



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Transportation and
Public Facilities**

OFFICE OF THE COMMISSIONER
Ryan Anderson, P.E., Commissioner

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January 6, 2026

Dear Members of the Alaska Recreational Trails Advisory Committee,

On behalf of the Alaska Department of Transportation & Public Facilities (ADOT&PF), I am pleased to welcome you to the Alaska Recreational Trails Advisory Committee (ARTAC). Thank you for your willingness to serve and for committing your time and expertise in support of Alaska's recreational trail systems.

This letter accompanies your ARTAC Member Information Packet, which includes an agenda, orientation materials, by-laws, quick start guide, and a committee charter intended to support you as you begin your service on the committee. Members are encouraged to review these materials prior to or committee's first meeting.

ARTAC plays a critical role in advising the Department on the implementation of the federal Recreational Trails Program (RTP). The committee is charged with providing informed, balanced, and community-driven guidance on RTP policy, funding priorities, and project recommendations. Your collective perspectives help ensure that trail planning and investment decisions remain inclusive, transparent, and responsive to the diverse needs of Alaskans.

The committee is intentionally structured to represent a broad range of trail users, including subsistence users, freight haulers, snowmachine riders, and recreational trail organizations. ARTAC will consider trail uses and applications across all trail types, including ice roads, snowmachine trails, winter trail marking, and recreational trails throughout the state.

The inaugural meeting of the Alaska Recreational Trails Advisory Committee is scheduled for Tuesday, January 13, 2026, at noon, and will be held via Zoom. During this initial meeting, members will elect a Chair and Vice Chair, review proposed governing documents, discuss the committee's mission and purpose, and identify initial goals and priorities. This meeting will establish the foundation for effective collaboration and informed decision-making. Please be alert to an email calendar invite with the zoom link information.

As part of your service, all committee members are required to complete the State of Alaska's self-guided Ethics Training. The ARTAC Chair will serve as the committee's designated Ethics Supervisor. Information on ethics training, along with additional governing documents and statutory references, is included in your board member packet.

I appreciate your commitment to public service and your willingness to contribute to the stewardship of Alaska's recreational trail resources. Your participation will help ensure safe, accessible, and sustainable trail systems for communities across Alaska.

Thank you for your service to the people of Alaska. I look forward to the important work of the Alaska Recreational Trails Advisory Committee and to your continued collaboration with DOT&PF.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan Anderson".

Ryan Anderson, P.E.

Commissioner

Alaska Department of Transportation and Public Facilities

STATE OF ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES
Alaska Recreational Trails Advisory Committee (ARTAC)
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STATE OF ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES
Alaska Recreational Trails Advisory Committee (ARTAC) Agenda
January 13, 2026 12:00 PM – 1:00 PM

This initial meeting of the Alaska Recreational Trails Advisory Committee (ARTAC) will take place via Zoom:

<https://us06web.zoom.us/j/82617657221?pwd=GSwUtnN8qTGTJ67ZIEj29akoOnf4ah.1>

Committee Members: Lisa Agnew (invited), Craig Compeau, Jennifer Yuhas, Lee Hart, Terry Valentine, Allie Sargent (invited), Jeffery Collins

DOT&PF: Commissioner Ryan Anderson, Andy Mills, Shannon McCarthy, Erica Kostelecky, Hazel Cristobal, and Rebecca Garrett

Purpose of the First Meeting

The primary objectives of the first ARTAC meeting are to:

- Introduce the ARTAC members and Department of Transportation and Public Facility staff
- Establish committee leadership and organizational structure
- Confirm expectations and operating procedures
- Develop a shared understanding of the committee's mission
- Determine funding for the Snowtrails program
- Identify initial priorities and next steps

This meeting sets the foundation for effective collaboration and informed decision-making moving forward.

Agenda					
Time	Item		Speaker	Purpose	Materials
12:00 PM	Item 1	Call to Order/Roll Call	Hazel Cristobal		
	Item 2	Introduction/Purpose of the Board	Commissioner Anderson		Materials included
	Item 3	Agenda Approval	Rebecca Garrett	Action	
12:10 PM	Item 4	General Public Comments	Communications		
12:20 PM	Item 5	Roles and Responsibilities	Rebecca Garrett	Information	
	Item 6	Review By-Laws and Charter	Rebecca Garrett	Action	Draft included
12:35 PM	Item 7	Nomination/Selection of a Chair and Vice-Chair	Committee Members and Hazel Cristobal	Action	

