



CAPE COD
COMMISSION

Cape Cod Joint Transportation Committee Bylaws

Cape Cod Joint Transportation Committee
Jessica Wielgus, Commission Counsel



April | 4 | 2016

Today's Discussion



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- **Cape Cod Joint Transportation Committee bylaws**
 - Originally written in 1995
 - Have not been revised since August, 2001
 - Draft revision before you today for vote to release for public comment

Articles of the Draft Bylaws Contains Six Sections



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1. Name, Purpose Duties and Compliance
2. Membership
3. Officers
4. Standing Committees/Subcommittees
5. Meetings of the CCJTC
6. Amendments

Articles of the Draft Bylaws

Article 1



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1. Name

- Cape Cod Joint Transportation Committee

- Purpose and Duties

- Advisory to Cape Cod MPO, MassDOT, CCRTA on matters affecting region in the Federal 3C Transportation planning process (Comprehensive, continuing, cooperative)
- Makes recommendations to CCMPO on the Unified Work program (UPWP), the Transportation Improvement Program (TIP), Regional Transportation plan (RTP) and Public Participation Plan (PPP)
- Compliance
- Title VI of the Civil Rights Act/related statutes

Articles of the Draft Bylaws

Article 2



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Membership: Sixteen voting members:

- One from each of 15 Cape towns
 - By operation, Director Public Works unless appointed by Board of Selectmen
- Bicycle representative
 - Appointed by CCJTC
 - Each member has an alternate in absence of member
 - Replacement member may be appointed
 - Resignation/not in position or absence from four or more consecutive meetings (requires action)
- Other attendees
 - AdHoc representatives, non-voting

Articles of the Draft Bylaws

Article 3



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Officers: Chairman and vice-chairman

- Selection of Officers
 - Each May, nominations added to slate, voted upon at next meeting (motion for one, roll call if >1)
- Duties of officers
 - Chair the CCJTC meetings
 - Call to order, announcing the business of meeting, set future agendas, facilitate discussions, accept motions, call for votes, sign all correspondence
 - Vice-chair – performs chair duties in absence of chair
 - Required to perform in compliance of Open Meeting Law

Articles of the Draft Bylaws

Article 4



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Standing Committees and Subcommittees

- Standing Committees
 - Appointed by the Chair of the Cape Cod Joint Transportation Committee on an as needed basis
- Subcommittees
 - Also appointed by Chair on as needed basis

Articles of the Draft Bylaws

Article 5



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Meetings of the CCJTC

- Call of meetings
 - Scheduled by CCC staff with approval of Chair of the Cape Cod Joint Transportation Committee, usually monthly basis
 - Compliance with Open Meeting law
 - Request to be on CCJTC mailing list for agendas
- Quorum
 - Simple majority of the members of the public body

Articles of the Draft Bylaws

Article 6



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Amendments

- Notice
 - In Two successive agendas for CCJTC meetings
 - Sent to all Town Clerks
 - Sent to current CCJTC representatives
- Vote
 - On Proposed changes to be taken at second posted meeting

Timeline – Next Steps



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- Introduced at today's meeting
- Vote to release for public comment period until April 1, 2016
- Discussion and potential vote on bylaws at next CCJTC meeting on April 8, 2016

Comments May Be Submitted To:



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Cape Cod Commission Transportation Program
Glenn Cannon, Technical Services Director
3225 Main Street (Route 6A)
PO Box 226
Barnstable MA 02630-0226

FAX: 508-362-3136 to Glenn Cannon, Technical
Services Director, CCC

EMAIL: gcannon@capecodcommission.org
Please put "CCJTC Bylaws" in the subject line

Questions?



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