

TRANSPORTATION AND PARKING ADVISORY COMMITTEE (TPAC) BY-LAWS

Committee Purpose:

The Transportation & Parking Advisory Committee (TPAC) is a standing committee reporting to the Office of the Executive Vice President for Administration & Finance (VPAF).

TPAC works closely with the Department of Parking & Transportation Services (PTS) serving as a conduit for the exchange of information and ideas between the community, PTS and University Management. TPAC provides advice and assistance regarding plans for the development of parking facilities, parking enforcement issues, parking fees and fines, shuttle bus operations and transportation and parking issues.

Voting Members:

Student Government Representatives (4)	nominated by Student Government Association
Faculty Members (4)	nominated by the Faculty Senate
Staff Members (3)	nominated by Staff Council
At-large Students (1)	application process

Ex-Officio Members (Non-Voting):

Parking and Transportation Services management
Dean of Students Designee
UHPD Security/Police
Groome Transportation Representative
SGA President
SGA Vice President
UH Athletics Representative
Student Housing and Residential Life Representative
Reimagined Parking Representative
Dart Center Representative
Facilities Representative

Committee Chair and Vice Chair:

Elected annually and shall be a representative of students or faculty or staff

Term of Appointment:

Students	2-year term (Sept. 1-Aug. 31). Terms staggered.
Faculty	3-year term
Staff	3-year term
At-Large Students	1-year term (reviewed by TPAC and approved by majority of quorum)

If a one-year appointment is made during the academic year, then the appointee would serve the remainder of the academic year if appointed prior to April 1 but would additionally serve the subsequent academic year if appointed after April 1.

Appointing Authority:

Executive Vice President for Administration and Finance

Support for the Committee shall be provided by:

Department of Parking and Transportation

Secretary position will be filled by a member of the Department of Parking and Transportation staff as appointed by Parking and Transportation Services.

Transportation and Parking Advisory Committee Organization:

1. The Transportation and Parking Advisory Committee (TPAC) shall organize itself in September, electing its Chair (one year term), Vice Chair (one year term) from among its membership, and fix its time and place of meeting.
2. In the absence of the Chair, the Vice-Chair shall preside with the full authority of the Chair.
3. These By-laws may be amended by a 2/3 vote of the members present at any regular or special meeting of TPAC, provided that written proposed amendments are presented to TPAC members via the Chair at least two weeks prior to the meeting. All amendments are subject to approval of the Executive Vice President for Administration and Finance.
4. A review of the bylaws shall be made a minimum of once every five years.
5. In order to effectively conduct the business of the TPAC, issues requiring a recommendation will require that a quorum of 50% of the voting members be present for a vote to be conducted. If a quorum is not achieved, the vote will be postponed to the following meeting at which time a quorum will be defined as those members present. Members will be notified in advance that a vote will take place. There may also be times in which voting is conducted via email.
6. Committee members who miss three or more scheduled meetings may be considered for removal.

Transportation and Parking Advisory Committee Procedures:

1. The Committee shall use Robert's Rules of Order, Newly Revised.
2. Submission of requests:
 - a. Recommendations or proposals regarding parking and transportation shall be made to the committee Chair and Director of PTS.
 - b. Submissions shall be in the hands of the Chair at least two weeks in advance of the meeting at which they are to be considered.
 - c. TPAC may receive and consider suggestions and/or recommendations from the general university public, and any agency of the University. If the matter will be addressed/added to the agenda, it will be confirmed at least one week in advance.
 - d. Copies of each request in the number specified by the Chair are required.
3. An agenda of items to be considered at any meeting shall be sent by the TPAC Chair to members of the Committee, and appropriate administrative personnel prior to the meeting.
4. TPAC may, by majority vote, make amendments to requests which do not essentially affect the substance of the request (e.g., changes in wording, cycling pattern). However, any substantial changes may be made only with the concurrence of the representative(s) and/or spokesman of the Department(s) concerned, and lacking this consent, the request will be returned to the submitting agency.
5. TPAC shall be privileged to establish such ad hoc subcommittees as shall be deemed advisable.
6. TPAC shall make a written report to the Executive Vice President for Administration and Finance within ten (10) business days of TPAC's action. Actions taken by TPAC are not official until approved by the Executive Vice President for Administration and Finance.
7. All agenda items presented at Transportation and Parking Advisory Committee meetings that entail action or resolution, shall require the Department of Parking and Transportation to respond in writing, which can

include minute summaries, emails or reports, within 5 business days of the meeting with a plan of action that shall be submitted to the Transportation and Parking Advisory Committee, through the Chairperson. Said action plan shall be reviewed and recommendations from the Advisory Committee shall accompany the report to the Executive Vice President for Administration and Finance for review and/or execution within 10 business days of receipt.

Executive Session:

The voting membership of the Transportation and Parking Advisory Committee, through the Chairperson, shall have the authority to call executive sessions at its discretion that shall exclude the general public if deemed appropriate and necessary. This shall be judiciously performed and reasonable access to the committee for the general public shall not be unreasonably withheld.

Final Authority:

Final authority to approve or deny a request lies with the Executive Vice President for Administration and Finance through the Assistant Vice President for Parking and Transportation Services.

Reporting:

By the end of the fiscal year TPAC shall be required to submit a report of its activities, actions taken by the committee, accomplishments etc.

-- Last modified Nov. 14, 2024