

RESOLUTION NO. 24-03

**A RESOLUTION APPROVING THE RULES
OF PROCEDURE AS ADOPTED BY THE
CITIZENS' TRANSPORTATION ADVISORY
BOARD.**


BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLORADO SPRINGS:

Section 1. The Citizens' Transportation Advisory Board was created by Ordinance No. 02-101 on June 11, 2002. Section 2E of Ordinance No. 02-101 requires the Board to adopt Rules of Procedure for the conduct of its meetings and other business, which shall be consistent with the Rules and Procedures of City Council and shall be approved by City Council.

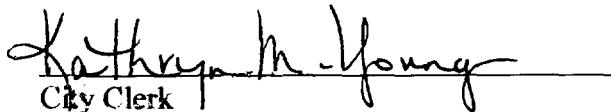
Section 2. The Citizens' Transportation Advisory Board adopted its Rules of Procedure, dated December 1, 2002, in Open Session on December 3, 2002.

Section 3. The City Council finds that these Rules of Procedure as adopted by the Citizens' Transportation Advisory Board are consistent with the Rules and Procedures of City Council and does hereby approve these Rules of Procedure as presented.

Dated at Colorado Springs this 28 day of January, 2003.


Marilyn Independence
Mayor

ATTEST:


Kathryn M. Young
City Clerk

RULES OF PROCEDURE
OF THE
CITIZENS' TRANSPORTATION
ADVISORY BOARD

1 December 2002

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CITIZENS' TRANSPORTATION ADVISORY BOARD
Rules of Procedure

ARTICLE I: NAME

In accord with City Ordinance Number 02-101, the name of this board shall be the Citizens' Transportation Advisory Board (CTAB).

ARTICLE II: AUTHORITY

The Board was created by the Colorado Springs City Council under the provisions of City Ordinance Number 02-101. The Board shall be subject to and comply with the provisions of City Charter Sections 3-60(d) and 9-10, and all applicable provisions of the City Code and the Rules and Procedures of Council.

ARTICLE III: MISSION AND PURPOSE

The mission and purpose of the Board is to advise the City Council and City Manager on matters relating to the City's multi-modal transportation system. The CTAB shall act in an advisory capacity only, and does not have the authority to direct City staff.

ARTICLE IV: MEMBERSHIP

Section 1. COMPOSITION AND REPRESENTATION

The CTAB Board shall be appointed in accord with City Ordinance Number 02-101 as now written, amended, or replaced.

Section 2. TERM OF MEMBERSHIP

Appointments to the Board are made by the City Council in such a manner as to achieve staggered three-year terms. At the expiration of a term, a member may apply to the City Council for reappointment, except that no member shall serve more than two consecutive three year terms.

Section 3. MID-TERM VACANCIES

Vacancies that occur mid-term may be filled by City Council appointment.

Section 4. ALTERNATES

In the event City Council appoints Alternate Board Members, those Alternates may participate in discussion of Board matters, but shall not vote upon any matter before the Board; shall not take the place of an absent Regular Member; and shall not be counted toward a quorum or the number of Regular Members. Alternate Members shall not attend closed legal sessions of the Board.

Section 5. RESIGNATIONS

Board Members shall provide written notice of intent to resign to the City Council, with a copy to the Board Chairperson, at least one (1) month before the effective resignation date.

ARTICLE V: OFFICERS

Section 1. OFFICERS

Officers of the Board shall consist of a Chairperson, First Vice-Chairperson and Second Vice-Chairperson.

Section 2. SELECTION OF OFFICERS

Only regular members of the Board are eligible to be officers. Officers shall be nominated by Regular Board Members from the floor. The Officers shall be elected at the Annual Meeting

Section 3. TERM OF OFFICE

Elected officer's Terms shall be through the next Annual Meeting following the date of election. Officers may be re-elected but may not serve more than two (2) consecutive terms in any one position.