12:45 PM	Item 8	RTP and Federal Funding Requirements	Chair and Rebecca Garrett	Information	Materials included
New Business					
12:55 PM	Item 9	New Business/Open Discussion	Chair		
	Item 10	Set Date for Next Meeting	Chair	Action	
1:00 PM	Item 11	Adjourn			



**Governor Mike Dunleavy
STATE OF ALASKA**

ADMINISTRATIVE ORDER NO. 361

I, Mike Dunleavy, Governor of the State of Alaska, under the authority of Article III of the Alaska Constitution and the laws of the State of Alaska, hereby designate the Department of Transportation and Public Facilities (DOT&PF) as the official State agency responsible for administering the Recreational Trails Program (RTP), replacing the Department of Natural Resources (DNR) in this capacity.

In conjunction with the transfer of the RTP, this order amends Administrative Order 222, regarding the Outdoor Recreation and Trails Advisory Board (ORTAB).

BACKGROUND AND PURPOSE

The Recreational Trails Program (RTP), authorized under 23 U.S.C. §206 and funded through the Federal Highway Administration (FHWA), provides financial assistance for the development and maintenance of recreational trails and trail-related facilities for motorized and nonmotorized uses. Since 1993, RTP in Alaska has been administered by the Department of Natural Resources (DNR) through its Division of Parks and Outdoor Recreation.

To enhance program transparency, efficiency, and alignment with Alaska's broader transportation strategy, it is in the best interest of the State to designate DOT&PF as the lead agency for administering the RTP.

ORDER

1. Program Administration Transfer

- Effective October 1, 2025 (Federal Fiscal Year 2026), DOT&PF shall assume full responsibility for administering Alaska's RTP.
- DOT&PF will oversee the Call for Projects, project selection, environmental compliance, obligation, and monitoring of RTP-funded projects.
- The 7 percent administrative allowance under 23 U.S.C. §206(d)(2)(H) shall be allocated to DOT&PF for program delivery.

2. Interagency Transition and Implementation

- DOT&PF and DNR shall jointly execute a Memorandum of Agreement (MOA) to guide the transition, which shall state:

- Effective October 1, 2025 (Federal Fiscal Year 2026), DOT&PF shall assume an oversight role to add, remove, modify, and/or approve, in a transitional manner, any and all RTP awards and funding allocations necessary to execute on RTP programs, in coordination with DNR, to ensure parity of program efforts while transitional actions begin.
- Retain DNR as subrecipient for awards obligated prior to October 1, 2025, until final closeout.
- Permit DNR trail specialists to serve in an official capacity on trail planning and design efforts.
- Establish roles for DNR in public outreach and technical assistance.
- Define data-sharing and records retention protocols.

3. Programmatic Agreement Update

- DOT&PF shall work with FHWA and DNR to amend the existing Programmatic Agreement regarding NEPA delegation to include DOT&PF as a signatory, or terminate the agreement in favor of a new one led by DOT&PF.

4. Alaska Recreational Trails Advisory Committee

- The functions and duties of the Outdoor Recreational Trails Advisory Board (ORTAB), established under Administrative Order No. 222 (2004) relating to the RTP, shall be terminated.
- There is established in DOT&PF the Alaska Recreational Trail Advisory Committee (ARTAC) that shall advise DOT&PF in the implementation of the RTC program, as described in 23 USC § 206.
- The ARTAC shall consist of a minimum of three members appointed by the Commissioner of DOT&PF to staggered three-year terms as set out in AS 39.05.055.
- The Commissioner shall ensure that ARTAC's composition complies with 23 U.S.C. §206(c)(2), reflecting a balanced representation of motorized, nonmotorized, and diversified trail users.
- This order does not impact the implementation of the Land and Water Conservation Fund program by the Department of Natural Resources and the ORTAB under Administrative Order 222.

5. Integration with Statewide Planning

- DOT&PF shall incorporate RTP projects into statewide transportation planning mechanisms.

6. Accountability and Continuous Improvement

- DOT&PF shall develop and maintain a public dashboard to track RTP obligation rates, motorized/nonmotorized funding allocation, and project timelines.

- Annual stakeholder engagement shall be conducted to guide program improvements and ensure equitable outcomes.

AMENDMENT OF ADMINISTRATIVE ORDER 222

Administrative Order No. 222, establishing ORTAB, is amended as follows:

1. The introductory paragraph is amended to provide that the Outdoor Recreation Advisory Board (ORAB) is established in the Department of Natural Resources, Division of Parks and Outdoor Recreation, to serve as the state outdoor recreation activities advisory board primarily for purposes of implementing the Land and Water Conservation Fund Act of 1965 (P.L. 88-578).

