

Pinal County

Transportation Advisory Committee BYLAWS

ARTICLE I: Name

Section 1. The name of this organization shall be the “**Pinal County Transportation Advisory Committee**”, hereinafter referred to as the (“**Transportation Advisory Committee**”) or (“**TAC**”).

ARTICLE II: Functions, Duties, and Responsibilities

Section 1. The Transportation Advisory Committee shall act as a recommending body to the Pinal County Board of Supervisors (“**BOS**”) on planning, construction, and maintenance of transportation projects for Pinal County. The Transportation Advisory Committee shall support regional transportation planning and construction, and promote cooperative efforts to resolve rural, urban and regional transportation issues.

Section 2. The Transportation Advisory Committee shall annually review, update, and recommend a five-year Transportation Improvement and Maintenance Program (“**TIMP**”) to the Pinal County Board of Supervisors. Utilizing Pinal County regional transportation and land-use plans, the TIMP will include consideration of traffic safety, long-range transportation and land-use planning, economic development, as well as environment and quality of life issues.

Section 3. The Transportation Advisory Committee shall assist in developing and maintaining public understanding and support of the TIMP, including communicating with and obtaining input from constituent groups, elected and appointed officials, and other members of the public.

Section 4. The Transportation Advisory Committee shall, whenever possible, interface, coordinate, and cooperate with various national, state, and local governmental and non-governmental agencies, relating to potential multi-jurisdictional/multi-purpose capital improvement projects.

Section 5. The Transportation Advisory Committee shall recommend legislative changes, as appropriate, to the BOS to best serve the transportation needs of the County.

Section 6. Prior to and in conjunction with its recommendations, the Transportation Advisory Committee shall seek and consider information and advice, including factual information and technical advice and recommendations from County Staff, including without limitation the County Engineer and Public Works Director, or their designee(s), and shall therewith consider and apply BOS adopted policies. In their sole discretion, the Public Works Director and County Engineer reserve the right to add transportation projects or make minor adjustments to the TAC recommended plan prior to final approval by the BOS.

Section 7 Prior to and in conjunction with its recommendations, the Transportation Advisory Committee shall seek and consider information and legal advice from the County Attorney or their designee.

Section 8 The TAC may seek and provide support for all available funding sources for functions consistent with its mission, duties, and functions.

ARTICLE III: Membership

Section 1. The Transportation Advisory Committee shall consist of ten members who shall be qualified electors of the county or currently employed by a municipality within one of Pinal County's five supervisory districts. Two members shall be appointed from each supervisory district by the supervisor from that district. Members of the TAC shall serve without compensation except for reasonable travel expenses.

Section 2. A member shall be of legal age, a resident of the district represented, and a resident elector of Pinal County, Arizona or currently employed by a municipality within one of Pinal County's five supervisory districts. Members shall be appointed to serve four years. Any resignation or removal of a member shall be filled by a new member appointed for the remaining term of the resigning or removed member. Any member may be appointed, removed or their resignation accepted by recommendation of the supervisor for the appointing district, followed by an affirmative vote of a majority of the supervisors at a regular or special meeting of the Board of Supervisors.

Section 3. The Transportation Advisory Committee Chairman shall notify the Transportation Advisory Committee member and corresponding member of the Board of Supervisors when any member has two consecutive, unexcused absences from regular/special meetings. An excused absence is one that is pre-arranged with and approved by the Chairman two weeks prior to the meeting or caused by illness or immediate family emergency. Any other absence is defined as an "unexcused absence". Such absences shall be a basis for the removal of a member for cause.

Section 4. A member may be removed for cause or for no cause following the recommendation of the Supervisor for whose district they represent and an affirmative action of the Board of Supervisors at a regular or special meeting of the Board of Supervisors. When action is being proposed for removal of a member, that member shall be sent written notice at least two weeks prior to the supervisor's recommendation to the BOS. This notice shall be mailed to the member's last known address.

Section 5. Prospective new TAC members will file an application with the Clerk of the TAC. The Clerk will supply copies to the Area Engineers and Public Works Director for review and recommendation to the Supervisors.

ARTICLE IV: Officers and Duties

Section 1. Transportation Advisory Committee Officers.

- A. The Officers of the Transportation Advisory Committee shall be the Chairman and Vice-Chairman.
- B. The Officers shall be elected to serve a one-year (1) term.

Section 2. Transportation Advisory Committee Officer Duties.

- A. The Transportation Advisory Committee Chairman shall:
 - 1. Call all meetings.
 - 2. Preside at all meetings.
 - 3. Appoint the Chairmen of all sub-committees.
 - 4. Be an ex-officio member of all sub-committees.
 - 5. Represent the Transportation Advisory Committee at various meetings and activities.
 - 6. Rule on all procedural questions.
 - 7. Oversee the voting process, but shall participate by voting only in the event of a tie. The Chairman may participate in the discussion of agenda items.
 - 8. The Chairman may limit the number of people permitted to speak on any matter before the Transportation Advisory Committee and may limit the time allotted to each speaker provided that such procedure shall result in a full hearing of all relevant issues, and is uniformly and fairly applied. The Chairman may direct that a study session meeting or a workshop meeting may be scheduled without public comment or input, if so Noticed and stated on the Agenda.
 - 9. Any ruling of the Chairman shall be subject to reversal by a majority of the Transportation Advisory Committee Members present.

- B. The Transportation Advisory Committee Vice-Chairman shall:
 - 1. Act in the absence of the Chairman.
 - 2. Perform other duties as assigned by the Chairman.
 - 3. Annually review the Bylaws and make recommendations for revisions as needed.