Section 4. VACANCIES

A vacancy in any office shall be filled for the unexpired portion of the term as follows: In the event of a vacancy in the office of Chairperson, the First Vice-Chairperson shall assume the office of Chairperson. In the event of a vacancy in the office of First Vice-Chairperson, the Second Vice-Chairperson shall assume the office of First Vice-Chairperson and the members shall elect a new Second Vice-chairperson at the next regularly scheduled meeting, or at a special meeting, within sixty (60) days after the vacancy occurs. The election shall follow the nominating and voting process established hereinabove. A member elected to fill, or stepping up to, an unexpired term of six (6) months or longer shall be considered to be filling a full term of office.

Section 5. DUTIES OF THE CHAIRPERSON

The Chairperson shall preside at all regular and special meetings of the Board, shall preserve order and decorum, and shall decide all questions of order, subject to appeal of the Board. Decisions of the Chairperson may be appealed by any Board Member, but shall only be overridden by a majority vote of those Member's present. The Chairperson shall sign all Resolutions, letters or other official actions of the Board taken during the Chairperson's tenure. Except as otherwise determined by the Board, the Chairperson shall serve as the spokesperson for the Board before the City Council and at any activity at which the City Council has authorized the Board to act or speak on behalf of the City. In the event the Chairperson is not available, then the Vice-Chairperson shall perform this duty.

Section 6. DUTIES OF THE VICE-CHAIRPERSONS

In the absence of the Chairperson at any meeting, the First Vice-Chairperson shall perform all duties of the Chairperson, and when so acting, shall have all the powers and be subject to all restrictions of the Chairperson. Similarly, in the absence of both the Chairperson and First Vice-Chairperson, the Second Vice-Chairperson shall perform the duties of, and have the powers, of the Chairperson. In the Absence of the Chairperson and both Vice-Chairpersons, the Board shall elect by majority vote a temporary Chair to preside over the meeting.

ARTICLE VI: MEETINGS, VOTING AND QUORUM

Section 1. PUBLIC MEETING

All meetings of the Board and its subcommittees shall comply with the City's Open Meetings law. Citizens attending public portions of meetings may observe the proceedings. Citizens may comment or provide input at meetings during Citizen Comment or when requested by the Board.

Section 2. REGULAR AND SPECIAL MEETINGS

Regular Meetings of the Board shall be held at a time and place designated from time to time by the Board. One Regular Meeting shall be held in the Month of October and shall be designated as the Annual Meeting, at which the election of officers shall be held. Special meetings of the Board may be called at the discretion of the Chairperson or by request of any three (3) Board Members. The Chairperson shall fix the time, date and location for holding any special meeting unless the meeting is otherwise set by the Board in open session.

Section 3. VOTING

The Board may act by Motion or Resolution. All Regular Members of the Board, including the Chairperson shall be entitled to one (1) vote on all matters brought before a regular or special meeting of the Board, provided a quorum is present. No proxy vote shall be allowed. All issues shall be settled by a majority vote. Votes shall be either yes or no. Abstention is not permitted.

Section 4. QUORUM

A majority of the Board shall constitute a quorum for the transaction of business. Whenever a quorum is not present at a Regular or Special Meeting, no formal action shall be taken, nor shall information be imparted or discussion take place.

Section 5. PROCEDURE

The Parliamentary Law and Practice for Non-Profit Organizations (Oleck and Green) shall govern the conduct of business at all meetings of the Board and its subcommittees except when in conflict with these Rules of Procedure. Upon a majority vote of the quorum of the Board, any rule may be suspended.

Section 6. ORDER OF BUSINESS

The order of business at Regular and Special Board Meetings shall be:

Call to Order. The Chairperson shall call the Board to order.

Citizen Comment.

Approval of Minutes. The minutes of any preceding meeting shall be submitted for approval and shall be approved by a majority vote of those present, pending any corrections by Members of the Board or City staff.

Reports of Subcommittees. Reports of any Standing or Special Subcommittees shall be presented as required.

Old Business. The Board shall hear and act upon those items that were postponed from previous meetings.

New Business.

Staff and Board Member comments.

Next meeting schedule and topics.

Adjournment. Upon completion of the agenda, the Chairperson shall declare the meeting to be adjourned.

Section 7. SECRETARIAL DUTIES

City staff is responsible for providing the Board with:

- a) Administrative staff support for the board meetings and ensuring public notification is achieved in accordance with the City Code;
- b) Keeping the Rules of Procedure as amended, minutes of all meetings of the Board, a current membership list containing the names, addresses and telephone numbers of all Board members, and all other official documents of the Board.