2. The Purpose and Duties is amended as follows:

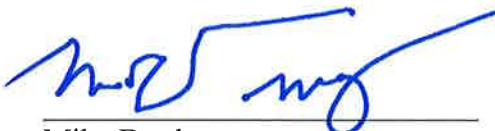
“1. The primary purpose of the ORTAB is to advise the director of the Division of Parks and Outdoor Recreation (Division) on project funding for eligible outdoor recreation projects under the Land and Water Conservation Fund Act (LWCF); to nominate, review, and comment on outdoor recreation projects during the public processes of the Department of Natural Resources (DNR) and other agencies; and to help the Division advocate the economic, health, and social benefits of outdoor recreation.

2. Under the LWCF, the ORTAB shall:

- (3). (a) review projects to ensure that all potentially eligible applicants have a fair opportunity to participate in grant financing under the LWCF;
- (4). (a) apply LWCF criteria to projects based on the relative need for park land acquisition, and outdoor recreation development, as identified in the Statewide Comprehensive Outdoor Recreation Plan developed under the Land and Water Conservation Fund Act of 1965 (P.L. 88-578);
- (5). (a) provide information and coordinate public participation in the project selection process under the LWCF;
- (6). (a) recommend a final ranking of projects for funding under the LWCF to the state liaison officer in the Division; and
- (7). (a) advise the director and the state LWCF liaison officer on issues relating to the implementation of the LWCF.

8. The ORTAB shall carry out its duties regarding the Alaska Trails System as described in Administrative Order No. 193, as amended by this Order.”

DATED this 1st day of October 2025.



Mike Dunleavy
Governor

23 USC 206: Recreational trails program

Text contains those laws in effect on January 23, 2000

From Title 23-HIGHWAYS**CHAPTER 2-OTHER HIGHWAYS****Jump To:**[Source Credit](#)[References In Text](#)[Prior Provisions](#)[Miscellaneous](#)

§206. Recreational trails program

(a) **DEFINITIONS.**-In this section, the following definitions apply:

(1) **MOTORIZED RECREATION.**-The term "motorized recreation" means off-road recreation using any motor-powered vehicle, except for a motorized wheelchair.

(2) **RECREATIONAL TRAIL.**-The term "recreational trail" means a thoroughfare or track across land or snow, used for recreational purposes such as-

- (A) pedestrian activities, including wheelchair use;
- (B) skating or skateboarding;
- (C) equestrian activities, including carriage driving;
- (D) nonmotorized snow trail activities, including skiing;
- (E) bicycling or use of other human-powered vehicles;
- (F) aquatic or water activities; and
- (G) motorized vehicular activities, including all-terrain vehicle riding, motorcycling, snowmobiling, use of off-road light trucks, or use of other off-road motorized vehicles.

(b) **PROGRAM.**-In accordance with this section, the Secretary, in consultation with the Secretary of the Interior and the Secretary of Agriculture, shall carry out a program to provide and maintain recreational trails.

(c) **STATE RESPONSIBILITIES.**-To be eligible for apportionments under this section-

- (1) the Governor of the State shall designate the State agency or agencies that will be responsible for administering apportionments made to the State under this section; and
- (2) the State shall establish a State recreational trail advisory committee that represents both motorized and nonmotorized recreational trail users, which shall meet not less often than once per fiscal year.

(d) **USE OF APPORTIONED FUNDS.**-

(1) **IN GENERAL.**-Funds apportioned to a State to carry out this section shall be obligated for recreational trails and related projects that-

- (A) have been planned and developed under the laws, policies, and administrative procedures of the State; and
- (B) are identified in, or further a specific goal of, a recreational trail plan, or a statewide comprehensive outdoor recreation plan required by the Land and Water Conservation Fund Act of 1965 (16 U.S.C. 460l-4 et seq.), that is in effect.

