

Attached are draft amended bylaws for the Cape Cod Joint Transportation Committee (CCJTC) and the CCJTC Agenda. Please note that this draft would replace the prior bylaws (also enclosed), which were originally written in 1995 and have not been updated since August, 2001.

This draft will be introduced at the Cape Cod Joint Transportation Committee meeting by staff on Friday, March 11, 2016 (agenda attached), after which a comment period will be opened until April 1, 2016. The CCJTC is expected to discuss the bylaw draft at its meeting on April 8, 2016.

Please distribute and post these bylaws within your town so that the public may comment if they would like to. All comments may be submitted as follows:

Mailed or dropped off:

Cape Cod Commission Transportation Program  
Glenn Cannon, Technical Services Director  
3225 Main Street (Route 6A)  
PO Box 226  
Barnstable MA 02630-0226

Sent by facsimile to the attention of Glenn Cannon, Technical Services Director, CCC:

FAX: 508-362-3136

Electronic mail "email"—please put "CCJTC Bylaws" in the subject line and send to: [gcannon@capecodcommission.org](mailto:gcannon@capecodcommission.org)

Thanks

Glenn Cannon  
Director of Technical Services  
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# Cape Cod Joint Transportation Committee (CCJTC)

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CAPE COD  
COMMISSION

## Cape Cod Joint Transportation Committee, Public Meeting Agenda

**Date/Time:** March 11, 2016 @ 8:30 AM

**Place:** Cape Cod Commission Conference Room, 3225 Main Street, Barnstable, MA 02630

Call to order/potential approval of the DRAFT minutes of February 12, 2016

**Cape Cod Joint Transportation Committee Bylaws:** Cape Cod Commission staff will review draft amended bylaws for the Cape Cod Joint Transportation Committee (CCJTC) with its members. The CCJTC members will potentially vote to release the draft bylaws for public comment and conduct their own review of the bylaws at its April 8, 2016 CCJTC meeting. – Jessica Wielgus, Cape Cod Commission counsel

**Complete Streets Policy:** Cape Cod Commission staff will present a draft Complete Streets policy to those in attendance to encourage municipalities to regularly and routinely include complete streets design elements and infrastructure on roads. The Joint Transportation Committee will discuss the draft Complete Streets policy that is presented. - Steve Tupper, CCC Transportation Planner

**Cape Cod Transportation Improvement Program Project Evaluation Criteria:** Cape Cod Commission staff will describe the proposed project evaluation criteria scoring system to be used on future projects included in the Federal Fiscal Year 2017 – 2021 Transportation Improvement Program. The Joint Transportation Committee will discuss and potentially vote to make recommendations on the criteria to be used in the proposed project selection criteria scoring system. - Steve Tupper, Cape Cod Commission Transportation Planner

**2017-2021 Transportation Improvement Program (TIP) Development:** The TIP is a recommended list of transportation projects to be advertised and eventually constructed using Massachusetts Department of Transportation, Federal Highway Administration and Federal Transit Administration funding for Federal Fiscal Years 2017 to 2021 (October 1, 2016 to September 30, 2021). Cape Cod Commission staff will give a presentation further explaining the process of developing the TIP. The Joint Transportation Committee will discuss which potential projects could be included in the 2017-2021 Transportation Improvement Program (TIP). - Steve Tupper, Cape Cod Commission Transportation Planner

**Cape Cod Regional Transit Authority Comprehensive Service Assessment:** Cape Cod Commission staff on behalf of the Cape Cod Regional Transit Authority (CCRTA) has completed a Comprehensive Service Assessment of the existing operations at the CCRTA to meet the mobility needs of residents, human service agency consumers and visitors to Cape Cod. Commission staff will present the finding of this study to the Cape Cod Joint Transportation Committee. - Patrick Tierney, Cape Cod Commission Transportation Planner

**Reports:** MassDOT Highway Division District 5 Staff will give a status report on existing and planned transportation projects underway across Cape Cod. Cape Cod Regional Transit Authority and Cape Cod Commission staff will report on recent and upcoming activities that staff has participated in.

