



Transportation Advisory Board Bylaws

Effective February 2022

I. Purpose of the Board

- A. Per Mesa City Code 2-8-2, “A Transportation Advisory Board for the City of Mesa will assist and advise the Council in developing a community-based, multi-modal surface transportation system that provides mobility for all, complements land use, and improves air quality.”
- B. In carrying out its purpose, the Board desires to take a holistic approach, recognizing transportation as a key element in creating and sustaining community, and encouraging sustainability in transportation systems as well as the community as a whole.

II. Membership and Organization

- A. The Board shall consist of eleven (11) resident citizens and electors of the City who shall be appointed by the Mayor with the approval of the Council to serve for three- (3-) year staggered terms.
- B. Members of the Board shall elect, by majority vote, a Chairperson and a Vice-Chairperson at its regular June meeting, or when vacancies occur. The Chairperson and Vice-Chairperson shall serve one-year terms from July through June. No member shall serve more than two consecutive full terms as Chairperson, and no more than two consecutive full terms as Vice-Chairperson. Members who have served two consecutive full terms as an officer may be reelected to that office after at least one intervening year on the Board during which he/she does not serve as that officer. Members elected to fulfill a partial term as an officer shall serve through the following June. Partial terms as an officer shall not be counted towards term limits.
- C. The Chairperson shall preside at meetings, and shall decide all points of order or procedure. The Vice-Chairperson shall perform the duties of the Chairperson whenever the Chairperson relinquishes the Chair, or when the Chairperson is absent.
- D. The Board shall, by majority vote, fill a vacancy in the office of Chairperson or Vice-Chairperson to complete the unexpired term.
- E. The City Attorney, or designee, shall serve as legal counsel for the Board.
- F. The Transportation Department Director will assign staff to act as Secretary to the Board.

III. Meetings and Voting

- A. Regular meetings of the Board shall be held bi-monthly on the third Tuesday of every odd month at 5:30 p.m., or at a date and time approved by the Board. Special meetings may be held from time to time and determined by the Board. All meetings shall be open to the public and held in compliance with State law, City ordinances, and these Bylaws.
- B. The City Clerk shall post an agenda notice, stating the time and place of the meeting, at

least 24 hours before the meeting.

- C. A quorum of the Board shall consist of a simple majority of the non-vacant seats on the Board.
- D. The order of business at meetings shall be determined by a written agenda. Unless a specific procedure is provided for in these Bylaws, the rules of parliamentary conduct in *Robert's Rules of Order* shall be the procedural authority for all meetings. Whenever possible, meetings of the Board shall be conducted on a "less formal" basis, without parliamentary maneuvering.
- E. An affirmative vote of a simple majority of the Board members present at a meeting is required for a proposed Board action to be approved.
- F. Voting shall be by voice vote, hand or electronic signal or paper ballot, on the call of the Chairperson. Each member participating shall vote "yes" or "no". Upon decision of the Chairperson, whether before or after a voice vote, a roll call vote shall be taken and each member participating shall answer the roll call by voting "yes", "no" or "abstain".
- G. The Board may defer action on any agenda item whenever it concludes that additional information is needed, or that alternate solutions need further study, as long as time permits. However, where Council or State statutes have mandated deadlines, the Board must vote on recommendations for Council prior to the deadlines set by the Transportation Department Director or designee.
- H. Written minutes shall be kept for all meetings, to include a record of votes on all motions. Minutes of previous meetings will be distributed to all Board members prior to the next called meeting. A copy of the minutes of each meeting shall be available at the Transportation Department or the Mesa City Clerk's office for inspection by the general public.

IV. Agenda Preparation

- A. The Secretary shall prepare a written agenda and submit it to the City Clerk no later than two business days prior to the Clerk's notice deadline.
- B. The Chairperson may direct the Secretary to place an item on the agenda for discussion. Additionally, members of the Board may request that the Chairperson place items on the agenda on their behalf, but the Chairperson has sole discretion to approve or deny any such request.
- C. Any Board member requesting that the Chairperson place an item on an agenda must make that request in writing no later than forty-five (45) days prior to the meeting at which the member proposes to present the item. The Chairperson shall notify the member as to whether the item will appear on the agenda no later than thirty (30) days prior to the meeting. The Chairperson may require that the member prepare a formal presentation on the item as a pre-condition to placement of the item on the agenda. If required, the member's presentation shall be submitted to the Secretary no later than fifteen (15) days prior to the meeting. In no event shall City staff be required to prepare a presentation in support of a Board-initiated agenda item. Nevertheless, staff may, at the direction of the Transportation Department Director, prepare a separate presentation to supplement any information presented.

- D. All items proposed for discussion on an agenda must fall within the subject matter of the Board and its established purpose.

V. Approval and Amendments

- A. These bylaws may be amended by an affirmative vote of at least six (6) members of the Board, and such amendments shall become effective at the next regular Board meeting.