

1 **BYLAWS OF THE**
2 **UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION**
3 **TRANSPORTATION ADVISORY COMMITTEE**
4

5 Adopted: November 27, 2001
6 Amended: January 15, 2008
7

8 **PREAMBLE**
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10 The Upper Valley Lake Sunapee Regional Planning Commission (herein referred to as "the
11 Commission") is a regional planning commission organized under the provisions of NH
12 R.S.A. 36:45-53. The purpose of the Commission is to promote coordinated, orderly and
13 efficient development of land and prosperity of the Region and to promote a spirit of regional
14 cooperation among the member municipalities.
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16 **ARTICLE I. NAME**
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18 The name of the Committee shall be the Transportation Advisory Committee (TAC).
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20 **ARTICLE II. AUTHORIZATION**
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22 The Committee was established as a part of the New Hampshire Department of
23 Transportation planning process and is hosted by the Commission.
24

25 **ARTICLE III. PURPOSE**
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27 The purpose of the Committee shall be to provide technical advice and policy
28 recommendations regarding transportation planning issues to the Commission. Committee
29 representatives shall be the liaison between this committee and their community/agency and
30 shall perform the necessary tasks to facilitate coordination and cooperation between the two
31 respective entities that they represent.
32

33 The Committee shall write the Regional Transportation Plan (RTP) to address a long-term
34 vision for growth in the Region as it pertains to the transportation network. The RTP will
35 serve as the official Regional policy statement that will help to guide transportation funding
36 decisions. The Committee shall adopt the RTP and recommend it to the UVLSRPC Board of
37 Commissioners to be adopted as the transportation element of the Regional Plan. The RTP
38 shall be updated every five years with the Regional Plan.
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40 The Committee shall also prioritize Regional transportation projects for inclusion in the
41 Statewide Transportation Improvement Program for New Hampshire.
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43 **ARTICLE IV. MEMBERSHIP**
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45 Each dues-paying municipality and county in the Region shall be entitled to one voting
46 representative and one alternate. The alternate shall be authorized to act in the absence of
47 the representative. Municipal representatives and alternates shall be appointed by and report
48 to the municipal legislative/governing body.
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50 A majority of the voting members shall be representatives of member communities.
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52 The Committee may appoint at-large voting members that may include representation from a
53 wide array of transportation/land use related agencies or groups.

54
55 The New Hampshire Department of Transportation, Federal Highway Administration New
56 Hampshire Division, and the non-dues paying county governments may each appoint one
57 non-voting representative to the Committee.

58
59 The appointing authority shall determine the term of appointment for membership.
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61 **ARTICLE V. VOTING**

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63 ~~Those members present and voting shall constitute a quorum of the TAC for voting at~~
64 ~~meetings.~~ A " meeting " means the convening of a quorum of the membership of a public
65 body, as defined in RSA 91-A:1-a, VI, or the majority of the members of such public body if
66 the rules of that body define "quorum" as more than a majority of its members, whether in
67 person, by means of telephone or electronic communication, or in any other manner such
68 that all participating members are able to communicate with each other contemporaneously,
69 subject to the provisions set forth in RSA 91-A:2, III, for the purpose of discussing or acting
70 upon a matter or matters over which the public body has supervision, control, jurisdiction, or
71 advisory power. More than a majority of the TAC members shall constitute a quorum of the
72 TAC for voting at meetings.

73 74 **ARTICLE VI. OFFICERS**

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76 Committee Officers shall consist of a Chairperson and a Vice Chairperson who shall be
77 selected from the membership by the Committee. The Officers shall be elected annually at
78 the beginning of each Commission's fiscal year.

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80 The Chairperson shall call meetings, preside over all meetings and perform such other duties
81 as are customary to the office and as may be assigned by the Committee.

82
83 The Vice Chairperson shall perform the duties of the Chair in the absence of the
84 Chairperson. In the absence of both officers, those members present shall appoint a
85 Chairperson pro tempore to preside over that meeting.

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87 Should the offices of Chair or Vice Chair become vacant, the Committee shall conduct an
88 election to fill the unexpired term.

89
90 The Commission shall serve as the Committee secretary.

91 92 **ARTICLE VII. MEETINGS**

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94 The Committee shall meet bi-monthly at dates, times and places agreed upon by the majority
95 of the members. Special meetings may be held at the request of the Chair. Notice of such
96 meetings shall be given at least one week in advance.

97
98 All meetings shall be open to all interested individuals.

99 100 **ARTICLE VIII. AMENDMENTS**

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102 The Bylaws may be amended by a majority vote of the Committee provided that proposed
103 amendments to these Bylaws shall be presented in writing to Committee members at least
104 fifteen (15) days prior to the date of the Committee meeting at which they are to be
105 discussed and voted on.
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107 **ARTICLE IX. ADOPTION**

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109 The Bylaws were adopted by the Committee on November 27, 2001 and amended on
110 January 15, 2008.