

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.

II. PURPOSE

1. To provide an appeal process for purported violators of parking regulations and to develop a body of precedents to guide future boards.
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.

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) appointed by Faculty Assembly; Staff (2) appointed by Staff Council and the PESA Board; Students (2), appointed by Student Government.

- Voting members may not be employees of either Parking & Transportation Services or the Department of Public Safety.

B. One or more members from Parking & Transportation Services shall serve as a non-voting member, an advisor, and a note taker to the PTAB.

IV. OPERATION

A. The PTAB will meet once or twice per month during the fall and spring semesters (depending upon the number of appeals) and once per month during the summer semester.

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.

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 only 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-business days of the parking citation. 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.
- J. 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.
- K. 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."
- L. Written notification of the action of the PTAB will be sent to appellants within 3 to 7 business days of the action of the PTAB.
- M. 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.
- N. Only the Executive Director of Parking & Transportation Services or his/her designee may furnish parking and transportation information and guidance to the PTAB.

Executive Director, Parking & Transportation Services

Approved unanimously by PTAB committee on May 10, 2013