

Council Policy 2

Effective Date: 12/15/1994

Revised: 9/2015, 12/2019, 12/2022, 12/2025

Expiration: 12/2028

**MEETING ATTENDANCE BY COUNCIL MEMBERS****Purpose:**

Continuous representation by the cities, counties, and highway districts of the Local Highway Technical Assistance Council (LHTAC) is of critical importance to the success of Idaho's local transportation system. It is imperative that members from each organization appointed to the council be present at council meetings.

POLICY**Policy Statement:**

It is the responsibility of the council members to see that their appointing organization is properly represented at all meetings of the council.

Procedure & Guidelines:

When a council member is unable to attend a meeting, they shall appoint an alternate member and provide a proxy notice to the Administrator as provided in the LHTAC bylaws.

1. When an alternate is used, the council member is responsible for receiving all information that was presented at the meeting necessary to keep them aware of current issues within the organization.
2. The Chairman will notify the appointing authority if a council member misses two consecutive meetings without providing an alternate member with a proxy authorization to vote for them. The notification will request that the member be replaced unless there is a legitimate reason for the absence.
3. The council member may not give their proxy to another current council member.
4. The appointing authority will have the final determination of the status of its representative.

A handwritten signature of Kevin Renfrow.

Kevin Renfrow, Chair

Local Highway Technical Assistance Council