

By-Laws
STATEWIDE TRANSPORTATION TECHNICAL ADVISORY COMMITTEE (STTAC)
Including Subcommittee(s)
Approved April 6, 2009

I. STATEMENT OF PURPOSE

The Statewide Transportation Technical Advisory Committee (STTAC) was originally formed as the forum for discussing planning and programming issues related to the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA).

On January 15, 1993, the State Transportation Board ratified the formation of the STTAC as an advisory board to the Director of the Nevada Department of Transportation (NDOT) and the State Transportation Board.

On August 10, 2005 the President of the United States reauthorized national transportation legislation by signing the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

On April 6, 2009 the STTAC reaffirmed their interest and intent to continue to serve as an Advisory Board to the Director of the (NDOT) and the State Transportation Board.

II. OBJECTIVES

- A. Provide review, comment, and make recommendations on the planning process for the statewide transportation system required by state statute and SAFETEA-LU.
- B. Provide review, comment, and recommendations on statewide transportation planning documents, including the Statewide Intermodal Transportation Plan and the Transportation System Projects (TSP); which includes the Statewide Transportation Improvement Program, Annual Work Program, Short Range Element and Long Range Elements; in addition, to other planning documents as they are created. An open dialogue is encouraged in the development of NDOT Planning documents.
- C. Provide review, comment, and recommendations on statewide transportation planning, programming and development issues raised by the State Transportation Board and the NDOT.

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- D. Provide review, comment, and recommendations on the prioritization of transportation projects, including but not limited to enhancement and landscape and aesthetics projects.

III. PROCEDURES

A. Membership:

1. Committee membership is made up of federal, state and local agencies/entities (See Attachment A) identified by NDOT. Those agencies-members identified as members may vote on the TSP and Enhancement funded projects, landscape and aesthetics projects, and all other agenda items. The only attendees that will not be allowed to vote will be additional attendees (agencies), ex-officio members, NDOT staff and members of the public.
2. In order to ensure representation of public body members (Advisory Committee on Transit (ACT), Nevada Aviation Technical Advisory Committee (NATAC) and the Nevada Bicycle Advisory Board (NBAB)) to which NDOT provides staff, the STTAC requests that these public bodies discuss, nominate and take action to appoint the chair as their designated representative and an alternate by formal action to attend STTAC meetings. Once this action has taken place the name(s) of the new attendee and alternate along with contact information will be forwarded to NDOT staff.
3. Currently, representatives from 13 member agencies/entities in attendance constitutes a quorum. Members agencies/entities may be added to the Committee by the NDOT. If members are added in the future, the number of the quorum will be one more than a majority. Member agencies/entities will designate a representative and must designate an alternate to serve in the representative's absence. The appointed alternate may vote on action items. It is necessary for the NDOT to be notified that the alternate has been appointed by letter on agency/entity letterhead.
4. Regular STTAC meeting attendance (physically or via video/teleconference) is strongly encouraged. Member agencies/entities who are not represented at three (3) or more consecutive meetings by either the member or alternate will be contacted by NDOT staff to reevaluate their membership on the

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committee.

5. In the event that a representative is not available to attend a meeting it is strongly recommended that the alternate attend. Examples for non-attendance may include; scheduling conflicts or sickness.

B. Officers:

1. A Chair and Vice-Chair will be nominated from the membership of the Committee and be selected by a vote of the Committee. A majority vote of the quorum is necessary to elect the Chair and Vice-Chair.
2. Terms of office for the Chair and Vice-Chair will be one year. The Chair will be replaced by the Vice-Chair, with a new Vice-Chair being selected at the April meeting of the Committee.
3. If the Chair or Vice Chair is unavailable or unable to facilitate a meeting the most recent Chair will conduct the meeting.
4. If a Chair or Vice Chair is not able to complete their term, for any reason, the committee will hold a special election to nominate and elect an officer to fill the vacancy.

C. Meetings:

1. Meetings of the STTAC will normally be scheduled at 10:00 A.M. on the first Monday of every other month (February, April, June, August, October and December), or on a date and time approved by the STTAC, NDOT Director or State Transportation Board . In addition, the Committee may choose to meet on an as-needed basis or to change the meeting, time, date or location.
2. Meetings of the STTAC are subject to the requirements of the Nevada Open Meeting Law (NRS Chapter 241).
3. Draft agendas for meetings of the STTAC will be approved by the Chair and will be mailed or otherwise distributed to the Committee members at least one week prior to the scheduled Committee meeting date.
4. Members are encouraged to submit items for inclusion on the monthly agenda. Items must be submitted to the Department at least one month prior to the scheduled meeting date. In addition, members can recommend agenda items during discussion on Future Agenda Items

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at each STTAC meeting.

5. Each agency/entity representative of the Committee is entitled to one vote.
6. Voting may be exercised by voice, show of hands or roll call.
7. Votes taken on items requiring action by the Committee will only be taken if a quorum is present. A simple majority vote of those present is required to decide an issue.
8. The Committee will only take action on those items on the agenda that are designated as action items.
9. Committee meetings will be conducted according to the most recent edition of *Robert's Rules of Order* except as follows:
 - a. The Chair may make motions and can vote.

D. Minutes

1. Meetings will be recorded and minutes will be prepared for approval by the Committee.
2. The minutes will be in conformance with NRS 241.035.
3. The minutes or audiotape recordings of the meeting will be made available for inspection by the public within 30 days of the meeting.

E. Subcommittees

1. As needed, the STTAC may form subcommittees. To be a member of a STTAC subcommittee the member shall be a regular or alternate representative of the STTAC.