

RESOLUTION
TC-R-25-01
PROPOSE A REVISED SET OF RULES AND CALL THEM "BYLAWS"

WHEREAS, Bloomington Municipal Code Section 2.12.070 (5) directs the Transportation Commission to adopt rules and procedures for the conduct of its business; and

WHEREAS, staff from the City of Bloomington's Engineering Department previously presented proposed Rules and Procedures to guide the operations of the Transportation Commission; and

WHEREAS, the Transportation Commission adopted those Rules and Procedures during its meeting on June 21, 2025;

WHEREAS, the Transportation Commission finds the proposed amendment Bylaws to be appropriate and necessary;

NOW, THEREFORE BE IT HEREBY ORDAINED BY THE TRANSPORTATION COMMISSION OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

Section 1. The attached Bylaws, noted as Exhibit A and incorporated as though fully set forth herein, are hereby adopted and shall now govern the operating procedures for the Transportation Commission.

Section 2. The Bylaws may be amended, from time-to-time, with the approval of a new Resolution passed by a two thirds (2/3) majority vote of the Transportation Commission.

PASSED AND ADOPTED by Transportation Commission of the City of Bloomington, Monroe County, Indiana, upon this 21 day of July, 2025, 2025.



STEPHEN VOLAN
Chair of Transportation Commission
City of Bloomington, Indiana

ATTEST:



ANDREW CIBOR
Engineering Department
City of Bloomington, Indiana

BYLAWS

OF THE CITY OF BLOOMINGTON

TRANSPORTATION COMMISSION

Preamble

The Transportation Commission (hereafter, “the Commission”), to achieve its purpose under Bloomington Municipal Code §2.12.070(a), to fulfill its duties to the city and its residents under BMC 2.12.070(d), and to work most effectively with employees of the executive branch of city government (hereafter, “staff”) who are also supporting the function of the Commission, hereby establishes these Bylaws for the conduct of its business.

Article I. Meetings Generally

- A. **TYPES OF MEETINGS.** The Commission shall meet publicly to deliberate over matters relevant to its purpose in the following ways:
 - 1. **Regular Hearings.** The Commission shall hold meetings at intervals which correspond with its anticipated caseload.
 - 2. **Planning Sessions.** The Commission shall also convene to assist in the development, review, and adoption of long-range transportation and parking plans and policies.
- B. **SCHEDULING OF MEETINGS.** Staff shall coordinate with commissioners to establish an appropriate meeting schedule. Staff shall publish an annual meeting calendar that includes all deadlines associated with the submission of appeals.

Article II. Conduct of Meetings

- A. **QUORUM.** A majority of voting members present in person shall constitute a quorum. However, no action of the Commission shall be official without approval by a majority of the full Commission irrespective of vacancies, unless otherwise specified in Municipal Code or these Bylaws.
- B. **ELECTRONIC COMMUNICATIONS.** Electronic communications and meetings are permitted in accordance with Indiana Code 5-14-1.5 as adopted and amended. Members who plan to participate in a meeting electronically must notify staff at least 72 hours before the scheduled meeting.
- C. **DURATION.** All meetings shall adjourn by 9:30 pm and no new cases shall be taken up after 9:00 p.m. Any agenda items remaining on the docket at the time of adjournment shall be rescheduled for hearing within one month of the original meeting.
- D. **DECORUM**
 - 1. **Decorum Generally.** Every person appearing at Commission meetings shall abide by the order and direction of the chair. Discourtesy, disorderly or contemptuous conduct shall be dealt with as the Commission directs.

2. **All Statements to the Chair.** All statements shall be addressed to the chair, and expressly not to members of the Commission, staff, or the audience, except in periods of commissioner questions, when they may directly address staff and invited speakers. All speakers shall speak only to issues and not to personalities.
 3. **Disruptive Conduct.** Disruptive conduct, including but not limited to audible expressions of support or opposition (e.g. applause, booing, or hissing), demonstrations, refusal to comply with time limits, or other interruptions, is strictly prohibited and may result in removal from the meeting.
- E. **DISQUALIFICATION FROM DECISIONS.** A commissioner is disqualified from and may not participate in a decision of the Commission if the member is biased, prejudiced or otherwise unable to be impartial, or has a direct or indirect financial interest in the outcome of the hearing or decision.
- F. **ADDITIONAL RULES OF ORDER.** Where statute, Municipal Code, or these Bylaws are silent on questions of order, meetings shall otherwise be conducted in accordance with the procedures set forth in the current edition of *Robert's Rules of Order Newly Revised in Brief* (hereafter, "Robert's").

