

# BYLAWS

## TRANSPORTATION SAFETY COMMITTEE

June 2019 Revision

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### I. Name

The name of this subcommittee shall be the Transportation Safety Committee. It is a subcommittee of the Transportation Policy Council (TPC) of the Houston-Galveston Metropolitan Planning Organization.

### II. Purpose

- A. The Transportation Safety Committee (TSC) shall advise the TPC on the development of its safety programs, as well as promote traffic safety coordination with other planning activities.
- B. The TSC shall also conduct the following activities as part of its advisory role to the TPC:
1. Guide development and seek TPC approval of the *Regional Safety Plan*
  2. Develop and seek TPC acceptance of the annual *State of Safety Report*
  3. Guide development and promote safety implementation action plans for focus areas of the *Regional Safety Plan*
  4. Serve as steering committee for all regional transportation safety campaigns and projects
  5. Review traffic safety recommendations for all H-GAC transportation studies
  6. Provide program direction for transportation safety grants administered by H-GAC
  7. Review and make recommendations regarding current and/or proposed transportation safety legislation and regulations
  8. Accentuate significant regional transportation safety issues to TPC and other subcommittees
  9. Make recommendations for corrective actions regarding regional transportation safety issues
  10. Identify opportunities and recommend actions for leveraging and coordinating regional resources from various disciplines to maximize transportation safety efforts

### III. Membership

- A. The TSC shall be comprised of individuals and organizations that have an interest and expertise in developing traffic safety plans, promoting traffic safety programs or projects, and reviewing traffic safety legislation, regulations, and policies.
- B. Membership should reflect the various aspects of traffic safety interests and issues to assure related challenges and opportunities are considered in their broadest context. The membership of the TSC shall not exceed a maximum of twenty-three (23) members as shown in table below.

#### Voting Membership of the Regional Transportation Safety Council

Number of Positions	Category or Organization
5	Law Enforcement/Fire/EMS/Emergency Management
6	Healthcare/Education/Social Service/Advocacy Groups or Interested Citizens
2	Private Shippers & Carriers
8	Public Transit, State, City, County Engineering & Planning
2	Railroads & Ports
<b>23</b>	<b>TOTAL MEMBERS</b>

- C. Members shall be appointed by a member of the TPC. Members shall serve at the pleasure of their agency or organization for a term of two (2) years. Every two (2) years the TPC shall solicit nomination for voting and alternate members to the TSC.
- D. Each voting member may have a designated alternate member who may serve at any TSC meeting in the voting member's absence. Alternate members must be appointed in the same manner as voting members. Appointed alternate members will have the voting rights and privileges of voting members.
- E. Each member shall be eligible to serve during the term as long as the member remains at the represented agency or organization they were with at the time of appointment. In the event that a voting member becomes ineligible or unable to serve, a new member may be recommended by the represented organization subject to TPC approval.
- F. If any member (or his or her alternate) fails to attend three (3) consecutive meetings of the Committee, or a total of five (5) meetings during the member's term, he or she is subject to

removal on a majority vote of the Committee at a meeting of the Committee where a quorum is present. Attendance at a meeting by a member's designated alternate will be credited to the member.

- G. The TSC Chairperson may appoint such other non-voting ex-officio representatives as may be appropriate, subject to approval by a majority of the voting membership.

#### **IV. Governance**

- A. The TPC shall appoint the Chairperson and Vice-Chairperson of the TSC. The Chairperson and Vice-Chairperson shall serve for a term of two (2) years. In the event the Chairperson is unable to serve the entire term of office, the Vice-Chairperson shall succeed to the office of Chairperson. The new Chairperson shall appoint a TSC member to serve as Vice-Chairperson for the remainder of the term. This appointment shall be subject to approval by the majority of the TSC present at the next regular meeting.
- B. In the absence of the Chairperson and Vice-Chairperson from a regular or special meeting at which a quorum is present, the remaining members present shall elect a presiding officer who shall serve until the conclusion of that meeting or until the arrival of the Chair or Vice Chair.
- C. The TSC may create standing rules to accomplish its purposes. Robert's Rules of Order shall govern all meetings of the TSC.

#### **V. Meetings**

- A. The TSC shall meet no less than three times per calendar year. Meeting dates for the following year shall be established at the last regular meeting of the current year. Special meetings may be called at the written request of at least seven (7) voting members.
- B. The Chairperson shall, in a written notice of the meeting, designate the time and place and indicate in an official agenda the business to be transacted or considered. Notice of each meeting shall be transmitted electronically (or by mail based upon a member request) to each member at least two weeks prior to the meeting date.
- C. Fifty-one (51) percent of the total seated TSC voting membership shall constitute a quorum for the transaction of business at all meetings.

- D. Opportunities for public comments shall be in accordance with H-GAC policy and all applicable federal and state laws and regulations.
- E. Minutes of all meetings shall be kept and recorded by H-GAC staff. H-GAC shall provide administrative support to the TSC and limited support to any sub-committees.

## **VI. Sub-committees**

- A. The TSC may create ad hoc sub-committees for the furtherance of its purposes. Sub-committees may include non-TSC participants, as appropriate.
- B. Each sub-committee shall be responsible for choosing a chairperson, recording its minutes and for conveying any findings and/or recommendations to the TSC.

## **VII. Amendment of Bylaws**

- A. Adoption and amendment of the Bylaws governing the TSC is the responsibility of the TPC based upon recommendations of the TSC made at any duly called meeting wherein an official quorum of the TSC is present.
- B. Any proposed amendment made by the TSC to its bylaws shall be fully set out in writing and furnished to each member seven (7) days in advance of the meeting where the action is to be taken. The proposed amendments will be transmitted to the Bylaws Committee of the TPC for timely action.