### Public Comment / Adjourn

This meeting is accessible to people with disabilities. The Cape Cod Metropolitan Planning Organization (MPO) provides reasonable accommodations and/or language assistance free of charge upon request (including but not limited to interpreters in American Sign Language and languages other than English, assistive listening devices and alternate material formats, such as audio tapes, Braille and large print, as available). For accommodations or language assistance please contact the Cape Cod MPO by phone: (508) 362-3828, fax (508) 362-3136, TTY (508) 362-5585 or email [frontdesk@capecodcommission.org](mailto:frontdesk@capecodcommission.org). Title VI Notice of Nondiscrimination: The Cape Cod MPO complies with Title VI of the Civil Rights Act of 1964 and related federal and state statutes and regulations. It is the policy of the Cape Cod MPO to ensure that no person or group of persons shall on the grounds of Title VI protected categories, including race, color, national origin, or under additional federal and state protected categories including sex, age, disability, sexual orientation, gender identity or expression, religion, creed, ancestry, veteran's status (including Vietnam-era veterans), or background, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity administered by the Cape Cod MPO. To request additional information about this commitment, or to file a complaint under Title VI or a related nondiscrimination provision, please contact the MPO's Title VI Coordinator by phone at (508)362-3828, TTY at 508-362-5885, fax (508) 362-3136 or by e-mail at [mhevenor@capecodcommission.org](mailto:mhevenor@capecodcommission.org). If this information is needed in another language, please contact the MPO's Title VI Coordinator by phone at (508)362-3828. Caso estas informações sejam necessárias em outro idioma, por favor, contate o Coordenador de Título VI da MPO pelo telefone 508-744-1299. The public discussion of the Transportation Improvement Plan (TIP) at CCJTC, MPO, and transportation meetings satisfies the Program of Projects (POP) public hearing requirements of the Federal Transit Administration (FTA).



CAPE COD  
COMMISSION

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# **ByLaws for the Cape Cod Joint Transportation Committee (CCJTC)**

Transportation Advisory Group for the Cape Cod  
Metropolitan Planning Organization

Effective Date: August 14, 1995, as amended April \_\_, 2016

c/o Cape Cod Commission staff  
P.O. Box 226  
3225 Main Street  
Barnstable, MA 02630 – 02630 – 0226  
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# Article 1: Name, Purpose, Duties and Compliance

Name: The Cape Cod Joint Transportation Committee (CCJTC) operates as an advisory group to the Cape Cod Metropolitan Planning Committee, and has been established by agreement among its co-sponsoring agencies, including the Cape Cod Metropolitan Planning Organization (Cape Cod MPO), the Massachusetts Department of Transportation (MassDOT), Massachusetts Department of Transportation (MassDOT) Highway Division, and the Cape Cod Regional Transit Authority (CCRTA).

Purpose: The Cape Cod Joint Transportation Committee was established for three main missions:

- (1) to advise the Cape Cod Metropolitan Planning Organization on all matters of policy affecting the region in its implementation of the Federal 3C Transportation Planning Process, that is, a process that is Comprehensive, (integrates the stages and levels of transportation planning for the Cape Cod region); Continuing (plans for short and long range needs of the regional transportation system); and Cooperative (coordination among public officials and invites participation at all stages of the transportation planning process);
- (2) to make recommendations on regional transportation work activities, plans, studies, project priorities and financial constraints as may be required for the effective operation of the Cape Cod MPO;
- (3) To provide maximum participation in the transportation planning and programming process by creating a forum to bring together officials of local government, public agencies, transportation providers, interest groups and residents for open dialogue and the exchange of views on current transportation issues.