Article III. Oversight of Commission Business

- A. **OFFICERS.** The Commission shall elect from among its members two officers, a chair and vice-chair, at its first hearing each year. If a vacancy occurs in either office, the Commission shall elect a replacement at the next official meeting.
1. **Chair.** The chair shall preside over meetings and shall exercise general supervision over the administration of the Commission's affairs, including determination of points of order and procedure, interpretation of its Bylaws, and the signing of all official documents.
 2. **Vice-Chair.** The vice-chair shall have authority to act as chair during the absence of the chair. In the case of the resignation of the chair, the vice-chair shall succeed to the chair and a new vice-chair shall be elected from the membership.
- B. **SECRETARIES.** Minutes of meetings shall be kept by a secretary. Two secretaries shall be responsible for supervising the taking of an accurate and complete record of meetings depending on the meeting type. *As soon as possible, staff shall make minutes of a meeting available to each member of the Commission.* Each secretary shall also be responsible for the keeping of their respective minutes and the custody and preservation of all paper and digital documents of the Commission.
1. **For Regular Hearings** the City Engineer or their designee shall serve as secretary.
 2. **For Planning Sessions** the Planning and Transportation Director or their designee shall serve as secretary.
- C. **STAFF ATTENDANCE**
1. **Mandatory.** The City Engineer or their designee, and Planning and Transportation Director or their designee, shall appear at all meetings and assist the Commission, presenting fact-based opinion on significant issues raised. In the event of the absence of both chair and vice-chair, the secretary in attendance shall preside temporarily, with the sole duty of overseeing the election of a commissioner to be chair pro tempore.

2. **Requested.** Staff from other departments deemed necessary for decision-making to support the City's transportation and parking goals, such as the Departments of Public Works or Economic and Sustainable Development, shall attend meetings of the Commission at the Commission's request with previous notice.
- D. **PUBLIC RECORDS.** All minutes and recordings of a meeting, and exhibits submitted by appellants, remonstrators, and staff shall be public records and filed in the Department office of the secretary responsible for the given meeting. Public records related to a case shall become a part of the case and held by the Department for a period of at least one year. After one year, all tangible materials may be placed in a "back filing" system for preservation of city records.
1. **Records from Regular Hearings** shall be filed in the Engineering Department.
 2. **Records from Planning Sessions** shall be filed in the Planning & Transportation Department.

Article IV. Consideration of Cases

A. TYPES OF CASES

1. **Petitions.** All cases relating to transportation infrastructure projects to the Commission shall be known as petitions.
2. **Resolutions.** All cases relating to proposed changes to the Municipal Code, the adoption of new policies, or amendments to duly adopted written policies of the city, such as city plan, transportation policies, or Transportation Commission policies, shall be known as resolutions. Only members of the Commission, the City Engineer, or the Planning and Transportation Director may introduce resolutions.
3. **Transportation Inquiries.** All cases seeking input, information, or preliminary consideration shall be known as transportation inquiries.

B. FILING OF CASES

1. **Appeal Form.** All appellants shall use an appeal form approved by the City Engineer and available upon request from the Engineering Department. No appeal shall be accepted as a case to be publicly heard by the Commission until the appellant has consulted with a staff member from the Engineering Department who has determined that the appeal is presented in proper form with all the required exhibits and supporting documents. Upon such determination staff shall sign the appeal form and accept the appeal as a case.
2. **Deadlines.** All appeals shall be filed no later than the deadlines established on the Commission's annual meeting calendar.
3. **Case Number.** Each case to be heard by the Commission shall be filed in proper form, and numbered according to the system established by the Engineering Department. Staff shall assign case numbers that are compatible with the EPL Permitting Software and existing departmental numbering systems. The number system may be modified by staff as needed to accommodate technological and administrative requirements.

