

# **Southwest Colorado Transportation Planning Region (TPR)**

## **Bylaws**

### **ARTICLE I Responsibilities**

The Regional Transportation Planning Commission shall be responsible for reviewing the progress and product of the Colorado Department of Transportation or their designee related to transportation planning and analysis activities to incorporate the needs and recommendations of the Southwest Transportation Planning Region, suggesting updates and amendments as necessary to the State Transportation Plan pursuant to all applicable federal, tribal, and state laws and rules or regulations including public participation provisions, selecting a representative to the Transportation Advisory Committee, and participating in the State Transportation Improvement Program development process.

#### **ARTICLE I-A Definitions (new)**

A. Planning Year means a calendar year in which the SWTPR is conducting, updating, or adopting a Region-wide or CDOT-required planning product that reasonably requires more frequent coordination meetings, including, by way of example, development or major update cycles related to the Statewide Transportation Plan input, STIP development milestones, or other CDOT planning deliverables assigned to the SWTPR.

B. Non-Planning Year means a calendar year that is not a Planning Year.

C. Meeting Calendar means the schedule of regular meetings for a calendar year, including dates, times, locations, and remote access information.

### **ARTICLE II Representatives 1. Seats**

The TPR shall consist of the following 19 seats:

1. Archuleta County
2. Dolores County
3. La Plata County
4. Montezuma County
5. San Juan County
6. City of Cortez
7. City of Durango

8. Town of Bayfield
9. Town of Dolores
10. Town of Dove Creek
11. Town of Ignacio
12. Town of Mancos
13. Town of Pagosa Springs
14. Town of Rico
15. Town of Silverton
16. Southern Ute Indian Tribe
17. Ute Mountain Ute Indian Tribe
18. Regional Transit Council
19. CDOT Region 5 Transportation Director

Each representative will identify an alternate. Only one vote per seat will be recognized.

### **3. Vacancies**

If any TPR representative shall cease to hold office on the governing board or cease to hold his or her appointed position of its Member Jurisdiction, a vacancy shall exist, and the appointing Member Jurisdiction shall fill the vacancy.

## **ARTICLE III Officers 1. Officers**

The TPR will elect a Chair and Vice Chair from among its representatives.

- A. **Chair:** The Chair shall preside at all meetings of the TPR.
- B. **Vice Chair:** The Vice Chair shall exercise the functions of the Chair in the Chair's absence or incapacity. In the event the Chairperson should resign from the TPR, or a vacancy is created, the Vice Chair shall assume the position until the next scheduled election. In the event the Vice Chair should resign from the TPR, or a vacancy is created, a special election will take place at the next scheduled TPR meeting.
- C. No person shall hold office if he/she is not a member, and no member shall hold more than one (1) office at a time.

### **2. Election of Officers:**

- A. The officers shall be elected by vote at a regularly scheduled TPR meeting to serve a term of one year or until their successors are elected. Their term of office shall begin

upon adjournment of the regular meeting during which the election took place. Officers may be elected to successive one-year terms as voted on by the representatives.

- B. Elections shall be held at the first TPR meeting of every year.
- C. There are no term limits for the Chair position.

### **3. Removal, Resignations and Vacancies of Officers**

Any Officer elected by the Board may be removed at any time by the Board by a two-thirds vote. Any Officer may resign at any time by giving written notice of the Officer's resignation to the Chair or Vice Chair, and acceptance of such resignation shall not be necessary to make it effective unless the notice so provides. Any vacancy occurring in any Officer position shall be filled, by succession or by special election by the Board, for the unexpired portion of the term.

### **4. Duties of Officers**

The Chair and Vice-Chair along with representatives of the two Tribes will attend monthly STAC meetings as able. The Chair shall be a voting member. The governmental entity that appointed the person named Chair will be able to appoint a voting member to the TPR.

## **ARTICLE IV Meetings 1. Regular Meetings**

- A. The SWTPR shall hold regular meetings according to an annual Meeting Calendar adopted by the SWTPR.
- B. Default cadence. Unless modified by an adopted Meeting Calendar, regular meetings are expected to occur on the second Thursday of even numbered months (February, April, June, August, October, December).
- C. Non-Planning Year cadence option. In a Non-Planning Year, the Meeting Calendar may provide for quarterly regular meetings. Unless otherwise adopted, quarterly meetings are expected to occur in February, May, August, and November.
- D. Adoption timing. The Meeting Calendar for the calendar year should be adopted no later than the first regular meeting of that calendar year.

