



ASSOCIATION OF
CENTRAL OKLAHOMA
GOVERNMENTS



ACTIVE TRANSPORTATION ADVISORY COMMITTEE BYLAWS



APPROVED:
MARCH 27, 2008

ADMINISTRATIVE CHANGES:
AUGUST 25, 2022

BYLAWS FOR THE ACTIVE TRANSPORTATION ADVISORY COMMITTEE

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ARTICLE 1: GENERAL

1. NAME

This committee shall be known as the Active Transportation Advisory Committee (ATAC) of the Association of Central Oklahoma Governments (ACOG).

2. EFFECTIVE DATE

The effective date of these bylaws shall be upon adoption by the ACOG MPO Policy Committee and endorsement by the ACOG Board of Directors on August 25, 2022.

3. AMENDMENTS TO BYLAWS

These bylaws may be amended by majority vote of the ACOG MPO Policy Committee and endorsed by the ACOG Board of Directors on their own motion or in response to recommendations forwarded to the Policy Committee by the Active Transportation Advisory Committee (ATAC).

ARTICLE 2: PURPOSE

The purposes of the ATAC shall include:

1. To update and maintain the regional bicycle and pedestrian system and serve in a planning and technical advisory capacity to the ACOG Board of Directors.
2. To supplement and aid the functions and purposes of ACOG, as defined in the **Agreement Creating the Association of Central Oklahoma Governments**, effective February 16, 1977, as amended.
3. To generate public interest in, and bring attention to, various elements of bicycle and pedestrian planning in the ACOG Region; and to coordinate with local bicycle and walking clubs, local, state, and federal agencies related to bicycle and pedestrian planning.
4. To provide the ACOG MPO Policy Committee and the ACOG Board of Directors with advisory recommendations on matters related to bicycle and pedestrian development.
5. To act in any way reasonably related to any of the above-mentioned purposes.

ARTICLE 3: MEMBERSHIP & STRUCTURE

1. REPRESENTATION

The ATAC shall consist of, but not limited to, representatives of the following groups:

- a. Local Government – One official staff member from each of the member local governments within the Central Oklahoma Transportation Management Area (TMA) representing any of the following disciplines: Planning, Engineering, or Parks and Recreation. In the absence of these staff, the Chief Executive officer or designee may serve on the committee. (1 Vote each)

- b. Oklahoma Department of Transportation (ODOT) (1 Vote)
- c. Central Oklahoma Transportation and Parking Authority (COTPA) (1 Vote)
- d. City of Norman, Oklahoma Transit (1 Vote)
- e. Oklahoma Department of Health (1 Vote)
- f. Bicycling clubs and/or associations (2 Votes)
- g. Walking and Running clubs and/or associations (2 Votes)
- h. Residents or Neighborhood Associations (2 Votes)
- i. Other Federal, State, and Local agencies shall serve in an advisory, non-voting capacity
- j. Other groups, associations, or persons as approved by the ATAC Committee

2. ALTERNATES

Alternate representatives may be designated to act on behalf of voting and non-voting members with all the privileges accorded thereto provided the alternate fulfills the representation requirements under ARTICLE 3 Section 1. The ATAC Chair shall be notified in writing of the appointment, reappointment, or replacement of a member's alternate. An alternate may serve for more than one member but may only serve as an alternate for one member at a time.

3. PROXIES

Each member shall have the power to appoint a proxy who is not already a member or alternate of the ATAC to act in the member's capacity at any meeting in the event the member or alternate cannot attend, if the proxy designation is made:

- a. In writing for a specific period of time, or
- b. By telephone or personal contact with the ACOG Executive Director or designee for one meeting.

A designated proxy, as provided in this section, shall have the right to exercise one vote in all individual proceedings and shall not be permitted to exercise one or more proxies on behalf of other members or alternates.

4. APPOINTMENT

The members and alternates of the ATAC shall be confirmed by the ACOG MPO Policy Committee and endorsed by the ACOG Board of Directors.