C. PRESENTATION OF CASES.

1. **SCHEDULING OF CASES.** Staff may schedule a case for hearing before the Commission. Staff shall take into account the urgency of the request, the magnitude of required review or coordination, or the desirability of modifying the cases, but must do so subject to any time limits in statute, Municipal Code, or these Bylaws. Prior to each scheduled Commission hearing, the staff shall estimate the length of time needed for each case. Where it is evident that cases would likely be taken up after 9:00 pm, the staff shall have the authority to limit the docket and forward such cases to the next scheduled meeting of the Commission. Furthermore, for cases characterized by a high degree of complexity and public interest, staff and the Commission shall strongly consider scheduling additional meetings in order to allow for more timely consideration of other cases which have been filed.
 2. **DEPARTMENTAL POSITION.** If staff did not originate a petition or resolution, any staff memo regarding that case staff shall be descriptive only. The opinions and recommendations of the staff on the case (hereafter, "departmental position") shall be published as a separate document that follows the case's other materials.
- D. DECISIONS.** The Commission shall make a decision or recommendation on the disposition of any matter it is required to hear through a motion at the conclusion of that matter. The motion shall state the finding of the Commission for the record. The decision on a case shall be recorded in the minutes, which shall indicate action taken and the reasons therefore, and shall be furnished to any interested party upon request.
1. **On Petitions** motions shall be to:
 - a. approve;
 - b. approve with refinement considerations;
 - c. refer the matter back to staff for further refinement considerations; or
 - d. continue the petition to a future meeting.
 2. **On Resolutions to be Forwarded to the Common Council** motions shall be:
 - a. a positive recommendation;
 - b. a negative recommendation;
 - c. no recommendation; or
 - d. to continue the resolution to a future meeting.
 3. **On Resolutions that Adopt or Amend Commission Policy** motions shall be to:
 - a. approve;
 - b. reject; or
 - c. continue the resolution to a future meeting.
 4. **On Transportation Inquiries.** At the conclusion of its consideration of a transportation inquiry, the Commission may:
 - a. determine that no further action is warranted at this time;
 - b. request additional study or information; or
 - c. request that a future petition or resolution addressing the issues raised be placed on a subsequent agenda. In this event, the Commission shall identify a clear and actionable outcome, directive, or policy objective to be developed or prepared for future consideration.
 5. **All Votes By Roll Call.** All decisions on petitions, resolutions, and transportation inquiries shall be made by roll call vote.

6. **Findings of Fact.** A Findings of Fact form shall be completed by Engineering Staff and shall accurately reflect the Commission's findings in each petition or resolution heard.

Article V. Conduct of Regular Hearings

- A. **STANDING AGENDA.** The order of business of regular hearings shall be as follows:
 1. **Roll Call**
 2. **Approval of Minutes**
 3. **Reports and Communications**
 - a. *From Commissioners*
 - b. *From Staff*
 4. **Cases** [repeat for each case]
 - a. *Statement of Case and Staff Report*
 - b. *Presentation by Appellant*
 - c. *First-Round Questions for Staff and Appellant by Commissioners*
 - d. *Public Comment*
 - e. *Second-Round Questions*
 - f. *Discussion of Case among Commissioners*
 - g. *Action*
 5. **Discussion of Topics Not on the Docket**
 6. **General Public Comment on Items Not on the Docket**
 7. **Adjournment**
- B. **TIME-LIMITED PERIODS.** General limits on deliberations in each case shall be as follows:
 1. **Presentations by Staff or Appellant** shall not exceed twenty minutes.
 2. **First-Round Question Period** shall not exceed twenty minutes; commissioners shall be limited to two opportunities to inquire.

Article VI. Conduct of Planning Sessions

- A. **STANDING AGENDA.** The order of business of transportation planning sessions shall be as follows:
 1. **Roll Call**
 2. **Approval of Minutes**
 3. **Plan Progress and Review**
 4. **General Public Comment** (optional; by majority vote only)
 5. **Adjournment**
- B. **TIME LIMIT ON PRESENTATIONS.** Initial presentations of cases by staff during planning sessions shall not exceed twenty minutes.
- C. **OPTIONAL PUBLIC COMMENT PERIOD.** Public comment shall be scheduled as an optional item on the agenda for a planning session. Upon completion of all other orders of business and prior to adjournment, the Commission may, by a majority vote of the members present, determine whether to allow a period for public comment, during which speakers may address matters on the current agenda.