Meetings will be held at the CDOT Training Room, 20581 US Highway 160 West, Durango, CO between the hours of 9 a.m. and 3 p.m., unless otherwise noted in the meeting agenda, and will include a conference call option for participants who wish to call in. With prior approval of the

TPR board, representatives may vote via electronic means. All Board and committee meetings shall be open to the public and interested participants are encouraged to attend. All Board and committee meetings shall comply with the Colorado Open Meetings Law, C.R.S. 24-6-401 et seq, or any successor statute thereto. Executive sessions may be held in compliance with the Colorado Open Meetings Law, or any successor statute thereto.

## **2. Special Meetings**

The Chair may call a special meeting, including a virtual meeting if necessary, outside of the regular meeting schedule with seven days' notice provided to the Commission and the public.

## **3. Public Notice of Meetings**

Public notices of meetings will be posted at the Region 9 office and website and shall otherwise comply with the Colorado Open Meetings Law.

The administrator, Region 9 EDD, shall be responsible to make meeting agendas and meeting minutes available to the public by distributing electronically to the TPR Contact List, posting them on the Commission website and making a link available to CDOT for posting on CDOT's planning website. The agendas shall include a set time to receive public comment on topics not included in the agenda.

- A. The administrator, Region 9 EDD, shall maintain a publicly accessible SWTPR page on the Region 9 EDD website that includes the current Meeting Calendar, meeting agendas, meeting minutes, and remote access information when applicable. (Posted at [www.region9edd.org](http://www.region9edd.org).)
- B. When the Meeting Calendar is adopted or amended, the updated Meeting Calendar shall be posted to the Region 9 EDD website SWTPR page within a reasonable time after the vote, and the updated link shall be distributed electronically to the TPR Contact List.
- C. In the event of any inconsistency among postings, the Meeting Calendar and meeting materials posted on the Region 9 EDD website shall serve as the official public posting location for SWTPR meeting information.

## **4. Meeting Calendar Changes**

- A. The SWTPR may amend the Meeting Calendar by majority vote at a regular meeting or special meeting, provided that the proposed change is included on the posted agenda as an action item.
- B. When amending the Meeting Calendar, the motion shall identify the proposed schedule and shall identify the effective date of the change.
- C. Upon approval, the administrator (Region 9 EDD) shall update the posted Meeting Calendar and issue notice as described in Section 3 (Public Notice of Meetings).
- D. Changes to the Meeting Calendar do not limit the Chair's authority to call a special meeting under Section 2 (Special Meetings).

### **ARTICLE V Voting 1. Vote**

Decisions will be made through consensus whenever possible. If a vote is needed, a motion may be passed by a simple majority of votes cast by the TPR members in attendance.

Voting may be conducted by persons in attendance or by proxy, provided that the quorum has been met among those present. Voting may be conducted electronically during a special virtual meeting, [provided that a majority of members in attendance agree to an electronic vote. ]

### **2. Allocation of Voting Rights**

A Member Jurisdiction's representative shall be entitled to one (1) vote on all matters that may be cast by the representative or alternate representative if the representative is absent. Advisory Members' representatives are not entitled to vote.

### **3. Quorum**

A quorum shall consist of 10 (ten) members.

### **ARTICLE VI Committees**

The direction and authority of subgroups or committees will be determined upon their formation.

### **Article VII. Administration and Finance**

Region 9 EDD shall provide administrative support as outlined in the Intergovernmental Agreement for the Southwest Transportation Planning Commission.

**Article VIII. Conflicts of Interest**

Whenever a member has cause to believe that a matter to be voted upon would involve the member in a conflict of interest, the member shall announce the conflict of interest and abstain from voting on such matter.

**ARTICLE IX Amendment**

These Bylaws may be amended by 2/3 majority vote of the representatives present in either regular or special session.

Amended: February 8, 2024

Amended: April 11, 2024

Amended: February 12, 2026

*Heather Alvarez*

Chair signature

Heather Alvarez

Chair's printed name