Duties: The Cape Cod Joint Transportation Committee is advisory to the Cape Cod MPO, Massachusetts Department of Transportation and its Highway division, and the Cape Cod Regional Transit Authority Its responsibilities include obtaining public input and making recommendations to the Cape Cod MPO on compliance documents prepared under the

Federal 3C Planning process, including but not limited to the Unified Work Program, the Transportation Improvement Program, the Regional Transportation Plan, and the Public Participation Plan. The Cape Cod Commission (CCC) provides the staff to support the work of the CCJTC under the supervision of the CCC Executive Director.

Compliance: The Cape Cod Joint Transportation Committee complies with Title VI of the Civil Rights Act of 1964 and related federal and state statutes and regulations. In addition to federal transportation legislation, the transportation planning process complies with the Americans with Disabilities Act (ADA); the Clean Air Act; Title VI of the Civil Rights Act of 1964; Executive Order 12898; Executive Order 13330; the Global Warming Solutions Act; and GreenDOT Policies.

It is the policy of the Cape Cod Joint Transportation Committee to ensure that no person or group of persons shall on the grounds of Title VI protected categories, including race, color, national origin, or under additional federal and state protected categories including sex, age, disability, sexual orientation, gender identity or expression, religion, creed, ancestry, veteran's status (including Vietnam-era veterans), or background, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity administered by the Cape Cod Metropolitan Organization (Cape Cod CMPO). To request additional information about this commitment, or to file a complaint under Title VI or a related nondiscrimination provision, please contact the CCMPO's Title VI Coordinator by phone at (508)362-3828, TTY at 508-362-5885, fax (508) 362-3136 or by e-mail at [TitleVI@capecodcommission.org](mailto:TitleVI@capecodcommission.org).

If this information is needed in another language, please contact the Cape Cod MPO's Title VI Coordinator by phone at (508)362-3828.

Caso estas informações sejam necessárias em outro idioma, por favor, contate o Coordenador de Título VI da MPO pelo telefone 508-744-1299.

## Article 2: Membership

The Cape Cod Joint Transportation Committee (CCJTC) shall be comprised of sixteen voting members.

The voting members of the CCJTC shall be derived as follows:

- (1) One member representative shall be from each of the fifteen towns in Barnstable County. This shall, by operation of these bylaws, be the Director of Public Works unless the Board of Selectmen/Town Council of the town appoint a different representative and file its vote with the Chair of the CCJTC. The member representative shall appoint a designee to serve in his/her absence as an alternate and notify the Chair of the CCJTC of this designation. An alternate may only vote if the member is absent.
- (2) A bicycle representative and his/her alternate shall be appointed by a majority vote of the CCJTC.
- (3) In the event a voting member is no longer serving the board in that capacity (i.e. has resigned his/her position in writing, is no longer the active Director of Public Works, or has failed to attend four or more consecutive meetings, that voting member may be replaced by that town's Board of Selectmen/Town Council or, in the case of the bicycle representative, by the CCJTC, as provided by clause (1) and (2) above.

These sixteen members (or in his/her absence, his/her alternate) shall each be eligible to vote at CCJTC meetings on business requiring such action provided the member (or his/her alternate) is present at the meeting, or has properly utilized remote participation in accordance with the Open Meeting law and its enabling regulations. Each member town has one vote; the bicycle representative has one vote.

Other attendees: Attendance and participation are encouraged by representatives of the following groups, who are non-voting, but whose input in the process is important:

- a) Representatives from the Massachusetts Department of Transportation and its Highway Division, including the District offices;
- b) A representative of the Cape Cod Commission;
- c) A representative of the CCRTA;
- d) A representative of the Barnstable County Commissioners;
- e) A representative of the Assembly of Delegates;
- f) A representative of the Mashpee Wampanoag Tribe;
- g) A representative of the Association to Preserve Cape Cod;
- h) Any other individuals who may assist the CCJTC in its role of making recommendations to the Cape Cod MPO including such as elected officials, members of the public, representatives of the public and private institutions, and representatives of major transportation providers.

### **Article 3: Officers**

Officers: The Officers of the CCJTC will consist of a chairman and vice-chairman to direct and carry out the business of the CCJTC.