Section 8. MINUTES

The minutes of Regular Meetings, Special Meetings, and Public Hearings shall be summary minutes, however, each motion made shall be recorded verbatim, and the minutes shall show the vote of each Member, except where votes are unanimous.

ARTICLE VII: SUBCOMMITTEES

The Board may, with the prior consent of the City Council, appoint such Standing Subcommittees or Special Subcommittees as may be needed for the efficient study or analysis of the City's multi-modal transportation system or to conduct public hearings on proposed transportation system operation or policy. Only members of the board may serve on subcommittees unless otherwise directed by City Council. Each committee shall elect a Chair and Vice-Chair. Vacancies on any subcommittee may be filled for the unexpired portion of the term in the same manner as provided in the case of original appointments. A simple majority of the members of a subcommittee shall constitute a quorum of such subcommittee, and the actions of a majority of the members at a meeting at which a quorum is present shall be the action of the subcommittee.

ARTICLE VIII: CONFLICT OF INTEREST

Whenever a Board or subcommittee member has cause to believe that a matter to be voted upon would involve him or her in a conflict of interest, that member shall announce the conflict of interest, shall not participate further in the matter, and shall leave the meeting room until the matter has been concluded.

ARTICLE IX: AMENDMENT OF RULES OF PROCEDURE

The Board may initiate action at any Board Meeting to alter, amend or repeal these Rules of Procedure and have new Rules of Procedure adopted. Notice of any proposed amendment to, or repeal of, these Rules of Procedure shall be presented at a duly constituted meeting of the Board, and shall then be voted on at a designated duly constituted meeting of the Board. A copy of the current Rules of Procedure with the proposed changes shall be distributed to all Board Members at least thirty (30) days in advance of the meeting at which the amendment will be presented for approval. An affirmative vote by the majority of the entire Board is necessary for amendment adoption. The Board's recommendation to amend these Rules of Procedure is then subject to approval by City Council.

Adopted in open session this 3rd day of December, 2002



Dan Cleveland
Chairperson of the Board.

Approved by City Council the ___ day of _____, 200__



CITY OF COLORADO SPRINGS

PUBLIC WORKS

David S. Zelenok
Director

24-03

DATE: January 10, 2003

TO: *for* Lorne C. Kramer *Mary Collins* City Manager

FROM: Dave Zelenok, Public Works Director *Dave.*

RE: **RULES OF PROCEDURE OF THE CITIZENS' TRANSPORTATION ADVISORY BOARD (CTAB)**

SUMMARY: The Citizens' Transportation Advisory Board was recently formed to advise Council on matters relating to the City's multi-modal transportation system. The Board must adopt Rules of Procedure for the conduct of its meetings and other business, and these Rules of Procedure must be approved by City Council.

PREVIOUS COUNCIL ACTION: Council passed Ordinance No. 02-101 on June 11, 2002, thereby creating the Citizens' Transportation Advisory Board.

BACKGROUND: Section 2E of Ordinance No. 02-101 requires that the Board adopt Rules of Procedure. Staff prepared draft Rules of Procedure for Board members to review and amend before bringing to Council for approval.

FINANCIAL IMPLICATIONS: None.

BOARD/COMMISSION RECOMMENDATION: These Rules of Procedure were adopted by the Citizens' Transportation Advisory Board at its December 3, 2002 regular meeting.

STAKEHOLDER PROCESS: Draft Rules of Procedure were prepared by the City Attorney's Office and presented to CTAB at its October 29 meeting. Changes requested by Board members at that meeting were incorporated into a revised draft for review at CTAB's December 3 meeting. Final changes were agreed upon, and the Citizens' Transportation Advisory Board adopted the Rules of Procedure dated 1 December 2002, on December 3.

ALTERNATIVES: Council may choose to request amendments to CTAB's Rules of Procedure before approving the document.

RECOMMENDATION: Staff recommends approval of the Rules of Procedure of the Citizens' Transportation Advisory Board, dated 1 December 2002.

PROPOSED MOTION: Move for approval of the Rules of Procedure of the Citizens' Transportation Advisory Board, dated 1 December 2002, as presented to Council.