

**Bylaws**  
**Capital Area Regional Transportation Planning Organization**  
**of the**  
**Capital Area Council of Governments**

**Article I – Name, Purpose, Responsibilities**

The Capital Area Regional Transportation Planning Organization, herein referred to as CARTPO, enhances regional mobility through education, coordination, and advocacy. CARTPO serves as a forum for elected officials to come together on transportation issues to recommend changes in policy and practice, advocate for legislation, recommend regional priorities, direct certain planning and data initiatives, oversee the federally-prescribed local consultation process, and collaborate with the Capital Area Metropolitan Planning Organization (CAMPO).

“Transportation”, for the purposes of CARTPO’s mission, shall be defined as any road, rail, transit, aviation, bicycle, and pedestrian infrastructure, as well as the associated physical, economic, political, and social impacts of that infrastructure.

CARTPO was originally created as a response to TEA-21 legislation, which called for state departments of transportation to work with officials in non-metropolitan areas when making transportation planning and programming decisions. CARTPO’s responsibilities include:

- Providing a forum for elected officials and community leaders to learn about and discuss relevant transportation topics;
- Evaluating and recommending projects with a regional impact to the Texas Department of Transportation (TxDOT);
- Overseeing research and education on financing mechanisms for transportation and related projects;
- Studying and recommending changes in statutes, rules, or policies related to state or federal transportation programs;
- Coordinating with CAMPO on transportation issues; and
- Developing a regional mobility strategy for the ten-county area;
- Serving as an information clearinghouse for transportation related data.

CAPCOG shall provide staffing and administrative support for all CARTPO activities.

**Article II - Membership**

CARTPO membership shall be open to representatives from cities, counties, transportation agencies, private and non-profit organizations, and citizens who are interested in regional transportation issues. CARTPO is composed of voting, non-voting ex-officio, non-voting associate, and staff members.

### Voting Members

Each county in the 10-county CAPCOG region may choose three (3) elected officials to serve as voting members. Individual counties are encouraged to include at least one municipal representative in their voting membership.

### Ex-Officio Member

Each of the following regional transportation stakeholder organizations may choose (1) official to serve as a non-voting ex-officio member:

- Austin-San Antonio Corridor Council
- Capital Area Metropolitan Planning Organization (CAMPO)
- Capital Area Rural Transportation System (CARTS)
- Capital Area Transportation Coalition (CATC)
- Capital Metropolitan Transportation Authority (CMTA)
- Central Texas Regional Mobility Authority (CTRMA)
- Greater Austin Chamber of Commerce (GACC)
- Texas Department of Transportation – Austin District (TxDOT)

### Associate Member

Any government, organization, or individual interested in regional transportation issues may serve as a non-voting associate member.

### Professional Conduct

Committee members should maintain objectivity and professionalism when carrying out business of the Committee. Committee members will not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or age. In the event that a Committee member acts in a manner which brings the work of the Committee into question or controversy, it shall be the responsibility of the CAPCOG Executive Director to address the incident and if appropriate, to recommend removal from the committee.

## **Article III - Officers**

1. CARTPO shall elect from among its voting members a Chair and Vice Chair at the first meeting of the calendar year.
2. In the event if either officer is unable to complete his/her term, the Committee will elect a replacement at the next meeting to serve the remainder of the term.
3. All CARTPO officers must represent a city or county in the 10-county CAPCOG region.
4. Officers serve two-year terms, beginning on the date they are elected.
5. In the event an Officer is unable to fulfill his/her term, CARTPO shall elect a replacement, at a regular or specially called meeting, who serves for the remainder of the unexpired term.
6. In the case of a tie vote at which a quorum is present, the Chair will be deemed to have the authority to break the tie.

7. In case the Chair and Vice-Chair are absent or unable to preside over meetings and perform their duties, CARTPO may appoint a Chair pro tem.

#### **Article IV - Meetings**

##### **Regular**

1. CARTPO shall meet at least four times annually on a day, time and place specified by the CARTPO Chair or the CAPCOG Executive Director.
2. Written notice of each regular meeting shall be prepared by the CARTPO liaison and mailed, or electronically transmitted, or hand-delivered to each CARTPO representative at least five (5) business days before the meeting date.
3. CARTPO Ad Hoc Committees may meet regularly or specially if called by the Ad Hoc Committee Chair, CAPCOG Executive Director, or Executive Director's designee.
4. A voting member of CARTPO may designate a proxy to attend regular and special meetings in that member's place. The proxy's attendance will be credited for the member's annual attendance but will not be counted toward the quorum. The designated proxy will not be eligible to vote but may participate in discussion as needed to communicate the support, concerns, or questions of the organization being represented.

##### **Special**

1. CARTPO shall meet specially if called by the CAPCOG Executive Director, the Executive Director's designee, or the CARTPO Chair-
2. Notice of any special meeting shall be given at least 72 hours prior to the special meeting.

##### **Quorum and Action**

1. A quorum exists when at least one voting member from six of the 10 counties in the CAPCOG region is present.
2. If a quorum is present when a vote is taken, the affirmative vote of a majority of the representatives entitled to vote and present is the act of CARTPO.

##### **Open Meetings and Records**

1. All meetings of CARTPO shall be open to the public. The meetings are not subject to the Texas Open Meetings Act.
2. Minutes of the CARTPO meetings, documents distributed and other records are the property of CAPCOG and shall be maintained in accordance with CAPCOG's Records Retention Schedule. These materials are available for public view, at CAPCOG's offices, upon receipt of a written request by the interested party.
3. Except where these bylaws require otherwise, *Robert's Rules of Order* shall govern the conduct of CARTPO meetings.

## Article V – Ad Hoc Committees

### Appointment

Ad hoc committees may be appointed by the CARTPO Chair and shall serve for special purposes to comply with special needs.

### Terms

Terms of membership on ad hoc committees shall be established to achieve the purpose for which the committee was created. At least three (3) counties and/or cities must be represented in each ad hoc committee. Ex-Officio members may also be appointed to ad hoc committees for technical expertise and will serve in a non-voting capacity. The CARTPO Chair has the authority to dissolve the ad hoc committee once the committee's purpose is achieved or the committee becomes inactive.

### Meetings

The method for calling ad hoc committee meetings shall be at the discretion of the ad hoc committee membership to discharge their responsibility.

### Officers

The Chairs of the ad hoc committees shall be appointed by the Chair of CARTPO.

## Article VI - Amendments

### By Capital Area Council of Governments Executive Committee

The CAPCOG Executive Committee may amend these bylaws at a regular or special called meeting. The written text of a proposed amendment must be included with the notice of the meeting at which the amendment will be discussed and voted on.

### By the Capital Area Regional Transportation Planning Organization

Representatives to CARTPO may recommend amendments to these bylaws at a regular or special called meeting. The written text of a recommended amendment must be included with the notice of the meeting at which the amendment will be discussed and voted on. If the CARTPO representatives approve the recommended amendment, it is then forwarded to the CAPCOG Executive Director to be brought to the CAPCOG Executive Committee.

### Effective Date

An amendment to these bylaws takes effect when approved by the CAPCOG Executive Committee.

### Bylaws History

Adopted 03/14/07

Revised 03/13/19

Revised 01/13/2016

Revised 01/18/2019

Revised 03/13/2019