

Ad Hoc Steering Committee on Transportation

By-Laws

I. Committee Structure

- a. The Committee will be chaired by Al Guyant
- b. The Committee will consist of voting members plus the Chair
 - i. Tom Weber will serve as the Vice Chair
- c. There will be alternates
 - i. Alternates will not be voting members unless a quorum cannot be reached, in which case the Chair will select the necessary amount of alternates to act as voting members for the meeting

II. Committee Operations

- a. An agenda will be developed for each meeting
- b. A quorum will consist of a simple majority of appointed voting members
 - i. If a simple majority of voting members is not present, the Chair will select from the alternates to act as a voting member for the meeting
- c. All Committee members, including alternates, will have an opportunity to speak and provide input on the issues before the Committee
- d. Meeting minutes will be recorded for each meeting
- e. Meetings will be open to the public and the public will have the opportunity to provide input during each meeting
- f. Meetings will operate under Robert's Rules

III. Member Responsibilities

- a. Each member is expected to attend meetings and to participate in Committee activities
- b. Each member is expected to study the issues or problems that come before the Committee in order to contribute

IV. Committee Responsibilities

- i. The Committee will terminate at the point it presents its final report to the Sun Prairie Common Council