

# University of Colorado Colorado Springs Parking & Transportation Advisory Board By-Laws

## I. ORGANIZATION

The name of the organization shall be of the University of Colorado Colorado Springs Parking & Transportation Advisory Board, hereinafter referred to as the PTAB or the Board.

## II. PURPOSE

The PTAB supports the goal of UCCS Parking and Transportation Services to ensure people and goods can travel to, from, and within the campus in an environmentally sustainable, safe, and efficient way.

1. To provide an appeal process for purported violators of parking regulations and to adjudicate each appeal on a case by case basis.
2. To recommend parking and transportation policy additions, deletions, and revisions.
3. To recommend field operations improvements for parking and transportation.
4. To receive a budget update once per year, usually in the spring semester, from the appropriate budget officer and, when appropriate, to vote to recommend changes to the student Safety and Transportation fee, permit fees and parking ticket fines.
5. The Parking and Transportation Advisory Board does not recommend policy, procedural, or general orders for the University Police Department.
6. To hear, and when appropriate, support and/or recommend sustainable policy, procedure or best practices.
7. PTAB also supports UCCS Sustainability Strategic Plan Transportation goals to:
  - Improve educational efforts (sustainability and health promotion) to further faculty, staff and student awareness of multi-modal transportation options
  - Reduce the number of singly-occupied vehicles driving to and from campus by increasing the availability and attractiveness of alternative commuting options
  - The PTAB reviews, informs and advises the UCCS Parking and Transportation Services on multi-modal transportation and parking matters to include roadways, pedestrian and bicycle facilities, and public transit.

## III. MEMBERSHIP

A. The PTAB, if possible, shall consist of a minimum of the following members, approved by the Executive Director of Parking & Transportation Services:

Faculty (2); Staff (2); Students (2) UCCS Police (1)

- Voting members may not be employees of either Parking & Transportation Services.

- B. One or more members from Parking Services shall serve as a non-voting member and act as the Secretary for PTAB.

#### IV. OPERATION

- A. The PTAB will meet once per month, 2<sup>nd</sup> Friday, during the fall, spring and summer semesters (depending upon the number of appeals).
- B. A quorum for the PTAB shall be a minimum of 3 voting members. The non-voting members are not considered a part of a quorum.
- C. Decisions of the PTAB are those reached by a majority of the members present. Tie votes for an appeal shall be considered in favor of the appellant. Tie votes for recommendation of policy or field operational improvements shall result in a recommendation not being forwarded to the Executive Director of Parking & Transportation Services.
- D. If a quorum is not reached but 2 voting members are present, then the missing third vote shall be entered in favor of the appellant. If only one voting member is present for an appeal, then the appellant shall be granted his or her appeal.
  - 1. If there are no scheduled in-person appeals, the Executive Director of Parking & Transportation Services or his/her designee may send out a digital copy to voting members to adjudicate within a specified time limit.
- E. Members of the PTAB who have a conflict of interest in a specific appeal will abstain from voting on that specific appeal.
- F. The PTAB will formulate recommendations of policy or operational changes regarding parking and/or transportation in accordance with any appropriate policies, rules, regulations, or procedures already established by the University of Colorado Colorado Springs and the CU Board of Regents.
- G. The PTAB is the final forum provided to adjudicate (i.e., approving, denying, or reducing the cost) parking ticket appeals for those parking tickets issued on University property using a University of Colorado parking ticket. The PTAB does not have the authority to adjudicate tickets issued using the City of Colorado Springs parking ticket system. Those parking tickets are appealed through the designated and appropriate court of record.
- H. The PTAB does not hear or have the authority to adjudicate traffic tickets or criminal citations issued by the University Police. Those appeals are through the designated and appropriate court of record.
- I. Appeal paperwork must be submitted within 10 days of the parking citation. An administrative review will be conducted by the Parking Manager or their designee within 3 business days of receiving the written appeal. If denied by admin. review the appellant may request to appeal in front of the board or have their written appeal forwarded to the Board.
- J. Once scheduled, the appeal must be made in person, with or without the addition of a written appeal. If an appellant cannot be physically present for an appeal, the PTAB has the right to accept an appeal by some other means, as long as the majority of the members present agree. The decision rendered on the appeal by the PTAB shall be final.

- K. The person making the appeal may request one postponement of the hearing, provided they notify Parking & Transportation Services within 24 hours of their scheduled appeal.
- L. Individuals not showing up for their scheduled appeal will automatically have their appeal denied, unless an exception has been granted under section IV, letter “I.”
- M. Written notification of the action of the PTAB will be sent to appellants within 3 business days of the action of the PTAB.
- N. All personal information of appellants will be kept confidential to the extent permissible under by law. The Executive Director of Parking & Transportation Services or his/her designee must approve the release of the personal information of appellants.
- O. Only the Executive Director of Parking & Transportation Services or his/her designee may furnish parking and transportation information and guidance to the PTAB.
- P. If there are 3 or fewer written appeals on the docket, the Executive Director of Parking & Transportation Services or his/her designee can instead replace in-person meeting with a digital forum to vote on appeals, quorum rules still apply.

V. TERM LIMITS

- A. As of the Fall 2018 Semester: all board members are limited to 2 year terms serving on PTAB, with consecutive terms approved by the Executive Director of Parking & Transportation.
- B. The Executive Director of Parking & Transportation Services may, in writing, remove any member of the PTAB for any conflict/bias, attendance or any other appropriate reasoning.
  - 1. The Executive Director of Parking & Transportation Services or his/her designee will make a report of any members departing the board for any reason at the next meeting of PTAB following a member's departure.

VI. STRUCTURE

- A. PTAB members shall nominate and vote one of their members to serve as the Chairperson of the Board. This will happen at the September meeting each year.
  - 1. The Chair will be responsible for the announcing to each appellant the informational script provided by PTS and approved by PTAB members in a majority vote.
  - 2. The term limit is one year as Chair, the Chair must also have served one year previously on PTAB.
  - 3. The immediate past-chair may be called to finish the term of a sitting chair if for some reason they cannot complete their term.
  - 4. Executive Director of Parking & Transportation Services may call a vote for a chair election at any point if the position is vacant.
- B. PTAB members can call for a “vote of no-confidence” if they believe any member, including the chair, is not meeting the standards set by the bylaws or directions from the Executive Director of Parking & Transportation Services.