(2) **PERMISSIBLE USES.**-Permissible uses of funds apportioned to a State for a fiscal year to carry out this section include-

- (A) maintenance and restoration of existing recreational trails;
- (B) development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails;
- (C) purchase and lease of recreational trail construction and maintenance equipment;
- (D) construction of new recreational trails, except that, in the case of new recreational trails crossing Federal lands, construction of the trails shall be-
 - (i) permissible under other law;
 - (ii) necessary and required by a statewide comprehensive outdoor recreation plan that is required by the Land and Water Conservation Fund Act of 1965 (16 U.S.C. 460l-4 et seq.) and that is in effect;
 - (iii) approved by the administering agency of the State designated under subsection (c)(1); and
 - (iv) approved by each Federal agency having jurisdiction over the affected lands under such terms and conditions as the head of the Federal agency determines to be appropriate, except that the approval shall be contingent on compliance by the Federal agency with all applicable laws, including the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.), the Forest and Rangeland Renewable Resources Planning Act of 1974 (16 U.S.C. 1600 et seq.), and the Federal Land Policy and Management Act of 1976 (43 U.S.C. 1701 et seq.);

- (E) acquisition of easements and fee simple title to property for recreational trails or recreational trail corridors;
- (F) payment of costs to the State incurred in administering the program, but in an amount not to exceed 7 percent of the apportionment made to the State for the fiscal year to carry out this section; and
- (G) operation of educational programs to promote safety and environmental protection as those objectives relate to the use of recreational trails, but in an amount not to exceed 5 percent of the apportionment made to the State for the fiscal year.

(3) USE OF APPORTIONMENTS.-

(A) **IN GENERAL.**-Except as provided in subparagraphs (B), (C), and (D), of the apportionments made to a State for a fiscal year to carry out this section-

- (i) 40 percent shall be used for recreational trail or related projects that facilitate diverse recreational trail use within a recreational trail corridor, trailside, or trailhead, regardless of whether the project is for diverse motorized use, for diverse nonmotorized use, or to accommodate both motorized and nonmotorized recreational trail use;
- (ii) 30 percent shall be used for uses relating to motorized recreation; and
- (iii) 30 percent shall be used for uses relating to nonmotorized recreation.

(B) **SMALL STATE EXCLUSION.**-Any State with a total land area of less than 3,500,000 acres shall be exempt from the requirements of clauses (ii) and (iii) of subparagraph (A).

(C) **WAIVER AUTHORITY.**-A State recreational trail advisory committee established under subsection (c)(2) may waive, in whole or in part, the requirements of clauses (ii) and (iii) of subparagraph (A) if the State recreational trail advisory committee determines and notifies the Secretary that the State does not have sufficient projects to meet the requirements of clauses (ii) and (iii) of subparagraph (A).

(D) **STATE ADMINISTRATIVE COSTS.**-State administrative costs eligible for funding under paragraph (2)(F) shall be exempt from the requirements of subparagraph (A).

(4) GRANTS.-

(A) **IN GENERAL.**-A State may use funds apportioned to the State to carry out this section to make grants to private organizations, municipal, county, State, and Federal Government entities, and other government entities as approved by the State after considering guidance from the State recreational trail advisory committee established under subsection (c)(2), for uses consistent with this section.

(B) **COMPLIANCE.**-A State that makes grants under subparagraph (A) shall establish measures to verify that recipients of the grants comply with the conditions of the program for the use of grant funds.

(e) **ENVIRONMENTAL BENEFIT OR MITIGATION.**-To the extent practicable and consistent with the other requirements of this section, a State should give consideration to project proposals that provide for the redesign, reconstruction, nonroutine maintenance, or relocation of recreational trails to benefit the natural environment or to mitigate and minimize the impact to the natural environment.

(f) FEDERAL SHARE.-

(1) **IN GENERAL.**-Subject to the other provisions of this subsection, the Federal share of the cost of a project under this section shall not exceed 80 percent.

(2) **FEDERAL AGENCY PROJECT SPONSOR.**-Notwithstanding any other provision of law, a Federal agency that sponsors a project under this section may contribute additional Federal funds toward the cost of a project, except that-

(A) the share attributable to the Secretary of Transportation may not exceed 80 percent of the cost of a project under this section; and

(B) the share attributable to the Secretary and the Federal agency may not exceed 95 percent of the cost of a project under this section.

(3) **USE OF FUNDS FROM FEDERAL PROGRAMS TO PROVIDE NON-FEDERAL SHARE.**-Notwithstanding any other provision of law, the non-Federal share of the cost of the project may include amounts made available by the Federal Government under any Federal program that are-

(A) expended in accordance with the requirements of the Federal program relating to activities funded and populations served; and

(B) expended on a project that is eligible for assistance under this section.

(4) **PROGRAMMATIC NON-FEDERAL SHARE.**-A State may allow adjustments to the non-Federal share of an individual project for a fiscal year under this section if the Federal share of the cost of all projects carried out by the State under the program (excluding projects funded under paragraph (2) or (3)) using funds apportioned to the State for the fiscal year does not exceed 80 percent.

