

**CITY OF ALEXANDRIA
TRANSPORTATION COMMISSION**

BYLAWS

Article 1. Organization

Sec. 1-1. Officers.

The officers of the Commission shall consist of a Chair, a Vice Chair and a Secretary.

Sec. 1-2. Election of Officers and Terms of Office.

- (a) The Transportation Commission shall elect its Chair and Vice Chair from among its voting members by majority vote at a regular meeting annually, or as otherwise appropriate. Each officer so elected shall serve for a term of one year or until his or her successor is elected.
- (b) No person may serve for more than two consecutive terms in either office.
- (c) In the event either officer cannot serve his or her full term of office, the Commission shall, by special election, select a new officer to serve the remaining term of office.
- (d) The Director of Transportation and Environmental Services, or designee, shall be the Secretary of the Commission ex officio. This designation does not confer commission membership or voting rights on the designee.

Sec. 1-3. Duties of Officers

- (a) The Chair shall preside at meetings of the Commission at which he or she is present and shall sign all official letters and transmittals to City Council or other bodies.
- (b) The Vice Chair shall, in the absence of the Chair, exercise all of the rights and duties of the Chair.
- (c) The Secretary shall keep records of the proceedings of all Commission meetings and be the custodian of its records. The Secretary shall also prepare the agenda for regular and special meetings; provide notice of meetings to members; arrange proper and legal public notice of hearings; attend to correspondence of the Commission; and sign the official minutes of Commission meetings upon approval by its members. In the absence of the Secretary, the Chair shall designate a person to record the minutes.

Sec. 1-4. Committees

The Commission may establish such committees as it may, in its sole discretion, deem necessary for the conduct of its business. Committee members shall be appointed by the Chair from among the Commission members.

Sec. 1-5. Staff Support

The Department of Transportation and Environmental Services shall provide primary staff support to the Commission.

Article 2. Meetings

Sec. 2-1. Regular Meetings

(a) The Commission shall hold a regular meeting on the third Wednesday of each month at 7:00 PM at publicly noticed locations, unless the Commission designates another date, time or place for such meetings.

(b) By majority vote, the Commission may adjourn any regularly scheduled meeting.

Sec. 2-2. Special Meetings

Special meetings of the Commission shall be held at the call of the Chair, consented to by a majority of the members.

Sec. 2-3. Quorum

A majority of the voting members of the Commission shall constitute a quorum.

Article 3. Conduct of Proceedings

Sec. 3-1. Rules of Procedure

(a) Except as may be provided by the City Charter or Code, these bylaws or duly adopted rules of procedure, Commission proceedings shall be governed by the then current Roberts Rules of Order.

(b) The Commission may adopt rules of procedure at any meeting.

Sec. 3-2. Passage of Motions

(a) An affirmative vote of a majority of the Commission voting members is required to pass a motion.

(b) Action on a motion shall be by voice vote unless a roll call vote is called for by the Chair.

(c) Tie votes shall be deemed a denial of the subject motion.

Article 4. Amendment and Suspension

(a) These bylaws may be amended by a two-thirds vote of the entire voting membership of the Commission, provided that at least five days notice of the proposed amendment(s) has been given to the members of the Commission.

(b) These bylaws may be suspended in a particular instance by a two-thirds vote of the entire voting membership of the Commission.

Adopted: November 5, 2008

Revised: September 20, 2024