

**Alamo Area Metropolitan Planning Organization
Active Transportation Advisory Committee (ATAC)**

Bylaws

December 13, 2021

Background

The Transportation Policy Board (TPB) of the San Antonio-Bexar County Metropolitan Planning Organization, now known as the Alamo Area MPO (AAMPO), established the Bicycle Mobility Advisory Committee in 1995 and Pedestrian Mobility Advisory Committee in 1997. The committees' purposes were to improve cycling and pedestrian mobility, respectively, within the agency's Metropolitan Area Boundary. On December 13, 2021, the TPB consolidated these committees as one Active Transportation Advisory Committee (ATAC) that will act collectively to improve the region's safety, programs, investments, and user experience in active transportation.

Active transportation refers to human powered transportation, and low speed electronic assist devices. Examples include but are not limited to walking, cycles, electric cycles, tricycles, scooters, electric scooters, wheelchairs, electric wheelchairs (scooters), skates, and skateboards.

Active transportation is a critical component in developing and implementing sustainable community strategies, improving air quality, increasing public health, and making the region a more enjoyable place to live, work, and play. Active transportation is often a solution for the first mile and last mile people travel.

Purpose

The role of the ATAC is to provide coordinated, comprehensive and continuous participation in the active transportation planning process, with a focus on cycling and pedestrian mobility issues. The committee does this by:

- Considering technical, policy, and user experience issues related to active transportation mobility during regular presentation of information on subjects including but not limited to urban design, design and construction standards, maintenance, access, connectivity, and safety.
- Advising the MPO's Technical Advisory Committee (TAC) and Transportation Policy Board (TPB) on items that affect the region's safety, programs, investments, and user experience in active transportation. Items on which TAC and the ATAC take different actions may still be brought to the TPB for consideration.
- Exploring funding options and opportunities for active transportation-related projects/programs and recommending projects/programs submitted to the MPO during project calls for funding.
- Recommending and/or advising the development of active transportation-related planning studies to be conducted by the MPO and/or transportation partners.

In particular, the ATAC and its committee members will:

- Hear updates from transportation partners and participate in active transportation training and events that strengthen members' technical and policy understandings.
- Promote programs and facilities for people who use active transportation in the region.
- Participate in the development of the MPO's regional transportation plans including the MPO's Unified Planning Work Program, Transportation Improvement Program, Metropolitan Transportation Plan and Public Participation Plan.
- Participate in the development and implementation of the MPO's active transportation related plans and studies.
- Promote and participate in regional activities during annual National Pedestrian Safety Month and National Bike Month.
- Serve as liaison to other stakeholders and interest groups for cycling / walking and other active transportation interests.

Membership

The ATAC shall be comprised of governmental agency staff and non-governmental organization members. Membership should reflect the diversity of active transportation modes and interests affected by transportation policy decisions to assure transportation planning decisions are considered in their broad context. The voting membership of the ATAC should be structured as follows:

Alamo Area Council of Governments (AACOG)	1 representative
Bexar County, alternate from the Alamo Regional Mobility Authority (ARMA)	1 representative
Comal County or local municipal representative	1 representative
Guadalupe County or local municipal representative	1 representative
City of Boerne	1 representative
Kendall County or local municipal representative	1 representative
Medina County or local municipal representative	1 representative
City of New Braunfels	1 representative
City of San Antonio	3 representatives (One (1) from the Transportation Department and two (2) from other departments)
City of Seguin	1 representative
San Antonio River Authority	1 representative
TxDOT San Antonio District (TxDOT)	1 representative
VIA Metropolitan Transit	1 representative
Advanced Transportation District (ATD)	1 representative
Greater Bexar County Council of Cities (GBCCC)	1 representative (Not to be represented by a member of the NE Partnership.)
Northeast Partnership (NEP)	1 representative

Organization representing people with disabilities	1 representative *
Cycling organization (s)	2 representatives *
Pedestrian or walking organization (s)	2 representatives * (at least one from a group representing vulnerable road users)
Professional organization	1 representative *
Multimodal Organization(s)	2 representatives*

*Non-governmental organizations

The representative(s) and alternate(s) of each agency/entity on the ATAC will be designated and/or removed in writing to the AAMPO through each agency's/entity's internal procedures.

Each agency/entity on the ATAC will be allowed to designate one alternate from within the same agency/entity for each representative serving on the ATAC. If the representative cannot attend the ATAC meeting, the designated alternate may attend and vote as the agency/entity representative. Proxies will not be allowed. Members (both primary and alternate) may not represent more than one entity at a time.

A primary member of the Transportation Policy Board may not serve simultaneously on the ATAC.

