

UNION COUNTY TRANSPORTATION ADVISORY BOARD

2026 BY-LAWS

(Adopted on June 3, 2026)

ARTICLE I: ESTABLISHMENT

The Union County Transportation Advisory Board (the “Board”) exists as the local element of the Sub-regional Transportation Planning Process as required and authorized by 23 CFR Part 450 and 49 CFR Part 613, to serve as the principal conduit for local and citizen input into the local transportation planning process and to serve as the principal non-staff advisor on transportation policy matters to the Union County Board of County Commissioners.

The Board shall function within the guidelines set forth by the North Jersey Transportation Planning Authority and by the Union County Board of County Commissioners.

ARTICLE II: OBJECTIVES

The objectives of the Board shall be as follows:

A. Overall Objectives

In general, the Board shall:

- (1) provide transportation project related information to the County Commissioner Board;
- (2) provide updated data from the County Engineering regarding new and ongoing transportation projects;
- (3) provide a forum for all individuals and organizations desiring to express themselves on transportation related concerns or initiatives;
- (4) provide a forum for municipal staff and UC TAB members to provide information related to municipal transportation projects and UC TAB members shall report back to their municipal administrators regarding associated projects that may impact their municipality; and
- (5) provide this information in a responsible and timely manner.

B. Sub-regional Planning Process

In its role within the sub-regional planning process the Board shall:

- (1) promote communication of transportation projects to associated municipalities;
- (2) promote transit access and associated service throughout the County;

- (3) review and make recommendations to the Board of County Commissioners on grant requests falling within the purview of the Board; and
- (4) maintain communication with related agencies involved directly or peripherally with transportation matters affecting Union County and its municipalities; and
- (5) serve as a public forum open to local government, private citizens, the business community, interested organizations, and the transportation companies for the introduction of concepts, data, complaints, etc. relating to transportation; and
- (6) perform such other functions by regulations authorizing Transportation Advisory Boards and approved by the executive committee or by the Board as a whole.

C. Advisor to the Board of County Commissioners

In its advisory role to the Board of County Commissioners on transportation policy matters, the Board shall:

- (1) work closely with, and call upon the professional expertise of County and Municipal staff assigned to transportation planning and engineering to ensure compatibility on policy, procedure, and implementation;
- (2) make recommendations to the Board of County Commissioners by formal communication;
- (3) assume such other duties as may be assigned by the Board of County Commissioners.

ARTICLE III: MEMBERSHIP

A. Voting members

- (1) There shall be 22 local government members, one each appointed by and representing each municipality within Union County and one Board of County Commissioners representative appointed by the Union County Commissioners Board. Each such entity may also appoint an alternate member. Each shall serve a one-year term.
- (2) The Board of County Commissioners shall appoint up to six (6) public members, who shall have an interest in transportation affairs and represent a diverse geographic cross section and range of interests. A public member shall serve a two-year staggered term.

B. Non-voting members

- (1) A representative from each of the following are permitted as needed or inclined to participate: Federal Transportation Agencies, New Jersey Department of Transportation (NJDOT), the North Jersey Transportation Planning Authority (NJTPA), Port Authority of New York and New Jersey (PANYNJ), New Jersey Turnpike Authority (NJTA), and New Jersey Transit (NJT).
- (2) Each member of the Board of County Commissioners and the County Manager or representative, are permitted to participate in TAB meetings.

C. Removal

Any member may be removed for the following reasons:

- (1) violation of the policy of the Board of County Commissioners, adopted pursuant to and consistent with Laws of 1979, Chapter 302, effective January 17, 1980, and cited as N.J.S.A. 40A:9-12, which, among other provisions, provides for the vacation of a board member's seat and term in the event such a member, without being excused fails to attend meetings of four consecutive regular meetings.
- (2) conflict of interest and/or conduct prejudicial to Board objectives.
- (3) other causes as approved by two-thirds of voting members, or by statute governing advisory boards.
- (4) upon removal, there shall be a request to the appropriate appointing authority for appointment of a new member to complete the remainder of the term of office for excused or removed member.

D. Compensation

Members of the Board shall receive no compensation for their services, or be entitled to pension or other retirement benefits for such service. Any member with authorized expenses incurred, in the performance of their duties, are required to receive prior approval by the related office administering the UC TAB before receiving related reimbursement from the County. Any such inquiries shall be made through the related Transportation Planning Staff assigned to the UC TAB.

ARTICLE IV: OFFICERS

A. Officers

- (1) The Officers of the Board, all of who shall be voting members, shall be Chairman, and Vice-Chairman, and Secretary. The terms of all offices are for one year. The Chairman shall not hold the office for more than two consecutive terms.
- (2) In the event of a vacancy in the position of Chairman, the then-serving Vice-Chairman shall serve as Chairman for the remainder of the unexpired term.
- (3) In the event of a vacancy in the position of any elected officer other than Chairman, the remainder of the unexpired term shall be filled by Special Election, to take place at the next regular meeting of the Board, with nominations to be from the floor and election by majority vote of those present.

