All University Traffic and Transportation Committee (AUTTC)
Operating Procedures

1. Responsibilities

The All University Traffic and Transportation Committee, hereinafter referred to as “AUTTC”, is advisory to the Vice-President for Finance and Operations and Treasurer for the following:

   a. Recommend faculty/staff, student and visitor motor vehicle regulations, and the establishment of criteria for granting exceptions to these regulations.
   b. Recommend transportation needs, including pedestrian, bicycle, mass transit, and vehicular routes.
   c. Recommend solutions to campus parking, traffic, and transportation problems.

2. Meetings

The AUTTC will meet monthly during the academic year (September through April). Meeting dates, times and locations will be communicated to the campus community one week in advance of the meeting.

3. Membership

Representative appointments to the AUTTC will be processed prior to the start of their effective terms on August 1. Representatives may be appointed to succeed themselves. All incoming representatives are invited and encouraged to attend the final meeting of the academic year in April to familiarize themselves with the AUTTC and its operations. The regular monthly AUTTC meetings are open to the public.

   a. Membership shall be as follows:

   1. Three faculty representatives – recommended by the Committee on Academic Governance
   2. Two students, at least one residing off-campus – recommended by ASMSU
   3. One residence hall student – recommended by RHA
   4. Two graduate students, one living in Owen Hall – recommended by COGS
   5. One University Apartment resident – recommended by UACOR
   6. Three union representatives – one representing APA and APSA, one representing CTU, and one representing AFSCME 1585, AFSCME 999, and 547 Operating Engineers.
   7. One representative from the Resource Center for Persons with Disabilities.
   8. One representative from the Office of Campus Sustainability.
   9. One member from Campus Planning and Administration.
   10. One member from Physical Plant.
   11. One member from Housing and Food Service.
   12. One member from Student Affairs Office.
   13. One member from the Mass Transit Service Provider.
   14. One member from the MSU Bike Service Center.
   15. One member from the Department of Police and Public Safety.

Adopted – 2/15/2007
b. The University Ombudsman serves as an advisor and resource person to the AUTTC. The Ombudsman does not have a vote.

c. The Director of the Department of Police and Public Safety will recommend an individual to serve as Executive Secretary. This person will not have a vote, and will assume the following responsibilities:

1. Record and publish the agenda and minutes, and maintain the permanent records of the AUTTC.
2. Draft and publish correspondence to individuals and the community in the name of the AUTTC.
3. Publicize the date, time and location of AUTTC monthly meetings.
4. Perform other duties as directed by the Director of the Department of Public Safety or the AUTTC chair.

d. All other members will have an equal vote. One more than 50% of the total voting membership must be present to constitute a quorum and conduct business.

e. The AUTTC chair will solicit student nominations and appointments from ASMSU, RHA, COGS, and UACOR. Student representatives shall serve one year.

f. Faculty representatives shall serve for three years, with a new representative being appointed annually, and all terms expiring sequentially. The University Council for Academic Governance will recommend two representatives for each vacancy.

g. The AUTTC chair will be elected at the last meeting (April) of each academic year. All members are eligible to serve as chair except for the representatives from the Department of Police and Public Safety, Campus Planning and Administration, and the Mass Transit Service Provider.

h. The Vice President for Finance and Operations and Treasurer will approve all recommendations for appointment.

i. Substitute representation:

When absent, a representative may appoint another individual to represent their constituency at scheduled meetings. Requests for substitute representation will be submitted in writing to the AUTTC Executive Secretary prior to the scheduled meeting.

1. Substitute representatives will have voice privilege on all issues before the AUTTC.
2. Substitute representatives may not serve as subcommittee members.
3. Substitute representatives will not possess voting privilege. Regular member voting proxy may be assigned to the chair with a written statement assigned and dated by the voting member. The proxy may only be used in the event of a tie vote, unless the written notice directs the nature of the vote on any specific issue(s).

Adopted – 2/15/2007
4. Subcommittees

a. Subcommittees will be formed at the discretion of the chair.

1. The past chair and chair will meet with the Vice President for Finance and Operations and Treasurer, the Director of the Department of Police and Public Safety, and the Director of Campus Planning and Administration to review the final committee recommendations and gauge areas of need before the start of the academic year.

2. The chair will submit the proposed subcommittee list, with charges, to the Vice President for Finance and Operations before the first monthly meeting of the academic year (September).

b. The chair appoints subcommittee chairs. The chair communicates to each subcommittee chair the charge for the subcommittee and expected format for reporting recommendations.

c. The chair appoints subcommittee members in consultation with the subcommittee chair(s). Subcommittees should have broad representation from faculty/staff and student voting members. Members will serve on the subcommittee for the full academic year, unless otherwise noted.

d. Preliminary subcommittee reports will be given at the monthly meeting in January.

5. Public Feedback

The AUlTC chair will actively seek community input on subcommittee recommendations and AUlTC action items prior to a final presentation of recommendations to the Vice President for Finance and Operations and Treasurer.

6. Final Recommendations

a. All subcommittee reports will be presented, in final form, to the full AUlTC at the last meeting of the academic year (April).

b. The AUlTC will vote on all recommendations at the April meeting.

c. The chair will submit a written report detailing the annual activities of the AUlTC to the Vice President for Finance and Operations and Treasurer by May 1.

Fred L. P onto n
Vice President for Finance and Operations
Date 2/15/07

John Pedraza
Disability Res Coordinator, AUlTC Chairperson
Date 2/15/2007

Adopted – 2/15/2007