

**RICHMOND REGIONAL TRANSPORTATION PLANNING ORGANIZATION
(RRTPO/MPO) POLICY AND PROCEDURES**

**Community Transportation Advisory Committee (CTAC)
Member Attendance**

The Richmond Regional Transportation Planning Organization (RRTPO/MPO) hereby approves and adopts the following policy and procedures to address member and alternate attendance.

Attendance

The Richmond Regional Transportation Planning Organization (RRTPO/MPO) Community Transportation Advisory Committee meets approximately six (6) times per fiscal year. To ensure participation/representation by the member locality and member agency appointees, the following attendance policy shall be in effect:

Member attendance: each member of the CTAC will attend regularly scheduled meetings, either in-person or virtually whenever possible.

1. In the event a member is unable to attend a meeting, the member shall contact the alternate (if an alternate has been appointed) to request that the alternate attend the meeting in their place.
2. The member shall communicate to staff (prior to the meeting whenever possible), that they will be unable to attend the meeting and indicate the reason for their absence. Members are encouraged to notify staff when there are extenuating circumstances that may cause meeting absences temporarily.
3. Whenever any member fails to attend or send an alternate **to two (2) consecutive CTAC meetings or to three (3) CTAC meetings in a fiscal year without notifying staff**, the Chairman or Secretary of the MPO shall inquire as to the cause of the absences and, if appropriate, inquire of the appointing authority if the delinquent member is to remain a representative on CTAC.