Article VII. Comment

- A. **PUBLIC COMMENT PERIODS.** The public may offer comment during periods as specified in Articles V and VI.
1. **No Dialogue in Public Comment.** Direct dialogue between members of the public and the Commission or staff shall not be permitted during public comment. A speaker may only ask a question rhetorically; a commissioner may choose to take up the question in subsequent deliberations.
 2. **Extra Periods by Motion.** The Commission may establish additional opportunities for the public, in addition to those already specified in these Bylaws, to comment on any given item or on its deliberations generally, through a motion approved by two-thirds of commissioners.
- B. **TIME LIMITS.** Any speaker, including commissioners, recognized by the chair shall be limited by default to three minutes per opportunity to speak. A commissioner during question rounds holds the floor and may do so for three minutes per opportunity.
1. **Timekeeping.** For each speaker wishing to make public comment, staff shall keep time, which shall be displayed publicly and within easy view of the speaker.
 2. **Exception for Certain Spokespersons.** If the chair of another government board or commission within Monroe County, or a spokesperson with written designation from the chair, wishes to address the Commission, the chair shall allow up to five minutes of public comment. The same privilege may be extended to a spokesperson for a neighborhood association, or similar group of people wishing to make public comment, by a unanimous vote of the Commission.
- C. **OPPORTUNITIES TO SPEAK.** The Chair shall recognize persons to speak accordingly:
1. **Commissioners** shall be recognized no more than twice per first-round question period; with no limit per second-round question period; and no more than twice during discussion periods. During periods described as “discussion,” each commissioner shall have two opportunities to speak to the current issue. The chair shall recognize a commissioner who has not yet spoken to the issue before recognizing someone who has already spoken. The chair may participate in discussion, but if the chair refrains from speaking until after others have spoken twice, any commissioner who has spoken twice may be recognized a third time.
 2. **Staff** may be recognized to speak outside of presentation periods at the discretion of the chair, or at the discretion of a commissioner during question periods, during which they shall be subject to the commissioner’s time limit.
 3. **Members of the Public** shall be recognized once per issue during the corresponding public comment period.
 4. **Sign-in Required.** All speakers, other than commissioners and staff, shall sign an attendance sheet provided by the secretary.
- D. **POSTING OF MEETING RULES.** It shall be the responsibility of the secretary to publish the rules for conduct and comment during a Commission meeting (Article II and this article) and post them on the doors of the meeting room. The chair shall recite a synopsis of these rules prior to public comment periods.

Article VIII. Administrative Policies Manual

- A. **MANUAL.** The Commission shall establish and maintain a collection of literature that includes the most current versions of the full copies of important reference documents. Documents shall include:
1. BMC §2.12.070 (Municipal Code authorizing the Commission);
 2. These Bylaws;
 3. the current annual meeting calendar;
 4. the current list of persons involved with the Commission (members, staff);
 5. the current edition of Robert's;
 6. a link to the Commission's appeal form;
 7. relevant passages of the city's Comprehensive Plan;
 8. the city's full Transportation Plan;
 9. the most recent third-party studies on topics relevant to the Commission; and
 10. other documents as the Commission may see fit to include.
- B. **WEBPAGE.** Staff shall maintain a webpage with links to each document.
- C. **HARD COPIES.** Staff shall provide a commissioner a printed copy of any document upon request.

Article IX. Amendment and Suspension

- A. **AMENDMENT OF BYLAWS.** Amendments to these Bylaws may be proposed in a resolution by a commissioner at any public meeting. A resolution proposing amendments must be previously noticed and shall modify these Rules by a two-thirds vote of the Commission.
- B. **SUSPENSION OF RULES.** The suspension of any rules in Articles V, VI and VII may be ordered during a public meeting by a two-thirds vote of the Commission.