Section 3. Election of Transportation Advisory Committee Officers.

- A. The Chairman and Vice-Chairman shall be elected at the February meeting.
- B. Persons receiving the majority of votes shall be elected.
- C. Vacant offices may be filled when needed by an election conducted at a regular or special meeting.

Section 4. Appointment of a Clerk. The Public Works Director shall appoint a Clerk of the Transportation Advisory Committee from the Public Works Department staff. The Clerk shall prepare and post notices, prepare and distribute agendas, back-up material, other documents, and shall be present at all meetings to record, transcribe and/or otherwise memorialize minutes of the meeting, including motions, actions, resolutions, and shall distribute such for review, revision, approval and/or adoption of such and the maintenance of such items as required by law.

Section 5. Protocol of Communications. Any written communication proposed to be sent and any oral statement intended to be communicated by a TAC member or officer as a TAC position, which has not been prior expressly acted upon and expressly approved by the TAC as its official position, must first be presented and must first be affirmatively approved by the TAC, in its discretion, prior to the transmission or communication of such writing or oral statement as an official position of the TAC.

Section 6. Recommendations. TAC recommendations to the BOS are not final determinations of the County, unless or until affirmatively accepted, approved or adopted by the BOS at a regular or special meeting. Neither the TAC nor its members shall represent or characterize recommendations of the TAC to the BOS as being final county determinations.

ARTICLE V: Meetings

Section 1. Regular meetings of the Transportation Advisory Committee shall be held in September, November, and February of each year. Schedules and agendas will be posted in accordance with the Arizona Open Meeting Law at the Board of Supervisors Hearing Room and the Development Services Building

at 31 N. Pinal, Florence, Arizona. Regular meetings will be scheduled for 2:30 p.m., and study sessions and workshop meetings (if scheduled) will be held after the regular sessions. These meetings will be held at the County seat in Florence, Arizona. However, remote meetings may be scheduled at other locations as determined by the Board of Supervisors.

- Section 2.** All meetings of the Transportation Advisory Committee shall comply with the Arizona Open Meeting Law, and therewith be open to the public with the exception of executive sessions as permitted by applicable laws which are intended to provide legal counsel to the Transportation Advisory Committee.
- Section 3.** Special Transportation Advisory Committee meetings may be scheduled as needed at the call of the Chairman or upon the written or oral request of at least six members. All Members shall receive due notification at least twenty-four hours prior to any special meetings or as the applicable laws may otherwise require.
- Section 4.** A schedule of Transportation Advisory Committee meetings will be appropriately displayed in the Board of Supervisors Hearing Room and the Development Services Building in Florence, Arizona.
- Section 5.** Advance notice of Transportation Advisory Committee meetings will be posted in compliance with all applicable regulations and statutes.
- Section 6.** Any Transportation Advisory Committee Member, County Engineer, Public Works Director, or District Supervisor may place an item on a future agenda according to the agenda schedule prepared by the Clerk.
- Section 7.** Transportation Advisory Committee meeting agendas and supportive material will be delivered to all members at least five business days prior to regularly scheduled meetings. Additional supportive material may be presented up to the time an item is heard and considered.
- Section 8.** Transportation Advisory Committee open meetings shall be conducted in accordance with Robert's Rules of Order. In any case where there is a conflict between these Bylaws and Robert's Rules of Order, these Bylaws shall control.
- Section 9.** Transportation Advisory Committee members must be present to vote unless participating in the meeting telephonically.
- Section 10.** A quorum shall consist of a majority of the currently appointed members. A majority vote of the quorum is required for any official action.
- Section 11.** The Pinal County Engineer, Public Works Director, and County Attorney, or their designees, within the parameters of their statutory duties and applicable

County policies, should be present at the Transportation Advisory Committee meetings in their advisory positions. The Planning Director and other County personnel and/or officials, may also be present at the Committee meeting, in their advisory capacities, as may be appropriate.

Section 12. The TAC Clerk or designee shall prepare minutes of all meetings, which shall be transcribed into a written form, and thereafter, at a subsequent duly noticed meeting, shall be reviewed, corrected, and approved. Approved minutes shall be signed by the Chairman, and in the Chairman's absence, the Vice Chairman, and by the Clerk.

ARTICLE VI: Committees

At the discretion of the Chairman or by majority vote of the TAC Members a Sub-Committee may be established as needed.

ARTICLE VII: Amendments of Bylaws

Section 1. Formal amendments to the Transportation Advisory Committee Bylaws may be recommended at any official meeting, but no action of the Committee shall occur unless a Notice of such action and changes proposed have been provided at least two weeks prior to the meeting.

Section 2. Amendments to the Bylaws must be approved by a majority affirmative vote of a quorum of the members, followed by an affirmative action of the Board of Supervisors.

ARTICLE VIII: Conflict of Interest

Any Transportation Advisory Committee Member who has substantial conflict of interest in the outcome of any matter brought before the Transportation Advisory Committee (as set forth in A.R.S. Sections §§38-502 through 38-505 and/or 38-509) shall make that interest known and the minutes of that meeting shall record that the member made such fact known. The member shall refrain from discussion or voting and in any way participating in that matter.

APPROVED AND ADOPTED

I, Sheri Cluff, Clerk of the Pinal County Board of Supervisors, hereby certify that said Board on the 29th day of May 2013, approved and adopted the foregoing bylaws as amended for the Transportation Advisory Committee of Pinal County on behalf of Pinal County, a body politic and corporate of the State of Arizona, for the purposes stated therein.

Sheri Cluff

Sheri Cluff, Clerk of the Pinal County Board of Supervisors

(Seal)

