

Complete Streets Coordinating Council

ADOPTED BYLAWS
09/23/2020

ARTICLE I Name

Section 1.

The name of this organization shall be the City of Tucson Complete Streets Coordinating Council (CSCC).

ARTICLE II Legal Requirement

Section 1.

The Commission was created by the City Ordinance No. 11675, and will function under the authority of that Ordinance and the provision set forth in the Tucson Code Chapter 10A, Article XXXIII.

ARTICLE III Declaration of Policy

The City of Tucson views all transportation improvements as opportunities to foster a vibrant, healthy, equitable, interconnected, accessible, environmentally sustainable, and more livable city where everyone can move about safely, comfortably, and with dignity. The City of Tucson's Complete Streets Policy, adopted on February 5, 2019 as Ordinance 11621, shall guide the development of a safe, connected, and equitable transportation network that promotes greater health and mobility for people of all ages and abilities including, but not limited to, people walking, biking, using transit, driving, or using wheelchairs or other mobility devices.

As adopted, the Complete Streets Policy requires that the City establish a Complete Streets Coordinating Council (CSCC) to oversee its implementation as a routine and integral part of the City's everyday practices and that it makes every transportation project an opportunity to enhance mobility for people using all modes of transportation.

As a critical accountability measure, the CSCC shall work in collaboration with City staff and a Complete Streets Technical Review Committee (TRC). The CSCC shall be modeled after the Complete Streets Task Force that was convened in 2018 to collaboratively develop this Complete Streets Policy and shall consist of diverse stakeholders.

The Complete Streets Coordinating Council (CSCC) and the Complete Streets Technical Review Committee (TRC) are new groups established with the express

purpose of working together, with staff and with the community, in order to integrate the Complete Streets policy and approach into routine day-to-day operations within the City of Tucson. It is desired, because of the work they will be doing, that they will be “change agents,” working responsibly in innovative, creative, coordinated, inclusive, and effective ways and using best practices in collaborative decision-making to accomplish their mission. The intent is that, by creating a new structure, the CSCC members will be more engaged and invested, and become ambassadors for Complete Streets.

The CSCC, TRC, City staff, and community members are intrinsic to the success of the Complete Streets work and are not intended to operate in isolation. City staff is expected to work closely and collaboratively with the TRC and the CSCC to help navigate policy implementation. The City will engage the CSCC and ensure that their insight, knowledge, and expertise is utilized.

ARTICLE IV Function and Purpose

As stated in the Ordinance No. 11675, and Tucson Code § 10A-243, the CSCC, as a mayor and council advisory committee, is responsible for actively overseeing and bringing accountability to the complete streets policy implementation process. The CSCC, the TRC, and an integrated team of city staff representing multiple departments shall work collaboratively and inclusively together in coordinated ways to implement the complete streets policy.

Section 1. RESPONSIBILITIES

- (1) The CSCC shall bring diverse community perspectives to inform the implementation of the complete streets policy about which they shall, with staff, advise and make recommendations for decisions to be made by the mayor and council, the transportation director, and the technical review committee on, but not limited to, the following:
 - (A) Development of a complete streets policy implementation plan, using the draft implementation plan outline developed by the complete streets task force, and carrying out the implementation tasks identified in the plan in partnership with city staff and the technical review committee (TRC);
 - (B) Prioritization of transportation improvement projects through the development of a project prioritization tool as described in the complete streets policy;
 - (C) Allocation of transportation funding for complete streets improvements;
 - (D) Design of transportation projects to ensure consistency with the policy and best practices in complete streets; and
 - (E) Production and distribution of a biennial report documenting progress on the complete streets policy implementation, in partnership with the TRC and an integrated team of city staff representing multiple departments.

Section 2. REPRESENTATION

- (1) The CSCC will represent the diverse populations of Tucson. CSCC members will have an important role helping engage and educate the public on complete streets topics, and advocating for complete streets projects.

ARTICLE V

Membership, Appointments and Qualifications

Section 1. COMPOSITION

- (1) The CSCC shall be composed of twenty (20) members, seventeen (17) of whom shall be voting members and three (3) of whom shall be non-voting staff representatives. Members shall serve without compensation. All voting members must be qualified to represent one or more of the following complete streets policy guiding principle areas:

- (A) Safety
- (B) Accessibility for all abilities
- (C) Equity, diversity, and inclusivity
- (D) Land use and sense of place
- (E) Environment
- (F) Health and recreation
- (G) Economic vitality
- (H) Transportation and mobility

Section 2. NOMINATION AND APPOINTMENT

- (1) All potential members shall submit an application for consideration for nomination or appointment.
- (2) One (1) member shall be appointed by mayor and each council member (total of seven (7)).
- (3) One (1) member shall be appointed by the city manager.
- (4) Five (5) members shall be appointed as follows:
 - (A) One (1) member from the Pedestrian Advisory Committee (PAC), by selection of that committee;
 - (B) One (1) member from the Transit Task Force (TTF), by selection of that committee;
 - (C) One (1) member from the Tucson-Pima County Bicycle Advisory Committee (TPCBAC) representing the City of Tucson, by selection of that committee;
 - (D) One (1) member from the Park Tucson Commission (PTC), by selection of that committee, and
 - (E) One (1) member from the Commission on Disability Issues (CODI), by selection of that committee.
- (5) Four (4) members shall be appointed based on the qualifications below by the transportation director. These members shall be selected last to ensure that the

coordinating council has representation in each of the guiding principles and reflects the broader Tucson community.