Selection of officers: At the CCJTC's meeting in May, the chair will declare the meeting open to officer nominations from the floor and any such nominations will be recorded and added to a slate of officers to be voted at the next monthly meeting held by the CCJTC. At the following meeting, if only one candidate is on a ballot, that person may be confirmed by motion. Any member who wishes to submit an absentee ballot shall request one of Cape Cod Commission staff; all absentee ballots received by CCC staff by the close of business the day before the CCJTC meeting shall be opened and counted at the meeting.

If there is more than one candidate, the chair will take a roll call vote of each voting member present and open any absentee ballots submitted

during the CCJTC meeting. The candidate with the most votes shall be declared. This process will be followed for each office. The Chair will abstain from voting and shall only vote in the case of a tie. Each officer term shall be for one year.

Duties of officers: The Chairman has the duty, when present, to chair the CCJTC meetings. This will include calling the meetings to order, of announcing the business of the meeting in accordance with the agenda (but has discretion to call the agenda items out of order if he/she deems appropriate), of setting the future agendas, to facilitate discussion by those in attendance at the CCJTC meetings, to accept motions and call for votes as required, to decide all points of order and to sign all resolutions, proceedings and correspondence of the CCJTC and any other discretionary powers as the CCJTC may deem necessary. In the Chairman's absence, the vice-chair will chair the meeting. All duties are to be performed in accordance with the Massachusetts Open Meeting Law.

## **Article 4: Standing Committees/ Subcommittees**

The CCJTC may establish standing committees or subcommittees as may be necessary for the proper conduct of its business. Members of standing committees and/or subcommittees and their Chair will be appointed by the Chair of the CCJTC on an as needed basis.

## **Article 5: Meetings of the CCJTC**

Call of meetings: Meetings of the CCJTC will be scheduled by the Cape Cod Commission staff with the approval of the Chair on a regular, usually monthly basis. Special meetings may be called as may be required by urgent business. All meetings shall comply with all requirements of the Massachusetts Open Meeting law. Any person may request placement on the mailing list to receive CCJTC agendas.

Quorum: A quorum for any meeting shall consist of a simple majority of the members of the public body.

## **Article 6: Amendments**

Amendments to the Bylaws: These bylaws may be amended after notice to that effect containing the sections of the Bylaws affected and the text of the proposed amendment has been sent with the agendas of two successive regular meetings of the CCJTC to the town clerk of all municipalities in the County and to all current CCJTC representatives. The proposed amendment will be on the agenda of the first meeting to explain the draft and on the second CCJTC meeting for discussion and potential vote.

The comment period for these bylaws officially begins after the Cape Cod Joint Transportation Committee voted to release the Bylaws for the public review/ comment period on March 11, 2016. The CCJTC is expected to consider the CCJTC bylaws at their April 8, 2016 meeting at the Cape Cod Commission Office at 3225 Main Street (Route 6A) in Barnstable, MA 02630. Comments on these bylaws may be sent by close of business on April 1, 2016 via mail, hand delivered, by facsimile, or via e-mail, as follows:

Mailed or dropped off:

Cape Cod Commission Transportation Program  
Glenn Cannon, Technical Services Director  
3225 Main Street (Route 6A)  
PO Box 226  
Barnstable MA 02630-0226

Sent by facsimile to the attention of Glenn Cannon, Technical Services Director, CCC: FAX: 508-362-3136

Electronic mail "email"—please put "CCJTC Bylaws" in the subject line and send to: [gcannon@capecodcommission.org](mailto:gcannon@capecodcommission.org)

*Comments / Questions received on these Bylaws:*

The attached Public Comment Summary Grid presents a summary of the comments received during the 21-day public comment period. The comments were presented in their entirety to the Cape Cod Joint Transportation Committee during their April 8, 2016 meeting where the body considered the comments. Consideration of the comments is detailed in the meeting minutes for that meeting. The response and any action taken by the CCJTC are summarized in this table.