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4 **BYLAWS OF THE**  
5 **Urban Transportation Commission**

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7 **ARTICLE 1. NAME.**

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9 The name of the board is: Urban Transportation Commission

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11 **ARTICLE 2. PURPOSE AND DUTIES.**

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13 The purpose of the board is to serve as an advisory body to the city council, the city manager, and all other  
14 transportation-related departments concerning transportation-related matters including:

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- 16 • transportation energy conservation matters grant applications;
  - 17 • streets and highways;
  - 18 • bus and rail service;
  - 19 • pedestrian and bikeway programs and projects;
  - 20 • safety related programs and projects;
  - 21 • provision for the needs of the mobility impaired;
  - 22 • transportation franchise requests, renewals, rate adjustments, and hours of operation.

23 The commission shall:

- 24
- 25 • Review and make recommendations to the city council on all requests for taxicab permits, including  
26 annual permits and franchise permits.
  - 27 • Annually review and report to the city council on the City's transportation system, including policies and  
28 programs.
  - 29 • Review, study, and make recommendations to the Planning Commission on: transportation-related  
30 projects proposed for inclusion in the Capital Improvements Program; and plans and programs submitted  
31 by the Capital Area Metropolitan Planning Organization.
  - 32 • Receive and study citizen comments and suggestions in all areas of transportation.
  - 33 • In its deliberations: (1) recognize the relationship between transportation and economics, energy, safety,  
34 land use, neighborhood integrity, and environmental quality; and (2) consider transportation access to  
35 health care, employment, education, housing, and recreational facilities.
  - 36 • Seek to promote close cooperation between the city council, other city boards and commissions, city  
37 departments, and individuals, institutions, and agencies concerned with transportation- related activities  
so that all similar activities in the City may be coordinated to secure the greatest public welfare.
  - **Parking Benefit Districts: Hold public hearings on applications and submit recommendations on the**

1 application to City Council.

- 2 • Parking and Transportation Management Districts: Hear briefings on applications before presenting  
3 applications to City Council for approval.
- 4 • Temporary Closure for a Right-of-Way (ROW) Event:
  - 5 ○ Conduct public hearings on waivers and make recommendations to City Council.
  - 6 ○ Conduct a public hearing on proposed rules to establish criteria for safe and appropriate ROW  
7 closures and submit recommendations to the Director of the Austin Transportation Department  
8 (ATD).
  - 9 ○ If a ROW event permit is denied, upon receipt of the appeal, the Director shall submit the appeal  
10 to the Commission which shall hold a public hearing and provide a recommendation on the  
11 appeal to the City Council.
  - 12 ○ Periodically provide recommendations to the Director regarding provisions, procedures,  
13 requirements, enforcement and administration of temporary closures for ROW events.
- 14 • Traffic or Sidewalk Obstructions - Newsracks:
  - 15 ○ Determine the guidelines for an acceptable newsrack.
  - 16 ○ Newsrack operator may request a hearing to contest the impoundment of the newsrack before the  
17 Commission.
- 18 • Vacation of Public Right-of-Way: Review applications for the vacation of a public right-of-way and  
19 make recommendations to the Public Works Department Director.
- 20 • Subdivision Applications: Review requests to amend the Austin Metropolitan Area Transportation Plan  
21 and submit recommendations on the request to the Director of the Development Services Department.
- 22 • Road Utility Districts: Review petitions by a proposed road utility district for approval or modification of  
23 a preliminary plan for a road facility that the district intends to convey to the City or to a county in the  
24 City's extraterritorial jurisdiction and provide recommendations on the petition to the City Manager.
- 25 • Water Districts: Review petitions to create/annex a water utility district in the City's planning jurisdiction  
26 and prepare a recommendation on the petition to the City Manager.
- 27 • Amendments to Austin Metropolitan Area Transportation Plan Roadway Element: Review proposed  
28 amendments for roadways (non-State roadway system roads) in the Roadway Element that are within the  
29 City's five-mile extraterritorial jurisdiction and make recommendations to the Planning Commission.
- 30 • Rules for Valet Services: Within one year of rule implementation, the ATD Director shall conduct a  
31 public meeting on potential rule revisions. The meeting shall be held by the Commission, who will  
32 provide a recommendation to the Director. Thereafter, on an annual basis the Director shall review the  
33 rules and conduct a public hearing with the Commission, if requested or needed.
- 34 • Alternate Geometric Design Criteria: Construction of grades >8% require a Traffic and Environmental

