

**BYLAWS
OF THE
CALIFORNIA TRAFFIC CONTROL DEVICES COMMITTEE**

Amended May 24, 2012

ARTICLE I. NAME

The name of this organization shall be the California Traffic Control Devices Committee (CTCDC). It was formed pursuant to acceptance by the parent organizations in 1968.

ARTICLE II. PURPOSES

The CTCDC shall:

1. Advise the California Department of Transportation about standards and policies for official traffic control devices in California, thereby fulfilling the requirements of Vehicle Code section 21400. The CTCDC is to take into account the needs of all users of streets, roads, and highways specified in Government Code section 65302(2)(B) prior to advising the California Department of Transportation.
2. Promote the uniform and functional design and application of traffic control devices.
3. Gather, disseminate, and exchange information among stakeholders.
4. Serve as a forum to review and evaluate proposals of responsible agencies concerned with traffic control devices.
5. Periodically advise the parent organizations about significant issues regarding traffic control devices exclusive to California.
6. Encourage research and development of traffic control devices.
7. Review the *California Manual on Uniform Traffic Control Devices* pertaining to traffic control devices and advise the California Department of Transportation about the revisions thereof.
8. Assist the California Department of Transportation with the interpretation of the *Federal Highway Administration Manual on Uniform Traffic Control Devices* and other federal publications.

ARTICLE III. MEMBERSHIP AND ORGANIZATION

Membership of the CTCDC shall consist of six parent organizations. The intent is that committee members shall represent both urban and rural areas distributed geographically throughout California; to that end, dual representation is authorized to the California State Association of Counties and to the League of California Cities.

The parent organizations consist of the following:

- California Department of Transportation
- Department of California Highway Patrol
- California State Association of Counties
- League of California Cities
- Automobile Club of Southern California
- California State Automobile Association

The parent organizations shall each designate in writing delegates and alternates as described below:

- The California Department of Transportation shall designate three delegates and three alternates, one of whom will represent all road users and two of whom will represent nonmotorized road users.
- The California State Association of Counties and the League of California Cities shall each designate two delegates and two alternates.
- The remaining parent organizations shall each designate one delegate and one alternate.

Only designated alternates may act in the absence of the appointed delegate.

ARTICLE IV. PRACTICES

Section 1. Voting

Each delegate is entitled to one vote. A concurring vote of seven delegates shall be required on all policy decisions pertaining to Article II paragraph 1.

Section 2. Officers

The officers of the CTCDC shall consist of a chairperson and a vice chairperson.

The chairperson and vice chairperson shall be nominated, elected, and take office at the first meeting in the calendar year of the two-year term. Representatives of the California Highway Patrol and the California Department of Transportation are not eligible to be chairperson or vice chairperson. It shall be the chairperson's duty to moderate the meetings. The vice chairperson shall preside in the absence of the chairperson. If both are absent, a temporary chairperson shall be chosen at the meeting.

A secretary shall be appointed by the California Department of Transportation. It shall be the secretary's duty to maintain CTCDC files, publish an agenda prior to each meeting, keep and publish minutes of the meetings, distribute information about pertinent actions of national committees and other agencies to members, transmit actions of the CTCDC to members and other interested agencies, and perform such other duties as may be assigned by the chairperson or by vote of the committee members.

Section 3. Nonvoting Membership

Other organizations and individuals concerned with traffic control devices may be invited to attend meetings, particularly if agenda items are of special interest to them. Technical consultants may be invited to participate in the activities of the CTCDC as needed. Legal services shall be provided by the California Department of Transportation.

ARTICLE V. PROCEDURES

Section 1. Meetings

The CTCDC shall hold at least three public meetings each year and at such additional times as may be designated by the chairperson or requested by seven or more of the delegates. Meeting locations shall be determined by the chairperson and consecutive meeting locations shall be alternated between Northern and Southern California. Seven delegates or their designated alternates shall constitute a quorum.

Voting delegates who miss three consecutive meetings will be relieved of their service to the CTCDC and the parent organization will be asked to name a replacement prior to the next meeting.

Section 2. Procedure

The following rules of procedure shall define the routine internal operation of the CTCDC:

- To publish the agenda, record the minutes, summarize actions taken during the meeting, provide the status of the California Department of Transportation's actions on CTCDC recommendations, provide status updates about ongoing experimentation activities related to research and development of traffic control devices, and arrange the meetings.
- To publish an annual report of the CTCDC's activities.

Section 3. Amendments

These bylaws may be amended by seven votes of the ten delegates, either at a meeting or by letter ballot.

These bylaws, or any amendments thereof, shall become effective upon approval by the parent organizations.

