



mesa·az Transportation Advisory Board Report

Date: July 18, 2017
To: Transportation Advisory Board
From: Sabine Ellis, City Traffic Engineer
Subject: Frequency of Regularly Scheduled Transportation Advisory Board Meetings

Purpose and Recommendation

This report recommends that the Transportation Advisory Board Bylaws be amended to reduce the frequency of regularly scheduled Board meetings from monthly to bi-monthly (ie., every two months) and that meetings would be held on odd numbered months (ie., Jan, Mar, May, Jul, Sep, Nov). Such a change will allow Board members to more realistically anticipate and plan for Transportation Advisory Board (TAB) meetings and will reduce the administrative tasks associated scheduling and cancelling Advisory Board meetings.

Background

Often, regularly scheduled meetings of the TAB are cancelled due to a lack of items to be reviewed by the Board. Looking back over the past few years, the number of meetings held and cancelled were as follows:

Year	Number of Meetings Held	Number of Meetings Cancelled
2014	6	6
2015	5	7
2016	6	6
2017 (Jan – Jun)	2	4

Section III. A. of the Bylaws state:

Regular meetings of the Board shall be held on the third Tuesday of each 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.

Section IV. B. of the Bylaws state:

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 first Board meeting after

City Council acceptance of minutes of the Board meeting at which the amendments are approved.

A copy of the current TAB Bylaws may be found online at:

<http://mesaaz.gov/home/showdocument?id=19644>

The proposed amended TAB Bylaws are shown in Attachment 1.

Discussion

If items must be brought to the Board before a regularly scheduled meeting, a special meeting may be held.

Alternatives

Doing nothing will maintain the regularly scheduled monthly meetings and meetings will continue to be cancelled as needed.



mesa·az Transportation Advisory Board Bylaws

Effective April 2009 **JULY 2017**

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. Officers

- A. Members of the Board shall elect 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.
- B. 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.

III. Meetings and Voting

- A. Regular meetings of the Board shall be held **BI-MONTHLY** on the third Tuesday of each **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.
- B. A quorum of the Board shall consist of a simple majority of the non-vacant seats on the Board.
- C. 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.

IV. Approval and Amendments

- A. These bylaws shall become effective at the first Board meeting after an affirmative vote of at least six (6) Board members and City Council acceptance of the minutes of the meeting at which the Board approves these bylaws.
- B. 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 first Board meeting after City Council acceptance of minutes of the Board meeting at which the amendments are approved.