

## **Arlington County Transportation Commission Charter Adopted July 24, 2014**

**Introduction:** The Transportation Commission is created as an advisory body by the County Board of Arlington County, Virginia.

**Mission:** The Transportation Commission advises the County Board on policies and issues affecting all transportation modes, facilities, and services.

**Governing Documents:** The documents that govern the work of the Transportation Commission include, but are not limited to, the Arlington County Master Transportation Plan, General Land Use Plan, and the Community Energy Plan.

**Functions and Scope:** The Transportation Commission advises the County Board on policies and issues related to all modes of transportation in Arlington. The Transportation Commission's scope includes the oversight of transportation planning in Arlington, and related input for Northern Virginia and the greater Metropolitan Washington region. In its work, the Transportation Commission oversees the following as they relate to the County's Comprehensive Plan: street grid connectivity, street activation, traffic management, and parking; complete streets, streetscape, bike trails, and issues affecting the pedestrian and bicycling environment; public transportation and public transit systems; taxicabs and the regulation of the taxicab industry; airport and waterway travel; passenger and freight rail; and the site plan review process, transit-oriented development and transportation-related issues arising from new construction and redevelopment in the County.

The Transportation Commission shall keep County, Arlington Public Schools, and community leadership apprised of issues and actions regarding transportation in Arlington.

**Membership:** The Transportation Commission shall be comprised of no fewer than seven members and no more than 13 members. These members are drawn from a broad segment of County residents at large.

All Transportation Commission members must be Arlington County residents. Members will be appointed for three year terms, and with reappointment, shall be permitted to serve no more than nine (9) consecutive years (unless term limits directed by the State). All Members serve at the pleasure of the Board.

Transportation Commission members are expected to serve a liaison function to other Arlington Committees, Commissions and work groups. A member of the Commission who fails to attend three (3) Transportation Commission meetings in a single year without providing advance notice to the Chair, or Staff, may be asked to resign his or her remaining term on the Commission. The Commission

Chair, after consultation with the County Board liaison, shall notify the member if such an action is warranted.

**Chair, Vice Chair and Committees:** The County Board shall appoint a Chair (or the group shall forward a nomination to the Board who shall serve as Chair to lead the efforts of the Commission). Also, one member of the group may be appointed by the County Board or the Commission to serve as Vice Chair when the Chair is unavailable.

**Committee Membership:** The Transportation Commission may create committees, as necessary, to accomplish specific Transportation Commission missions and the Transportation Commission Chair shall appoint committee leadership. Committee membership may include persons who are not on the Transportation Commission.

**Staff Liaison:** The County Manager shall appoint a member of staff from the DES Transportation Division to serve as liaison to the Transportation Commission.

**Meetings:** The Transportation Commission will meet as needed to adequately fulfill its role and responsibilities outlined in this charter. Meetings will generally be scheduled on a monthly basis and coordinated with scheduled County Board meetings unless otherwise specified by the Chair.

All meetings will comply with the Virginia Open Meeting requirements and the Freedom of Information Act. Agendas and the meeting minutes will be made available to the public in a timely manner.

The Advisory Group Handbook provides additional information on the conduct of meetings as well as communication protocols that should guide all members in their advisory group work.

**Reporting to the Board:** The Transportation Commission will provide recommendations to the County Board regarding all transportation related topics. The Transportation Commission will at a minimum submit an annual report to the County Board after consultation with the Board Liaison. The Transportation Commission may, from time to time, be asked to provide comment at a regular Board meeting or Board work session. In addition, the Commission may provide testimony on budget and capital spending priorities. The Chair should consult with the staff liaison and review the published public hearing reports.

**Update of this Charter:** From time to time, the Transportation Commission shall review this charter to assure that it meets current needs. Any requests for changes must be processed through the Board Liaison.