

Policy Board Operations

The Policy Board has three officers: Chair, Vice Chair, and Secretary, elected annually at the first meeting of the year. The Chair's responsibilities include presiding over Policy Board and Subcommittee meetings, determining consensus, signing certain policy correspondence, and appointing subcommittees. Policy Board meetings are guided by Robert's Rules of Order. Deviation from these rules requires the consent of members present at the meeting. The role of Vice Chair is to serve in place of the chair as necessary. The role of the Secretary is to submit the minutes of the Policy Board meetings which are prepared by the Transportation Council's staff. The NYSDOT Region 1 Director has traditionally served as Secretary and the CDTA designee has traditionally served as Vice Chair. The Transportation Council's staff has been delegated the responsibility of preparing meeting notices, agendas, minutes, and transmitting Policy Board actions to appropriate agencies.

The Policy Board (and its subcommittees, the Planning Committee, and the Planning Committee's subcommittees and tasks groups) operates on the basis of consensus, defined as unanimity of all affected voting members. The requirement of consensus means that the effective functioning of the Transportation Council's process is dependent upon the cooperative good will of all participants. It avoids the pitfalls of majority voting, proportional voting and other voting methods while integrating the concerns of local government officials with those of transportation providers by assigning significant importance to the concerns of all members.

When unanimity is not present, action is deferred to give time to address the issues that prevent consensus or identify an alternative action. Abstentions do not necessarily prevent consensus, but the presence of many abstentions may indicate lack of consensus. The presence or absence of consensus is determined by the Chair.

A quorum is needed to approve any action. A quorum is provided by the presence of greater than 50% of current members or designated alternates (13 members). Vacant membership slots are not considered members for the purpose of this calculation. Informal meetings can be conducted without a quorum, but no official action may be taken without a quorum.

Action will only be taken by the Policy Board through means other than at a public meeting only to address emergency circumstances in which the time required to organize and hold a meeting would cause significant financial burden or risk public health and safety. Emergency circumstances will be determined by the Policy Board Chair in consultation with the Transportation Council's Executive Director.

The Policy Board generally reserves authority to itself for major actions such as approval of the MTP and other plans, adoption of the UPWP and TIP, adoption of operating procedures, policy

resolution and policy statements. Other responsibilities (such as minor updates to the UPWP, TIP, or operating procedures) are delegated to the Administrative and Financial Standing Subcommittee, the Planning Committee, or to the Executive Director.

The Policy Board typically meets four times a year, usually at 3:00 PM on the first Thursday of March, June, September and December, unless emergency situations require special meetings. (Strict adherence to this schedule is not possible.) Meetings are typically held at the Transportation Council's office or another accessible location.

The Transportation Council respects open meetings laws and for public access to all meetings. At all meetings, a "Privilege of the Floor" agenda item is included for visitors to address items on the agenda. All meetings are broadcast live via the Transportation Council's YouTube channel and recorded for future viewing. Press releases are issued prior to meetings and social media and the Transportation Council's website are utilized to announce meetings and to provide public access to meeting materials at least five business days prior to the meeting date. The Transportation Council's adopted Public Participation Policy describes its specific outreach and public participation strategies.

NOTE: Continuing Operations Plan Language Regarding Policy Board Membership:

Other Policy Board members are appointed by the units of government and agencies they represent in any manner acceptable to them. The Transportation Council must be notified in writing of designations for the following: representatives of the Albany County Airport Authority, the Albany Port District Commission, the New York State Department of Transportation, the Capital District Regional Planning Commission, the New York State Thruway Authority and the Capital District Transportation Authority; and a second representative from Saratoga and Schenectady Counties (which have no County Executive). These members may also designate alternates in writing.