

LARAMIE URBAN SYSTEMS ADVISORY COMMITTEE

BYLAWS

1.0 Name of Committee

The committee shall be known as the Laramie Urban Systems Advisory Committee (USAC).

2.0 Purpose and Duties

This Committee shall be a transportation advisory committee to the local city and county governments for the Urban Systems program, a cost-sharing program authorized by the Transportation Commission of Wyoming.

The purpose of the Committee is to evaluate the transportation needs of the urban area; compile and prioritize a list of potential improvement projects constrained by available federal and local matching funds and submit said list to the appropriate governing bodies for their approval.

The Committee shall follow the procedures outlined in the Cooperative Agreement among the Wyoming Department of Transportation, City of Laramie, and Albany County dated February 9, 2000 as amended, and the Wyoming Department of Transportation Operating Policy 2-4, Urban Systems Program, both of which are attached as Exhibit A.

3.0 Membership

The membership of the Urban Systems Advisory Committee shall at a minimum consist of a twelve (12) member voting body as follows:

- 3 representatives appointed by the Laramie City Council
- 3 representatives appointed by the Albany County Board of County Commissioners
- 1 representative appointed by WYDOT from the District or designee
- 1 representative appointed by the University of Wyoming
- 1 representative appointed by the Laramie Traffic Commission
- 1 representative appointed by the Albany County Planning and Zoning Commission
- 1 representative appointed by the Laramie Planning Commission
- 1 representative appointed At-Large with concurrence of the Laramie City Council and Albany County Board of County Commissioners

One WYDOT representative from the WYDOT Planning Program shall be a non-voting member except in the absence of the WYDOT District Representative.

Members shall serve 2-year terms, and may be removed, with or without cause, by the entity which appointed them. Prior to expiration of a member's term, the appointing authority shall either re-

appoint or appoint a new member to prevent vacancies in the committee. A list of the members, and the entity they represent, shall be prepared by the recording secretary or appointed staff member and distributed to the membership every year, or as new members are appointed, whichever occurs first.

Other agencies or individuals may be asked or encouraged to participate on an “as needed,” non-voting basis. If non-members wish to address the urban systems committee, the non-members will be recognized under “Other Business” on the agenda, or during public comment related to items on the agenda.

4.0 Officers

The officers of the Committee shall consist of a Chair and Vice Chair, Secretary and other such officers as the Committee may wish to appoint. The Committee may choose to appoint a City employee to record minutes in place of a Secretary as the Recording Secretary. The officers shall be elected by a majority vote of the Committee membership at its annual meeting for a term of two (2) years without limitations of re-election. If there is a vacancy in the office of Chair, the Vice Chair will become Chair until an election can be held at the next regularly scheduled meeting. Any officer may resign at any time by delivering a [written] resignation to the Chair [or the Recording Secretary]. If, in the judgment of the officers, the best interests of the committee will be served, any officer may be removed from office by the affirmative vote of [two-thirds] of the voting membership.

The duties of the officers shall be those normally associated with the offices and shall hold no special voting privileges.

The Chair shall be responsible for conducting all regular and special meetings unless incapacitated or unable to attend. The Chair may move, second and debate from the chair subject only to the limitations placed on all members and shall not be deprived of rights and privileges of a member.

The Vice Chair shall perform the duties or responsibilities of the Chair in the absence or disability of the Chair.

In the absence of the Chair and Vice Chair, a Temporary Chair shall be elected to serve as the Chair until the appointed Chair is in attendance.

The Recording Secretary [or appointed individual] shall be responsible for keeping the meeting minutes, maintaining the membership roster, and setting the meeting dates. Minutes of the meeting will be prepared by the Recording Secretary and distributed to the membership a minimum of seven (7) days prior to the next scheduled meeting.

5.0 Meetings Rules and Procedures

The Committee shall hold a minimum of one (1) annual meeting with arrangements made [by the Recording Secretary] via email consensus for committee members' availability if the date is not established at the previous meeting and shall not be held on any Federal, State, City or County holiday. The Committee shall meet at other times, as necessary, on the call of its Chair, in coordination with the WYDOT Planning Program representative.

