. Ensure minutes of each meeting are appropriately maintained.
- B. Ensure appropriate Public Notices of Commission meetings are published.
- C. Act as Parliamentarian, advising the Commission in accordance with Roberts Rules of Order. Said rules may be suspended at the discretion of the Chair, unless there is an objection by a Commission member.

ARTICLE V
COMMISSION PROCEDURES

1. QUORUMS and ACTIONS:

- A. A simple majority of the full Commission membership shall constitute a quorum for regular meetings except as provided in Article V, Section 1B.
- B. A two-thirds majority of the full Commission membership shall constitute a quorum for actions under Article III, and Article VII of these Bylaws.
- C. No actions shall be taken in the absence of a quorum. Discussions, Document Reviews, Staff Presentations, etc., may be permitted at the discretion of the Chair.
- D. Standing and Special Committees of this Commission shall operate under the same rules as the full Commission.

2. REGULAR MEETINGS:

- A. The full Commission shall not meet more than two times in one month.
- B. Meeting times and places shall be designated by the Chair.
- C. All meetings shall be open to the public except as provided for in the Freedom of Information Act.

3. MINORITY REPORTS:

- A. On issues and/or matters with a strong minority position, a member may request the minority position be forwarded as an attachment to the Commission Report.
- B. A majority vote at a regular meeting of the Commission will be required to produce said attachment.

**ARTICLE VI
COMMITTEES**

1. STANDING COMMITTEES: Appointed by the Chair for one year terms, subject to approval by majority vote of the Commission. A Chair and Vice Chair shall be elected by the Committee members at the initial meeting. All Committee meetings will be announced, and open to the public except as provided for in the Freedom of Information Act. As appropriate, status reports will be presented to the full Commission.

- Standing Committees should include:

A. PLANNING COMMISSION LIAISON COMMITTEE: Consisting of three members to serve as the primary point of contact with the Planning Commission.

2. SPECIAL COMMITTEES: Appointed by the Chair for ad hoc purposes, approved by majority vote of the Commission at a regular meeting.

3. COMMITTEE CHAIRS: Any member of the Commission may serve as Chair of a Committee regardless of other offices held.

**ARTICLE VII
AMENDMENTS AND VALIDATION**

1. These rules may be amended, or modified, by a recorded two-thirds affirmative vote of the Commission. Said amendments must be provided to Commission members, in writing, at least two weeks prior to that vote.

2. Proposed amendments are subject to further amendment at the meeting at which said vote is taken.

3. Nothing in the foregoing Bylaws and Procedures shall be deemed as invalidating any official business transacted by the Commission prior to the approval and adoption of these Bylaws and Procedures.

4. The foregoing Bylaws and Procedures shall become effective upon an affirmative two-thirds vote of the Commission at a regularly scheduled meeting.

Adopted by the Transportation Advisory Commission on March 20, 1990.

Amended by the Transportation Advisory Commission on August 6, 1991.