In addition to the voting and ex-officio members, the ATAC recognizes individuals and organizations within the community can provide meaningful input into the transportation planning process. These resources will be informed of the ATAC meetings and invited to provide input in a non-voting capacity as appropriate.

Rotating positions will be selected by the ATAC through an application process.

- One (1) member shall be selected from an organization representing people with disabilities.
- Two (2) members shall be selected by from a pedestrian or walking organization. (At least one from a group representing vulnerable road users.).
- One (1) member shall be selected from a professional organization. The appointee should be serving an officer or staff role in a professional organization such as, but not limited to:
 - American Institute of Architects,
 - American Planning Association,
 - Congress for New Urbanism, or
 - Institute for Transportation Engineers.
- Two (2) members shall be selected from cycling organizations.
- Two (2) members shall be selected from multimodal organizations.

An application to fill open organization positions will be posted on the MPO's website in August of each odd year. This approach allows different community groups focused on

active transportation improvements to have representation over time on the ATAC. A subcommittee of the ATAC will review applications, shortlist, and may interview candidates as appropriate, and provide a recommended candidate in September to the ATAC, which as a whole will select the primary and alternate members in October. The updated membership will join the ATAC and vote on the Co-Chairs in January of even years, as outlined below. After initial selection of a representative through this process, the position will be filled by a candidate applying as the alternate member. The alternate will move into the primary position after two years and the vacant alternate position will be posted.

Ex-Officio Membership

In addition to appointing the voting membership, the ATAC may appoint ex-officio members as appropriate. The ex-officio members are not voting members but will receive all meeting materials and are encouraged to actively participate in all ATAC discussions.

One (1) non-voting member shall be appointed each by:

- City of San Antonio Disability Access Office
- Federal Highway Administration

Co-Chairs

Every two (2) years, the ATAC will elect two (2) Co-Chairs from its current membership. The Co-Chairs shall be elected by a majority of the members present at the meeting. One Co-Chair will represent the cycling or micromobility community and one co-chair will represent the pedestrian community. The Co-Chairs will alternate leading ATAC meetings. Elections of the Co-Chairs will occur in January 2022 and then in January of every even year.

Co-Chair Vacancies

Vacancies in the Co-Chair position, whether created by resignation or otherwise, shall be filled by election of the ATAC for the remainder of the unexpired term and election to be held at the next regular ATAC meeting.

Quorum

A quorum for meetings will consist of fifty (50) percent plus one or greater of the voting members or designated alternates of the ATAC. Vacancies are defined as positions on the ATAC that are not filled. Vacancies on the ATAC will not count against the quorum.

In order to allow for increased citizen participation, the following terms shall apply:

- Agency staff – no term limits.
- Advanced Transportation District – no term limits.
- Greater Bexar County Council of Cities and Northeast Partnership – renewable two-year term as approved by ATAC.
- Non-governmental organizations – renewable two-year terms requiring the organization to reapply and receive ATAC approval during the described application process.
- Should a member, or their designated alternate, fail to attend three consecutive

meetings of ATAC, the Chair may recommend that the member be removed and replaced by an alternate or by selecting a representative from previously submitted applications. Any member who will be absent is urged to send written notification to their alternate and to AAMPO staff prior to the meeting.

Procedures

- The ATAC shall meet regularly and no less than quarterly.
- ATAC meeting notices and information will be provided by e-mail to all members approximately one week prior to a meeting.
- Meeting minutes shall be made of each meeting. Meeting minutes will be posted on the MPO's website following approval.
- Each agenda will include a "Citizens to Be Heard" item. Participation by interested citizens is encouraged.
- These by-laws and any future amendments will be approved by the Alamo Area MPO's Technical Advisory Committee and Transportation Policy Board.
- Additionally, the ATAC Co-Chairs will serve as primaries and ATAC will designate alternates from existing membership to serve on the voting membership of the TAC. Designation shall be recorded in ATAC's meeting minutes to be officially recognized by the MPO.
- In accordance with Article VII Advisory Committees of the Transportation Policy Board By-Laws for the Alamo Area Metropolitan Planning Organization, all meetings of the ATAC and subcommittees, which may be created, are required to comply with the requirements of the Texas Open Meetings Act.

Staff Support

- Support shall be provided to the ATAC by AAMPO staff within limitations imposed by budgetary and personnel considerations.
- In consultation with ATAC members, AAMPO staff will develop the meeting agenda, meeting package, provide meeting minutes, participate in discussions, and coordinate ATAC activities as appropriate.

Adopted: December 13, 2021

Revised: December 11, 2023

Revised: March 24, 2025