

# 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 (5) | nominated by Student Government Association<br>one SGA member will represent SHRL |
| Faculty Members (4)                    | nominated by the Faculty Senate                                                   |
| Staff Members (3)                      | nominated by Staff Council                                                        |

## Ex-Officio Members (Non-Voting)\*:

Executive Director Auxiliary Services,  
Dean of Students Designee,  
Faculty Senate Representative,  
Parking Enforcement Representative,  
Director of Parking and Transportation Services,  
Assistant Director of Parking and Transportation Services,  
Appeals Program Coordinator (Parking and Transportation Services)  
TDM Program Coordinator (PTS)  
PTS Marketing/Communications Coordinators  
UH DPS Security/Police  
Groome Transportation Representative  
SGA President and Vice President  
UH Sports and Entertainment Representative

## Committee Chair and Vice Chair:

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

## Term of Appointment:

|          |             |
|----------|-------------|
| Students | 1 year term |
| Faculty  | 3 year term |
| Staff    | 3 year term |

## 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 the Director of 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. 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 e-mail, in such cases the quorum will be 8 of 12 voting members. Approval will require a simple majority for all votes.

**Transportation and Parking Advisory Committee Procedures:**

1. The Committee shall use Robert's Rules of Order, Newly Revised.
2. Submission of requests:
  - a. Recommendations, proposals, or grievances regarding parking and transportation shall be made on the latest TPAC request form or via electronic submission to the committee Chair or Director of PTS.
  - b. Requests forms shall be in the hands of the Chair at least two weeks in advance of the meeting at which they are to be considered, unless time limit is waived by a majority vote of the committee members present and voting.
  - c. 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 not less than ten (10) days prior to the meeting.
4. TPAC may receive and consider suggestions and/or recommendations from the general university public, and any agency of the University.
5. 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.
6. TPAC shall be privileged to establish such ad hoc subcommittees as shall be deemed advisable.
7. TPAC shall make a written report to the Executive Vice President for Administration and Finance within ten (10) school days of TPAC's action. Actions taken by TPAC are not official until approved by the Executive Vice President for Administration and Finance.
8. 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, within 3-5 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 5-10 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 University Services.

**Reporting:**

At the end of the fiscal year TPAC shall be required to submit a report of its activities; actions taken by the committee, accomplishments etc. In an effort to promote information sharing and collaboration among university committees, the Chair of TPAC shall be a member of the University Services Council of Committees.

**Curriculum Committee Structure:**

1. If the work of TPAC having increased to the level that efficient and judicious operation of the Committee is no longer possible in the Committee of the whole, the following subcommittee structure is established:
  - a. Standing subcommittees are established to review all Transportation and Parking related issues and proposals.
  - b. Each subcommittee shall be composed of members of TPAC. Each subcommittee shall organize itself.
  - c. Each subcommittee of TPAC shall review all proposals emanating from any of its constituencies and make recommendations, favorable or unfavorable, to TPAC. Each subcommittee shall possess the power to recommend amendments, subject to the limitations on TPAC itself.
  - d. Each subcommittee shall meet prior to all TPAC meetings where pertinent items appear on the agenda.
  - e. The minutes of each subcommittee shall be distributed by the TPAC Chair to members of TPAC in advance of TPAC meetings.
2. Representative(s) from the initiating department, school, or other appropriate agency or individual shall be able to request to attend all subcommittee meetings concerned with their proposals as well as executive sessions of TPAC.