

TRANSPORTATION ADVISORY COUNCIL GENERAL GUIDELINES

Approved November 15, 2013

I. Meetings

- a. There shall be a minimum of four (4) meetings per year.
- b. The meetings shall be called by the Colorado Department of Education personnel when agenda items warrant calling the committee together.
- c. Notification
 - i. The membership shall be notified in writing (usually email) at least five (5) working days in advance of the meeting date as to the time, place and agenda for the meeting.
- d. The location of each meeting will be determined by the Colorado Department of Education personnel. A basic criterion in the selection of the site will be the convenience of reaching the location by the majority of the membership.
- e. A Council member may request the chairperson of the Transportation Advisory Council to call a special meeting of the Council prior to the next regularly scheduled meeting to consider an item or items of an emergency nature. If the chairperson determines that it is necessary to call a special meeting, the membership will be notified by telephone of the date, time, place and agenda for the special meeting.
- f. A quorum of 80% of the voting members shall be present or have submitted their proxy in writing in order to vote on motions.

II. Membership

- a. Composition
 - i. The Council shall consist of two members from each of the nine (9) regions.
 - ii. The term of office for a school district member will be a rotating term for two consecutive years.
 - iii. A school district may be represented by only one (1) Council member.
 - iv. A Council member elected to serve an unexpired term shall be eligible to be elected to a regular 2-year term upon completion of the unexpired term.
 - v. Alternative members
 - 1. Defined as member(s) expressing an interest to serve on the Council from a region where the membership requirement has been met.
 - 2. Are asked to attend the TAC meetings but attendance is not mandatory.

3. Are eligible to fill any vacancy within their region when the opportunity arises.

b. Attendance

- i. Membership on the council may be terminated for any active member who is absent from three (3) meetings during their term without adequate reason.
 - ii. Members may express their voting decisions and opinions via proxy, in writing, to the CDE chair.
- c. If members must be replaced for any reason, the replacement person's name should be submitted first to the Council for preliminary screening. The Council shall consider the following criteria when recommending school district personnel for membership:
- i. Region of Council member
 - ii. Category of district (rural, outlying town, mountain region, urban)
 - iii. Actual route miles
 - iv. Interest in the purposes and functions of the Council.

III. Functioning of the Council

- a. The chairperson of the Transportation Advisory Council shall be from the Colorado Department of Education.
- b. The Transportation Advisory Council shall be strictly advisory in nature.
- c. Formal parliamentary procedures may be waived by the chairperson in favor of Council consensus action.
- d. Those not agreeing with the consensus of the council on any particular issues may be requested by the chairperson to provide his/her reasons for disagreeing. The reasons may serve as valuable assistance to the Council or bear upon related issues.
- e. Subcommittees may be appointed by the chairperson on an ad hoc basis.
- f. Each official member shall be entitled to one vote on each matter submitted to a vote of the Council.
- g. Minutes of each meeting shall be prepared by the Department of Education and provided to each Council member in a timely manner for approval.
- h. Upon Council approval of the minutes, they will be posted on the CDE Transportation website and distributed via the Transportation ListServ.