- (6) One (1) member shall be a designated staff representative from each of the following agencies:
 - (A) Arizona Department of Transportation (ADOT)
 - (B) Pima Association of Governments (PAG)
 - (C) Pima County Department of Transportation (PCDOT)

The three (3) staff representatives shall be non-voting members of the CSCC.

Section 3. QUALIFICATIONS:

- (1) The CSCC's membership should represent the geographic, demographic, and economic diversity of the community.
- (2) Desired qualifications include relevant background, knowledge, and/or expertise in one or more of the following guiding principles and issue areas that relate to the CSCC's functions and purposes. Every guiding principle shall be represented by one or more member(s) of the CSCC based on the information provided in the application:
 - (A) Safety: traffic safety, crime, personal security, traffic enforcement, crash data, emergency response.
 - (B) Accessibility for all abilities: persons with disabilities, elderly, youth, families with young children, limited English proficiency populations, transit-dependent populations, alternative mode users.
 - (C) Equity, diversity, and inclusivity: environmental justice, low-income individuals and households, communities of color, LGBTQ communities, refugees, immigrants, non- English speakers, formerly incarcerated people, residents without a home.
 - (D) Land use and sense of place: sense of place, planning, neighborhood character, mixed-use development, infill development, parking, public art, gentrification/displacement, place making/placekeeping.
 - (E) Environment: natural environment, built environment, sustainability, green infrastructure, climate change, air quality.
 - (F) Health and recreation: health care providers, public health, health equity, mental health, recreation, access to medical care, injury prevention.
 - (G) Economic vitality: business, local business, real estate, development, homebuilding, tourism, business districts, economic development.
 - (H) Transportation and mobility: planning, engineering, construction, walking, biking, transit, Americans with Disabilities Act, electric vehicles, regional commuting, freight, transportation service providers.
- (3) All members, except the non-voting members appointed by PAG, ADOT, and PCDOT, shall reside within the City of Tucson.

No city employee may serve on the CSCC.

Section 4. TERMS OF OFFICE AND REAPPOINTMENT

CSCC members appointed by the mayor and each council member shall serve two (2) year terms. In the event that the appointing official leaves office prior to the conclusion of the appointee's two (2) year term, the CSCC member's term of service shall expire coincident with that of the appointing official. Members appointed by the transportation director and city manager shall serve two (2) year terms from the time of appointment, in accordance with Tucson City Code, Chapter 10A. Members may serve no more than four (4) consecutive two (2) year terms (eight (8) years in total).

Section 5. REPLACEMENT AND REMOVAL

All replacement appointments shall be made by the appointing authority named under subsection (b) using an application process with consideration of the guiding principles. The appointing authority may discuss replacement appointments with the CSCC.

If a member fails to attend three (3) consecutive regularly scheduled meetings of the CSCC or fails to attend at least forty (40) percent of regularly scheduled meetings within a calendar year, that member's appointment shall be terminated. In the case of any replacement or removal of a member, the replacement should, to the maximum extent practicable, represent a similar perspective, knowledge, and/or expertise with regard to the policy's guiding principles as the replaced or removed member, and every effort should be made to ensure continued representation on the CSCC of Tucson's diverse populations.

Should a nominee of the boards and commissions identified under item 4 of the nomination and appointment section need to be replaced, and that committee has ceased to exist, a replacement shall be appointed by the transportation director in consultation with the city manager. The appointee shall have expertise in the same transportation focus area as the replaced member.

The CSCC may recommend to the appointing authority the removal of any member for reasonable cause. Such cause may include, but is not limited to, malfeasance and misfeasance.

ARTICLE VI Procedures

Section 1. STRUCTURE

- (1) The structure of the Coordinating Council shall be guided by the following principles:
 - a. follows best practices in collaborative decision making
 - b. includes representation from key stakeholder groups mentioned above
 - c. brings accountability to the implementation of this Complete Streets Policy

- d. empowers community decision making
- e. is modeled after the Complete Streets Task Force in fostering
 - i. collaboration among stakeholder
- f. is facilitated by a neutral, professional facilitator.