1 Report submitted to PWD. The report shall be provided to the Commission which will submit  
2 recommendations to the Planning Commission.

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5 **ARTICLE 3. MEMBERSHIP.**  
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- 7 (A) The board is composed of ~~seven~~eleven members appointed by the city council.  
8  
9 (B) A member serves at the pleasure of the city council.  
10  
11 (C) Board members serves for a term of ~~three~~four years beginning ~~March~~August 1<sup>st</sup> on the year of appointment.  
12  
13 (D) An individual board member may not act in an official capacity except through the action of the board.  
14  
15 (E) A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a  
16 “rolling” twelve month timeframe automatically vacates the member’s position subject to the holdover  
17 provisions in Section 2-1-27 of the City Code. This does not apply to an absence due to illness or injury of  
18 the board member, an illness or injury of a board member’s immediate family member, active military  
19 service, or the birth or adoption of the board member’s child for 90 days after the event. The board member  
20 must notify the staff liaison of the reason for the absence not later than the date of the next regular meeting  
21 of the board. Failure to notify the liaison before the next regular meeting of the board will result in an  
22 unexcused absence.  
23  
24 (F) At each meeting, each board member shall sign an attendance sheet which indicates that the member does not  
25 have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member  
26 has a conflict of interest. Failure to sign the sheet results in the member being counted as absent and his/her  
27 votes are not counted.  
28  
29 (G) A member who seeks to resign from the board shall submit a written resignation to the chair of the board, the  
30 staff liaison, or the city clerk’s office. If possible, the resignation should allow for a thirty day notice so the  
31 city council can appoint a replacement.  
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33 **ARTICLE 4. OFFICERS.**  
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- 35 (A) The officers of the board shall consist of a chair and a vice-chair.  
36  
37 (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after ~~October~~  
38 April 1<sup>st</sup>. In the event a current officer becomes ineligible to serve as an officer, the board may hold an  
39 emergency election as needed.  
40  
41 (C) The term of office shall be one year, beginning ~~November 1<sup>st</sup>~~May 1<sup>st</sup> and ending ~~October 31<sup>st</sup>~~April 30<sup>th</sup>. An  
42 officer may continue to serve until a successor is elected. A person may not serve as an officer in a  
43 designated position of a board for more than ~~three~~four consecutive one-year terms. A person who has served  
44 as an officer in a designated position of a board for ~~three~~four consecutive terms is not eligible for re-election  
45 to that designated office until the expiration of two years after the last date of the person’s service in that  
46 office. The board may override the term limit provision for an officer by an affirmative vote of two-thirds of  
47 the authorized board members.  
48  
49 (D) A member may not hold more than one office at a time.  
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**ARTICLE 5. DUTIES OF OFFICERS.**

