



CHOOSE HOW YOU MOVE

ADVISORY COMMITTEE ON TRANSPORTATION

Bylaws, Adopted as Final on March 2, 2025

1. Committee Name and Establishment


The Advisory Committee on Transportation was established by Mayor Freddie O’Connell’s Executive Order Number 054, as requested by the Metropolitan Council, by Resolution No. RS2024-880.

2. Purpose and Mandate

The purpose of the Committee is to continually review the implementation work performed, provide feedback, and make reports and recommendations to the Mayor regarding the Choose How You Move Transportation Improvement Program.

3. Committee Structure and Membership

- a. **Membership Composition:** The Advisory Committee shall consist of a maximum of fifteen (15) members. Membership will include the Vice Mayor (or a designee), five (5) members elected by the Metropolitan Council, and nine (9) members appointed by the Mayor. Membership will consist of individuals from non-profit organizations, professional and businesspersons from both the private and public sectors, interested citizens, or elected officials. Eight (8) members present during meetings constitute a quorum.
- b. **Member Terms:** Advisory Committee members appointed by the Mayor and those elected by the Metropolitan Council shall serve two-year terms. The Mayor’s appointees do not require Council approval.
- c. **Committee Leadership:** The Advisory Committee will elect a Chair and Vice Chair from among its members. The Chair will preside at all meetings of the Committee, exercise general supervision of the work of the Committee, and perform other duties appropriate to the office. The Chair will decide all points of order and procedure, pursuant to Robert’s Rules and these bylaws, unless otherwise directed by a majority of the Committee. The Vice Chair will preside in the absence of the Chair and perform other duties appropriate to the office.
- d. **Sub-committees:** The Advisory Committee, in consultation with the Chair, may set up standing or ad hoc sub-committees to advise on a topic or project-specific level as deemed necessary by the Chief Program Officer. The Chair, in consultation with the Chief Program Officer, may appoint a Sub-committee Chair for each sub-committee from among the Advisory Committee’s members. The Sub-committee Chair may preside over sub-committee meetings, coordinate the work and deliberations of the



sub-committee, ensure orderly conduct consistent with bylaws, and present reports, findings, or recommendations to the full Advisory Committee.

4. Roles and Responsibilities


The Advisory Committee's duties consist of the following:

- a. **Mayoral Partnership:** Work with the Choose How You Move Chief Program Officer or designee to make recommendations to the Mayor and to respond to inquiries from the Mayor concerning matters that need to be addressed involving implementation and policy priorities of the Choose How You Move Transportation Improvement Program;
- b. **Implementation Values:** Convey the implementation values important to ensure an improved transportation system that functions for all residents and those moving through Nashville and Davidson County;
- c. **Outreach:** Promote public education and awareness of the contributions created by the Choose How You Move Transportation Improvement Program;
- d. **Community Perspectives:** Work to understand the needs and interests of the community during the implementation of the Choose How You Move Transportation Improvement Program; and
- e. **Advise Metro Staff:** At the request of the Chief Program Officer review the work as planned and performed in the Choose How You Move Transportation Improvement Program in meetings open to the public, including the overall program and project-specific management and financials.

5. Operating Procedures

- a. **Meetings:** The committee shall meet quarterly and be open to the public. Summaries of each meeting may be made publicly available. The Chief Program Officer may call special meetings at their discretion.
- b. **Advisory Role:** Meetings will be structured to provide Committee members the opportunity to share feedback, perspectives, and recommendations.
- c. **Staffing:** The Choose How You Move Chief Program Officer or designee will be the primary Metro staff liaison for the Advisory Committee and will work with the Advisory Committee to submit the committee's recommendations to the Mayor.
- d. **Voting:** Meetings will follow Robert's Rules of Order in all cases to which they are applicable and in which they are not inconsistent with these bylaws. Voting on motions will pass using a simple majority in most cases, provided a quorum exists. In the event changes to rules or other governance-related actions are necessary, these changes shall require a two-thirds vote.

6. Review and Amendment



These bylaws shall be reviewed and updated after 24 months or as necessary in consultation with the Advisory Committee.