

Atlanta Regional Transportation Roundtable

for the Transportation Investment Act of 2010

February 17, 2011

Meeting Summary

- I. Roundtable amended and approved Executive Committee Protocols. Final protocols are detailed below.
- II. Roundtable agreed to paperless operations to minimize paper use and expense.
- III. Roundtable agreed to a schedule of meetings from March till October 2011.
- IV. REMINDER to all Roundtable members to visit and encourage their staff to visit the new website www.atlantaregionalroundtable.org
- V. REMINDER to all Roundtable members to arrange meetings with the other local officials in their communities to talk about project priorities.

ADOPTED Executive Committee Protocols:

- 1) Executive Committee meets when called by Chairman
- 2) Executive Committee meetings are open meetings and as such will have a limited public comment period
- 3) Chairman will set agenda for each meeting
- 4) Meetings will be announced publicly at least one week in advance
- 5) All Roundtable members will receive notice of meetings and meeting materials 3 days prior to any meeting and all follow up materials as soon as they are available.
- 6) All Roundtable members or their designee are allowed to speak at Executive Committee meetings; staff or members of the public will be able to speak only during the public comment period unless recognized by the chair for a stated purpose
- 7) Only the 5 Executive Committee members can make a motion, propose an amendment or vote during Executive Committee meetings
- 8) ARC staff serves as staff to the Executive Committee and in that role will provide presentations and answer questions as requested by the Chairman
- 9) Executive Committee will operate as a paperless Committee
- 10) Executive Committee meetings will be summarized as action item minutes