B. Executive Committee

The Executive Committee shall:

- (1) be composed of all officers, the Board of Commissioners representative; and the immediate past Chairman. The Executive Committee shall meet as many times as called upon by the Chairman. Three members shall constitute a quorum.
- (2) function as a standing committee for the carrying out of the business of the Board between regular meetings of the Board. Members of the Executive Committee may also provide on-call advice and consultation to staff assigned by the County Transportation Planning Office and any communication to the County Board of Commissioners related to TAB business shall be requested through County staff/TAB Secretary.
- (3) recommend to the Board of County Commissioners candidates for public membership.
- (4) perform such other functions and duties as may be assigned by the Board by majority vote.

ARTICLE V: MEETINGS

A. Reorganization meeting

The annual organizational meeting shall be held at the first meeting of the year as requested by the County Transportation Planning Office in coordination with UC TAB Executive Committee.

B. Regular meetings

- (1) Meetings shall be scheduled by the Transportation Planning Office in coordination of the UC TAB Executive Committee. An annual notice of the schedule of TAB meetings will be published in newspapers as per the Open Public Meetings Act, Chapter 231 of the Public Laws 1975, by the Transportation Planning Office. Meetings will be generally held virtually on the first Wednesday of the associated meeting month. An agenda will be distributed to each member prior to each meeting.
- (2) At any regular, adjourned or special meeting, 11 voting members present or the majority of the members present shall constitute a quorum. Alternate members may participate in all meetings, but shall only vote in the absence of the regular member.
- (3) Approval of a “matter of substance,” shall require a 2/3 vote of voting members present. A matter of substance is a matter affecting major policy, of substantial fiscal impact or of serious concern to one or more member municipalities, which has been so designated by the Chairman before presentation, or so designated by a majority of voting present.
- (4) Special Meetings may be called by the Chairman, or as approved by the Chairman at the request of any member. Notice of such meeting shall specify the purpose of the meeting; and no other business beyond that specified may be considered without unanimous consent of voting members present.
- (5) All meetings and hearings shall be conducted by the TAB Bylaws herein and in association to ROBERT’S Rules of Order where applicable.

ARTICLE VII: ELECTION OF OFFICERS

Nomination and Election

The Transportation Planning Office representative shall open the first meeting for nomination of officers. The slate of officer nominations may be made by any regular member. Upon a motion for the slate of officers that is duly seconded, and followed with a roll call vote for the nominated slate of officers. Upon a majority vote for the slate of officers is completed the selected Chairman shall resume with the meeting agenda items.

ARTICLE VIII: DUTIES OF OFFICERS

- A. Chairman: Presides at all meetings and hearings; appoints subcommittees; allocates duties to members; calls special meetings as the Chairman deems necessary; and carries out such other duties normally incumbent upon the officer.
- B. Vice-Chairman: Oversees and is a member of the subcommittees as directed; in the absence of the Chairman assumes the duties of the Chairman.
- C. Secretary: Is a County Transportation Planning Office Staff member that prepares annual meeting schedule and prepares public notices; prepares meeting agenda; prepares associated communication on behalf of the board; prepares meeting minutes; and performs such other duties as are normally incumbent upon the Secretary Officer.

ARTICLE IX: HEARINGS

- A. The Board may hold public hearings for associated transportation projects as needed in coordination with the County Transportation Planning Office and obtaining any required approvals from the County Administration. Any public meetings shall be properly noticed by associated requirements. Project information may be presented at regularly scheduled Board meetings.
- B. Hearing Procedures
 - (1) A formal record shall be maintained of all public hearings, preferably by an audio and/or transcription service. Meeting minutes summarizing the hearing shall suffice if a formal record means is not available.
 - (2) Presentation of the matter which is the subject of the hearings shall be made in summary form by the Secretary or associated County Staff. The

TAB Chairman shall conduct the public hearing in accordance with these By Laws. All parties with interest of the hearing subject shall have an opportunity to provide comments. No record or statement shall be taken, recorded or sworn to as evidence.

(3) The hearing officer may set rules necessary to conduct an orderly hearing.

(4) Votes of the board shall not be taken at a hearing.

ARTICLE X: By Laws Adoption and Amendments

At the first scheduled meeting of the year, the TAB shall be provided updated By-Laws for consideration and adoption. By-Laws shall be adopted and/or amended by a 2/3 vote of voting members present at this meeting or subsequent regularly scheduled meeting.