Seven (7) of the voting membership of the Committee shall constitute a quorum for the conduct of business. All members must be physically present to count towards a quorum or take any action. Voting on motions before the Committee shall be by voice vote or show of hands at the direction of the Chair. Action may be taken by a majority of the voting members present, however, no action may be taken with less than three (3) affirmative votes. Roberts Rules of Order shall govern the conduct of all meetings of the Committee, except for rules set forth or adopted by the Committee. Minutes of the meeting will be prepared by the Secretary or appointed Recording Secretary and distributed to the membership within fourteen (14) days following each meeting, and will be considered for approval at the following regularly scheduled meeting.

Voting members may designate a proxy for their representative entity to have full voting rights whenever the appointed member is absent for a meeting. If a member desires to designate a proxy, a written proxy appointment from the appropriate entity shall be provided to the recording secretary prior to the meeting.

When a member absents themselves from consideration of an item before the Committee because of conflict of interest or any other reason, the member shall be considered present for purposes of maintaining a quorum. The record of voting on such items shall indicate the affected member who abstained.

A member may not vote on approval of minutes for a meeting they did not attend. A member may not vote on a project, which has been heard at more than one meeting unless the member was present at all meetings in which the project was considered or a member has listened to the recording of the meetings.

6.0 Conflict of Interest

Members have the right and the obligation to vote on all questions before them and to participate in the business of the Urban Systems Advisory Committee except when a conflict of interest exists, or if there is a perception of a conflict of interest.

Whenever a voting member has a conflict of interest, be it for financial or personal interest in any matter coming before the committee, the affected person shall;

a) fully disclose the nature of the interest, and

b) withdraw from discussion, lobbying, and voting on the matter or participate in any other way.

Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested members determine that it is in the best interest of the committee to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

7.0 Ex Parte Contacts

Ex parte contacts are contacts between individuals seeking to influence a decision on a USAC matter outside the meeting forum. Ex Parte Contacts may include site visits with petitioners outside of a meeting, telephone calls, letter, email or any other correspondence which attempt to influence a member's opinion on a matter which will be subject to the member's vote.

It is understood that all ex parte communications cannot be avoided. Members shall attempt to avoid ex parte conversations and communications concerning any possible proposal which may be heard by the board. Should any such ex parte contacts occur where relevant information is obtained and considered by a member, the ex parte contact and information obtained shall be disclosed at the public hearing or meeting so that participants at such hearing or meeting may be confronted with all facts that influence the disposition of the case and have an opportunity to respond.

8.0 Open Meetings & Records

All meetings of the Urban Systems Advisory Committee shall be open to the public except as provide by law. Any information presented to the Urban Systems Advisory Committee in carrying out its responsibilities, records and recordings of meeting and any other material resulting from the conduct of its activities shall be kept on file, and shall be available for inspection by the public upon reasonable request except as provided by law.

9.0 Adoption and Amendment

The Bylaws for the Urban Systems Advisory Committee may be adopted and amended by the affirmative vote of a two-thirds majority of its full membership. Any adoption or amendments to the Bylaws will require a minimum of eight (8) members voting in the affirmative and previous notice has been given to the membership of the proposed amendment. All Amendments shall be in compliance with all applicable statutory provisions and all applicable WYDOT Operating Policies pertaining to the Urban Systems Program.

10.0 Duration

This agreement shall be renegotiated on a periodic basis in conjunction with the time frame established by the Urban System Program and the duration of the Cooperative Agreement among the Wyoming Department of Transportation, The City of Laramie, and Albany County.

City of Laramie, Wyoming

Date: _____
Joe Shumway, Mayor and President of the City Council

ATTEST:

Date: _____
Nancy Bartholomew, City Clerk

Albany County Wyoming

Date: _____
Terri Jones, Chairman of the County Commissioners

ATTEST:

Date: _____
Jackie R. Gonzales, County Clerk

Wyoming Department of Transportation

Date: _____
Martin E. Kidner, P.E., State Planning Engineer

ATTEST:

Date: _____
Mark Wingate, P.E., Systems Planning Engineer

Adopted: July 1, 2020