

## MEMORANDUM

**To:** Charlottesville-Albemarle MPO Technical Committee and Policy Board  
**From:** Taylor Jenkins, Director of Transportation  
**Date:** April 7, 2026  
**Subject:** CA-MPO Bylaws and Public Engagement Plan Amendments

**Purpose:**

The purpose of this memorandum is to present proposed amendments to the CA-MPO Technical Committee Bylaws, Policy Board Bylaws, and Public Engagement Plan to remove references to the Citizens Transportation Advisory Committee (CTAC), following formal action by the Policy Board to sunset the Committee.

**Discussion:**

At its meeting on February 25, 2026, the CA-MPO Policy Board voted to sunset the CTAC. CTAC is identified in the Policy Board bylaws as an advisory committee of the CA-MPO, and as a non-voting member to the Policy Board and Technical Committee. CTAC is also referred to in the Public Engagement Plan as a Committee of the CA-MPO. With its dissolution, amendments are being brought forth to ensure the Bylaws and Public Engagement Plan accurately reflect the MPO's current committee structure and governance.

Staff have prepared revisions to each document reflecting the removal of CTAC and associated language. These revisions are administrative in nature and do not introduce new committees or alter existing roles of the Technical Committee or Policy Board.

**Process for Updates:**

CA-MPO Engagement Plan

Amendments to the CA-MPO Engagement Plan must be posted for a comment period of 45 days prior to approval.

Technical Committee Bylaws:

**Article VI - Amendment**

Section 1. These bylaws may be amended by a two-thirds vote of those members present provided that a quorum is present. Proposed changes in the bylaws shall be transmitted to each voting member at least 10 days prior to the meeting when the voting will be conducted.

**Article VII - Effective Date**

Section 1. These bylaws shall become effective immediately upon ratification by a majority vote of the Technical Committee, subject to approval by the MPO Policy Committee.

Policy Board Bylaws:

**Article XI - Amendments**

Any proposed amendment to these bylaws shall be presented in writing to the members of the MPO and read at a regular MPO meeting. The members of the MPO shall have at least twenty-five (25) days to review the proposed amendments. At a regular meeting of the MPO thereafter a majority vote of the full voting membership of the MPO shall be required to adopt any proposed amendment to the bylaws.

**Article XII - Effective Date**

These bylaws, and any amendments thereto, shall become effective immediately upon adoption by a majority of the full voting membership of the MPO.