Section 2. FACILITATION

- (1) The CSCC shall be facilitated by a neutral, professional facilitator
 - (A) Responsibilities of the facilitator will include: agenda development with co-chairs and staff, facilitation of all meetings of the CSCC and ensuring adherence to agendas, facilitation of the consensus decision making process, notetaking and development of meeting minutes, and management of audience/observers. The facilitator shall maintain neutrality, uphold the principles of the CSCC and foster balanced participation by members.

Section 3. OFFICERS

- (1) The CSCC shall select 2–3 Co-chairs from amongst its members.
 - (A) The responsibilities of the Co-chairs shall be to assist facilitator and staff with agenda development; call meetings to order; and conduct additional duties as assigned by the group.
 - (B) Co-chair service is voluntary. It will be offered and encouraged to all members, and will rotate every six (6) months.
- (2) The Facilitator fulfills the duties of most traditional officer roles.

Section 4. DECISION MAKING

The CSCC will operate as a consensus decision making council. Consensus is generally understood to mean striving for maximum agreement among members while drawing on as much of everyone's ideas as possible. Consensus does not mean unanimity.

- (A) Consensus decisions will be approached as follows:
 - a. Frame problem/decision
 - b. Develop criteria for evaluating options
 - c. Identify options
 - d. Discuss concerns, consequences
 - e. Improve if possible, then reframe and identify decision point
 - f. Seek consensus (based on tiered consensus)
 - g. If consensus not achieved, move to fall back decision option (if relevant)
 - h. Document levels of agreement and points of disagreement including rationale
 - i. At the time of final decision, co-chairs move and second to ask that final consensus vote be officially recorded in compliance with Open Meeting Law (levels 1 and 2 = “yay,” level 3 = abstain, level 4 = “nay”)

Section 5. PARTICIPATION OF AUDIENCE MEMBERS

- (1) The CSCC shall strive to include audience members in plenary and small group discussions to the extent reasonably possible, with facilitator discretion to ensure full participation by council members, effective time management, and completion of stated meeting objectives.
 - (A) Guidelines for audience participation:
 - a. audience members will be invited to participate on agendized items as appropriate, including small-group discussions
 - b. in plenary discussions, CSCC members will be invited to speak first
 - c. only members will sit at the plenary table
 - d. audience members shall not participate in decision-making
 - e. call to the audience for announcements and non-agendized items can be offered at meetings
- (2) Staff from the Tucson Department of Transportation and Mobility (DTM) may also attend CSCC meetings and participate in CSCC discussions as appropriate.
 - (A) Guidelines for DTM staff participation:
 - a. DTM staff should identify themselves during introductions
 - b. DTM staff can be invited to participate on agendized items as appropriate, including small-group discussions
 - c. DTM staff should largely restrict participation to providing information, support and clarification on CSCC business
 - d. only members will sit at the plenary table
 - e. DTM staff shall not participate in decision making

Section 6. DEVELOPMENT OF AGENDAS

- (1) Agendas shall be developed by the CSCC Facilitator, Complete Streets Coordinator and Co-chairs.
- (2) Draft agendas shall be circulated to all CSCC members ahead of CSCC meetings with time for members to suggest additions or edits.

ARTICLE VII Meetings, Subcommittees and Working Groups

Section 1. QUORUM

As stated in Tucson Code § 10A-245(f), a quorum shall consist of nine (9) voting members. A meeting must be cancelled due to lack of quorum

The consensus act (as described in Article VI Section 4) of CSCC members present at a meeting at which there is a quorum shall be the act of the CSCC.

Section 2. OPEN MEETING LAW

All Commission meetings will be conducted in accordance with the Arizona Open Meeting Law, [A.R.S. §§ 38-431 through 38-431.09](#).

Section 3. SUBCOMMITTEES

Subcommittees may be created as needed by consensus of the CSCC. Subcommittee membership and responsibilities shall be designated by the CSCC, as necessary. For purposes of the Arizona Open Meeting Law, a quorum of any subcommittee or working group shall consist of a majority of the authorized membership of that subcommittee or working group. Non-members may participate on subcommittees, but shall not vote or count towards quorum of the subcommittee.

The act of a majority of the CSCC members present at a meeting of any subcommittee at which there is a quorum shall be the act of that subcommittee.

Section 4. CONFLICT OF INTEREST

Voting member participation in any “legal action” by the Coordinating Council, as defined in the Arizona Open Meeting Law, will be governed by the provisions of the Arizona statutes governing Conflict of Interest, [A.R.S. §§ 38-501 through 38-511](#).

ARTICLE VIII Limitation of Powers

Section 1.

As stated in Tucson Code § 10A-246, neither the Coordinating Council nor any of its members may incur governmental expenses, or obligate the city in any way, without prior authorization of the Mayor and Council.

ARTICLE IX Amendments

Section 1.

These bylaws may be amended at any regular meeting of the CSCC at which quorum exists by consensus of members present, provided that notice of the proposed amendment has been given to all of the CSCC’s voting members at least one week prior to the meeting at which the decision on the proposed amendment takes place.