- 1  
2 (A) The chair shall preside at board meetings, appoint all committees, represent the board at ceremonial functions  
3 and approve each final meeting agenda.  
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5 (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.  
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8 **ARTICLE 6. AGENDAS.**  
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- 10 (A) Two or more board members may place an item on the agenda by oral or written request to the staff liaison at  
11 least five days before the meeting. After first consulting with and receiving input from the staff liaison, the  
12 chair shall approve each final meeting agenda.  
13  
14 (B) The board liaison shall submit the meeting agenda through the online agenda posting system for each  
15 meeting not less than 72 hours before the meeting.  
16  
17 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).  
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19 **ARTICLE 7. MEETINGS.**  
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- 21 (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).  
22  
23 (B) Board meetings shall be governed by Robert's Rules of Order.  
24  
25 (C) The board may not conduct a closed meeting without the approval of the city attorney.  
26  
27 (D) The board shall meet monthly. In November of each year, the board shall adopt a schedule of the meetings  
28 for the upcoming year, including makeup meeting dates for the holidays and cancelled meetings.  
29  
30 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more  
31 members. The call shall state the purpose of the meeting. A board may not call a meeting in addition to its  
32 regular scheduled meetings as identified in its adopted meeting schedule, more often than once a quarter,  
33 unless the meeting is required to comply with a statutory deadline or a deadline established by Council.  
34  
35 (F) ~~Four~~ Six members constitute a quorum.  
36  
37 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the  
38 meeting may not be held.  
39  
40 (H) To be effective, a board action must be adopted by an affirmative vote of the number of members necessary  
41 to provide a quorum.  
42  
43 (I) The chair has the same voting privilege as any other member.  
44  
45 (J) The board shall allow citizens to address the board on agenda items and during a period of time set aside for  
46 citizen communications. The chair may limit a speaker to three minutes.  
47  
48 (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include the vote  
49 of each member on each item before the board and indicate whether a member is absent or failed to vote on  
50 an item.  
51

1 (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The Austin  
2 Transportation Department shall retain all other board documents. The documents are public records under  
3 Texas Local Government Code Chapter 552 (Texas Public Information Act).  
4

5 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the meeting.  
6

7 (N) Each person and board member attending a board meeting should observe decorum pursuant to Section 2-1-  
8 48 of the City Code.  
9

10 [\(O\) A member of the public may not address a board at a meeting on an item posted as a briefing.](#)  
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## 12 **ARTICLE 8. COMMITTEES/WORKING GROUPS.**

### 13 COMMITTEES

14 (A) The Urban Transportation Commission [currently has no committees.](#)  
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16 (B) Each committee must be established by an affirmative vote of the board. A committee cannot meet until its  
17 creation is approved by the Council Audit and Finance Committee. Each committee shall consist of at least  
18 three board members appointed by the chair. A staff member shall be assigned to each committee by the  
19 director of the *Austin Transportation Department*.  
20

21 (C) The board chair shall appoint a board member as the committee chair, with the member's consent.  
22

23 (D) A majority of the total number of appointed committee members constitutes a quorum.  
24

25 (E) Each committee shall meet on a regularly scheduled basis at least quarterly.  
26

27 (F) Each committee shall make an annual report to the board at the January board meeting.  
28

29 (G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551  
30 (Texas Open Meetings Act).  
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32 (H) At each committee meeting, a committee member shall sign in on a sheet provided and shall indicate that the  
33 member has no conflict of interest with any item on the committee meeting agenda, or identify each agenda  
34 item on which the member has a conflict of interest.  
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36

### 37 WORKING GROUPS

38 (A) The board can determine the size of a working group but the number of board members serving on the  
39 working group must be less than a quorum of the board.  
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41 (B) A working group may designate a chair, with the member's consent, but is not required to do so.  
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43 (C) Quorum requirements do not apply to working groups.  
44

45 (D) Staff support will not be provided for working groups.  
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47 (E) Working groups are not required to post their meetings in accordance with the Texas Government Code  
48 Chapter 551 (Texas Open Meetings Act).  
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**ARTICLE 9. PARLIAMENTARY AUTHORITY.**

The rules contained in the current edition of Robert's Rules of Order shall govern the board in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of procedure which the board or city council may adopt.

**ARTICLE 10. AMENDMENT OF BYLAWS.**

A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.

The bylaws were approved by the Urban Transportation Commission at their meeting held on November 10, 2015.

On Commissioner Champion motion with Commissioner Gins second and Commissioners Mantero, Calistrat and Hosek absent, the motion passed on an 8/0/0/3 vote.

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Jim Dale, P.E. Assistant Director