

# Streets and Freeways Subcommittee Bylaws

## ARTICLE I. SCOPE AND RESPONSIBILITIES

### Section 1. Subcommittee to the Technical Advisory Committee

Under the Authority of the Los Angeles County Metropolitan Transportation Authority, hereinafter referred to as MTA, the Streets and Freeways Subcommittee, herein referred to as the Subcommittee, shall be consulted on issues and will provide technical input/assistance to the MTA through Technical Advisory Committee (TAC) by reviewing and evaluating various transportation policies, issues and transportation funding programs in Los Angeles County. The Subcommittee shall review, comment upon and make recommendations on such matters as referred to by MTA and TAC.

In the dispatch of its responsibilities, the Subcommittee may conduct meetings, appoint committees or working groups, or engage in such activity, as it deems necessary.

### Section 2. Roles and Responsibilities

Under the authority of the MTA, the Subcommittee may engage in such related activities as appropriate to the dispatch of its responsibilities and, from time to time, bring matters of special concern to the attention of MTA and TAC or appropriate policy committees.

At a minimum, the Subcommittee shall consider, comment and act on the following:

- Call for Projects
- Local, State and Federal Legislation
- Funding
- Project Delivery
- RSTI Projects
- Signal Synchronization Projects
- Bikeway/Bicycle Projects and Policies
- Pedestrian Projects and Policies
- Goods Movement

### Section 3. MTA Staff Assistance

The staff of MTA shall be available to assist the Subcommittee in its work including the organization of meetings, provision of audio-visual equipment and other support as necessary. Meeting agendas (including supporting material) and minutes of the

previous meeting will be provided by MTA staff to Subcommittee members, alternates and additional persons included on the distribution list no less than three (3) working days before the next scheduled meeting.

## ARTICLE II. MEMBERSHIP

### Section 1. Membership

The Subcommittee shall consist of (16) voting and (3) ex-officio agencies/modal representatives listed below:

	members
• Automobile Club of Southern California	1
• California Highway Patrol	1
• Caltrans	1
• City of Long Beach	1
• City of Los Angeles	1
• County of Los Angeles	1
• League of California Cities	7
• MTA	1
• Arterial ITS Working Group	1
• Bicycle Coordinator	1
• TDM/Air Quality Sub-Committee ( <i>Ex-Officio</i> )	1
• Southern California Association of Governments (SCAG) ( <i>Ex-Officio</i> )	1
• Goods Movement ( <i>Ex-Officio</i> )	1

### Section 2. Members and Alternates

Voting and non-voting agencies shall designate in writing to MTA the names(s) of their designated member(s) and alternate(s). Only the individual designated as a member or, in the absence of the member, designated alternate, may vote during regular or special meetings. The seven members appointed by the League of California Cities, one voting member per each of the following Subregional groups or Councils of Governments ( COGs): Arroyo Verdugo, Gateway Cities, Las Virgenes/Malibu, San Gabriel Valley, South Bay, Westside Cities, North County. These representatives must be full-time staff from one of the COG/Subregion member cities, not a paid consultant, and will be nominated by the COGs and confirmed by the League of California Cities.

### Section 3. Eligibility

Designated voting and non-voting members of the Subcommittee shall be restricted to employees of the agencies listed above or include employees of agencies who serve on the Subcommittee representing the Arterial ITS Working Group, Bicycle

Coordination, and TDM/Air Quality Subcommittee. Consultants shall not be eligible to participate as voting or non-voting members of the Subcommittee.

#### Section 4. Officers

The election of officers (Chairperson and Vice-Chairperson) shall be conducted each calendar year at the first regularly scheduled meeting. Officers shall serve for a 12 month period and may serve consecutive terms when approved by majority vote of the Subcommittee. Alternates to TAC may serve as Chairperson or Vice-Chairperson of the Subcommittee.

#### Section 5. Attendance Policy

After three consecutive absences at regular meetings by the member or alternate, the agency would automatically lose voting privileges. Privileges would not be reinstated until a notice is sent by the MTA notifying the agency of the absences and MTA receives a new letter from the appointing agency identifying the new Subcommittee member and alternate.

### ARTICLE III. OFFICERS

#### Section 1. Duties of Officers

- **Chairperson** - It shall be the duty of the Chairperson to preside at all meetings of the Subcommittee and to ensure that meeting proceedings are conducted in a manner in keeping with the Bylaws. The Chairperson shall keep, or cause to be kept (by MTA staff), minutes of all regular, special or ad hoc meetings. The Chairperson shall give, or cause to be given (by MTA staff), notice of all meetings in keeping with the Bylaws.
- **Vice-Chairperson** - In the absence of the Chairperson to act, the Vice-Chairperson shall perform all the duties of the Chairperson.

#### Section 2. Ad Hoc Committees

The Chairperson may call and seat ad hoc committees as necessary and shall appoint Subcommittee members as needed.

### ARTICLE IV. MEETINGS

#### Section 1. Regular Meetings

Regular meetings of the Subcommittee shall be conducted on the third Thursday of each month and shall be conducted at the direction of the Chairperson or, in the Chairperson's absence, the Vice-Chairperson. Ad hoc meetings may be conducted at the direction of the Chairperson or, in the Chairperson's absence, the Vice-Chairperson.

**Section 2. Quorum**

Nine (9) voting members shall constitute a quorum. Motions shall require a second and may be adopted by a majority vote.

**ARTICLE V. VOTING PROCEDURES**

Each designated voting member, or in the member's absence, designated alternate, shall have one vote. Only voting members, or in the member's absence, the respective alternate, may vote or second motions.

**ARTICLE VI. AMENDMENTS TO BYLAWS**

The Bylaws of the Subcommittee may be amended following thirty (30) days notice of proposed changes by a two-thirds (2/3) vote of the voting members (subject to ratification by the Technical Advisory Committee).

**ARTICLE VII. AUTHORITY**

The Subcommittee is seated by the MTA and shall have no authority separate or apart from that of the MTA.