

**BYLAWS OF THE ENGLEWOOD TRANSPORTATION ADVISORY COMMITTEE (ETAC)
CITY OF ENGLEWOOD, COLORADO**

ARTICE I

1. Name

The name of the organization is "Englewood Transportation Advisory Committee" hereinafter referred to as the "Committee."

2. Creation

The Committee was duly organized as a result of an ordinance adopted by the City Council on November 5, 2001, which created the "Englewood Transportation Advisory Committee" with City Ordinance #65, Series of 2001.

3. Purpose

The Englewood Transportation Advisory Committee is established as an advisory group to the City Council focused on transportation issues in the City of Englewood.

4. Powers and Duties

The Transportation Advisory Committee shall have the following powers and duties:

- A. Act as a conduit of communication between the City and the community, and gather and assess the information necessary to make sound and consistent recommendations to the City for transportation studies, mitigation strategies and transportation improvements.
- B. Review, monitor and suggest recommendations for City transportation matters including, but not limited to: streets and highways, bus and rail service, provision for the needs of the mobility impaired, bicycle and pedestrian traffic; transportation system management and residential permit parking within the City.
- C. Make recommendations regarding the allocation of funds for capital expenditures related to roadway and transportation improvements.
- D. Review, monitor and recommend changes to municipal ordinances intended to prevent or abate situations that are deemed detrimental to the health, safety and welfare of the community as provided primarily in Title 11 of the Municipal Code. The Committee shall make recommendations to the City Council for the addition, deletion and revision of ordinances.

- E. Review, monitor and recommend changes to the City Transportation Element of the Comprehensive Plan, the City Transportation Action Plan and the Traffic Calming Policies and Procedures Manual.
- F. Review and suggest recommendations for placement and enforcement of warning, regulatory and guide signs on City streets.
- G. Perform such other duties as may be referred to the Transportation Advisory Committee by the City Council.

(EMC 2-12-5 (Ord. 01-65))

ARTICLE II

1. Composition and Membership

ETAC will be comprised of five (5) regular members and one (1) alternate appointed by City Council. Members must be residents of the City of Englewood.

2. Officers

The Chair and the Vice Chair will be elected by a majority vote of the Committee. Officers of the Committee shall be elected for a two (2) year term. No officer shall serve in the same capacity for more than two (2) consecutive terms. (2-11-6A Englewood Municipal Code)

3. Committees

The Committee may establish subcommittees which are necessary for the purposes of the Committee.

4. Ex-Officio Members

Ex-officio members of the Committee include the Staff Liaison representatives and a City Council advisor. Ex-officio members may participate in meetings and serve on subcommittees.

5. Voting Rights

All City Council appointed members of the Committee will have one vote equal in weight. All voting will be by voice vote; provided, however, the Chair of the Committee may, at his/her discretion, call for a roll call vote. A secret ballot may only be used in the election process for Chair or Vice Chair. Ex-officio members serve as non-voting members.

ARTICLE III

1. Regular Meetings

Meetings will be held 4 times per year in March, June, September and November. Should such meeting fall on a legal holiday, then that meeting may be held at another date and time specified by the Committee.

The Chair, at his or her discretion, may allow members to use alternative electronic or telephonic mean to participate in ETAC meetings. Members using this form of attendance should make arrangements with staff at least 3 business days in advance of the ETAC meeting to allow for this accommodation. A majority of members necessary to comprise a quorum must be present at the meeting. E.g. if a quorum is 3 then 2 members must be in attendance and no less than 1 can participate via electronic/telephonic means to constitute a quorum.

2. Special Meetings

Special meetings of the Committee may be held when called by the Chair of the Committee or by any 2 Committee members. For such special meetings, at least three (3) days notice must be given to each Committee member.

3. Open Meetings

All meetings will be open to the public. Public notice of all regular and special Committee meetings will be posted a minimum of 48 hours prior to the meeting. Notice will be posted on the City's official bulletin board and website as designated by the City Council.

4. Quorum

A simple majority of the number of duly appointed Committee members will constitute a quorum for the transaction of business.

5. Transaction of Business

Every act or decision done or made by a majority of the Committee members present at a duly held meeting at which a quorum is present will be regarded as the act of the entire Committee.

6. Time Duration

Meetings will commence promptly at the time designated by the Committee members.

7. Robert's Rules of Order

All meetings will be conducted according to these Bylaws and Robert's Rules of Order, Current Edition.

8. **Records**

Records of approved minutes of regular Committee meetings will be maintained in the office of the City Clerk.

ARTICLE IV

1. **Tenure**

Initially the terms will be as follows: two (2) members will be appointed to a term of one (1) year; two (2) members will be appointed to a term of two (2) years; and three (3) members will be appointed to a term of three (4) years. Thereafter, members will be appointed to overlapping terms of four (4) years. (2-11-3 Englewood Municipal Code)

2. **Resignation and Removal**

Any member may resign at any time giving written notice to the Chair and City Council. Such resignation will take effect on the date of receipt of such notice unless otherwise specified therein, the acceptance of such resignation will not be necessary to make it effective. Any Committee member missing more than three (3) consecutive meetings without prior notice, in a calendar year, may be removed by the City Council. Any member missing a total of four (4) meetings in a calendar year, with or without prior notice, may be removed by the City Council. Prior notice is considered to be either a written or verbal statement to supporting staff members.

3. **Vacancies**

A vacancy on the Committee will be filled by City Council appointment. Whenever there is a vacancy, the Committee may make a recommendation or recommendations to Council to fill the vacancy. The member appointed to such vacancy will serve for the remainder of the term of the member replaced.

4. **Duties**

The duties are as follows:

1. **Chairperson:** The Chair will conduct Committee meetings; serve as ex-officio member of all committees and perform all other duties as the Committee elects.
2. **Vice Chairperson:** The Vice Chair will act in the place and stead of the Chair in the event of his/her absence, inability, or refusal, to act, and will exercise and discharge such other duties as may be required of him/her by the Committee.
3. **Staff Liaison:** The Staff Liaison will be the managing officer of the Committee. Staff will present reports to the Committee, the individual members of the Committee, and to the City of Englewood as the business of the Committee may require.
4. **Members:** Committee members will attend regular meetings and are encouraged to participate on ad hoc committees. Members will participate in Committee events and

special functions. Members will actively promote and support the Committee and its activities.

ARTICLE V

1. Compensation

A. The members of the ETAC serve without compensation. (2-11-4A Englewood Municipal Code)

B. Reasonable expenses directly related to performing the duties of the ETAC are allowed. (2-11-4B Englewood Municipal Code)

ARTICLE VI

1. Amendments

These By-Laws may be amended by a two-thirds (2/3) vote of the Committee members present at any regular meeting provided:

A. A quorum is present; and

B. Notice was presented in writing at the previous Committee meeting.

ARTICLE VII

1. Conflicts

In the case of any conflict between an Ordinance and these By-laws, the Ordinance will control.

2. Majority

Unless otherwise stated all decisions will be a majority vote. As used in By-Laws, the term "majority" means those votes totaling more than fifty (50%) percent of the members or a group designated.

These Bylaws have been approved by the Englewood Transportation Advisory Committee by a vote on October 8, 2020.

By: Neil Sarno
Chair

Attest: Lorraine DeGuer
Secretary