5. TERMS

Members of the ATAC shall be appointed for an indefinite term, to serve as long as qualified under Section 1, above.

6. VACANCIES

In the event of a vacancy on the ATAC, the vacancy shall be filled according to the procedures of ARTICLE 3, Sections 1 and 4. Vacancies shall be deemed to exist in any of the following cases:

- a. A member resigns.
- b. A member, or his/her designated alternate, who has not attended three (3) consecutive meetings shall be considered an inactive member. An inactive member will be notified of his/her status and may be considered for replacement by the ACOG MPO Policy Committee and ACOG Board of Directors should they fail to attend subsequent meetings of the ATAC.

7. MEMBERS' OBLIGATION

Each member of the ATAC is charged with the responsibility of assisting the ACOG MPO Policy Committee and the ACOG Board of Directors and other elected and appointed officials with their decision-making responsibility by making recommendations on important bicycle and pedestrian issues. As part of the above responsibility, members should foster a constructive interchange of views and attempt to develop an areawide agreement on bicycle and pedestrian planning efforts.

8. CHAIRMAN

The Chairman of the ATAC shall be the ACOG Executive Director or their designee.

9. SUBCOMMITTEES

The ATAC shall have the power to create standing committees. Appointment of members to subcommittees shall be by the Chairperson, subject to approval of the membership, and shall not be limited to ATAC members. The Chairperson of a subcommittee shall be appointed by the ATAC Chairperson and shall be a member of the ATAC.

ARTICLE 4: MEETINGS

1. MEETING TIME AND PLACE

Regular bi-monthly meetings of the ATAC shall be held on the second or third Wednesday of February, April, June, August, October, and December (or as determined by a majority vote of the Committee) at 9:00 a.m. in the ACOG Oklahoma Board Room, 4205 N. Lincoln Blvd., except when this date conflicts with holidays or the ATAC or Board of Directors requests a change. Meetings may be canceled, or special meetings called at the discretion of the ATAC Chairman or the ACOG Executive Director.

2. MEETING NOTICES AND MINUTES

ACOG staff will send out a meeting notice to all members, by mail or email, approximately one week in advance of each meeting. Minutes of each ATAC meeting, based on notes and taped recordings of the meeting, will be prepared by ACOG staff. Such minutes shall accurately reflect the conduct of the meeting, all activity and relevant discussion occurring at the meeting and a record of all votes taken, including a discussion of minority points of view. Tape recordings of all ATAC meetings shall be preserved at least 12 months from the date of the meeting and be available for review by any interested party.

3. QUORUM

A quorum shall consist of one-third of the current appointments from designated voting membership. Business conducted in the absence of a quorum shall be noted with a statement that a quorum was not present.

4. OPEN MEETINGS

All meetings of the ATAC shall be conducted with no restrictions on the attendance of observers, citizens, or press, and in accordance with the Oklahoma Open Meetings Act.

5. CONDUCT OF MEETINGS

All meetings of the ATAC shall be conducted in accordance with Robert's Rules of Order.

6. VOTING; MAJORITY

Each ATAC member, or properly designated alternate, other than those listed in Article 3, Section A above, shall have the right to exercise one vote in all individual proceedings of the ATAC. Majority vote shall consist of a majority of those members and alternates present and voting.

ARTICLE 5: ADVISORY ROLE

1. ADVISORY FUNCTION

ATAC may, in its own motion, bring important matters relative to bicycle and pedestrian planning to the attention of the ACOG MPO Policy Committee and the ACOG Board of Directors.

2. SPECIAL PROJECTS

ATAC, on its own motion, or on a motion by a member of the ACOG MPO Policy Committee, may undertake special projects, programs, or studies of policy areas, utilizing the available resources of ATAC.

ARTICLE 6: SEVERABILITY CLAUSE

1. SEVERABILITY

The provisions of these bylaws are severable, and if any part hereof shall be held void by the ACOG MPO Policy Committee and the ACOG Board of Directors, such holding shall not affect or impair any of the remaining parts.