(5) **STATE ADMINISTRATIVE COSTS.**-The Federal share of the administrative costs of a State under this subsection shall be determined in accordance with section 120(b).

(g) **USES NOT PERMITTED.**-A State may not obligate funds apportioned to carry out this section for-

(1) condemnation of any kind of interest in property;

(2) construction of any recreational trail on National Forest System land for any motorized use unless-

(A) the land has been designated for uses other than wilderness by an approved forest land and resource management plan or has been released to uses other than wilderness by an Act of Congress; and

(B) the construction is otherwise consistent with the management direction in the approved forest land and resource management plan;

(3) construction of any recreational trail on Bureau of Land Management land for any motorized use unless the land-

(A) has been designated for uses other than wilderness by an approved Bureau of Land Management resource management plan or has been released to uses other than wilderness by an Act of Congress; and

(B) the construction is otherwise consistent with the management direction in the approved management plan; or

(4) upgrading, expanding, or otherwise facilitating motorized use or access to recreational trails predominantly used by nonmotorized recreational trail users and on which, as of May 1, 1991, motorized use was prohibited or had not occurred.

(h) PROJECT ADMINISTRATION.-

(1) CREDIT FOR DONATIONS OF FUNDS, MATERIALS, SERVICES, OR NEW RIGHT-OF-WAY.-

(A) IN GENERAL.-Nothing in this title or other law shall prevent a project sponsor from offering to donate funds, materials, services, or a new right-of-way for the purposes of a project eligible for assistance under this section. Any funds, or the fair market value of any materials, services, or new right-of-way, may be donated by any project sponsor and shall be credited to the non-Federal share in accordance with subsection (f).

(B) FEDERAL PROJECT SPONSORS.-Any funds or the fair market value of any materials or services may be provided by a Federal project sponsor and shall be credited to the Federal agency's share in accordance with subsection (f).

(2) RECREATIONAL PURPOSE.-A project funded under this section is intended to enhance recreational opportunity and is not subject to section 138 of this title or section 303 of title 49.

(3) CONTINUING RECREATIONAL USE.-At the option of each State, funds apportioned to the State to carry out this section may be treated as Land and Water Conservation Fund apportionments for the purposes of section 6(f)(3) of the Land and Water Conservation Fund Act of 1965 (16 U.S.C. 460l–8(f)(3)).

(4) COOPERATION BY PRIVATE PERSONS.-

(A) WRITTEN ASSURANCES.-As a condition of making available apportionments for work on recreational trails that would affect privately owned land, a State shall obtain written assurances that the owner of the land will cooperate with the State and participate as necessary in the activities to be conducted.

(B) PUBLIC ACCESS.-Any use of the apportionments to a State to carry out this section on privately owned land must be accompanied by an easement or other legally binding agreement that ensures public access to the recreational trail improvements funded by the apportionments.

(i) CONTRACT AUTHORITY.-Funds authorized to carry out this section shall be available for obligation in the same manner as if the funds were apportioned under chapter 1, except that the Federal share of the cost of a project under this section shall be determined in accordance with this section.

(Added Pub. L. 105–178, title I, §1112(a), June 9, 1998, 112 Stat. 146.)

REFERENCES IN TEXT

The Land and Water Conservation Fund Act of 1965, referred to in subsec. (d)(1)(B), (2)(D)(ii), is Pub. L. 88–578, [Sept. 3, 1964](#), 78 Stat. 897, as amended, which is classified generally to part B (§460l–4 et seq.) of subchapter LXIX of chapter 1 of Title 16, Conservation. For complete classification of this Act to the Code, see Short Title note set out under section 460l–4 of Title 16 and Tables.

The National Environmental Policy Act of 1969, referred to in subsec. (d)(2)(D)(iv), is Pub. L. 91–190, [Jan. 1, 1970](#), 83 Stat. 852, as amended, which is classified generally to chapter 55 (§4321 et seq.) of Title 42, The Public Health and Welfare. For complete classification of this Act to the Code, see Short Title note set out under section 4321 of Title 42 and Tables.

The Forest and Rangeland Renewable Resources Planning Act of 1974, referred to in subsec. (d)(2)(D)(iv), is Pub. L. 93–378, [Aug. 17, 1974](#), 88 Stat. 476, as amended, which is classified generally to subchapter I (§1600 et seq.) of chapter 36 of Title 16, Conservation. For complete classification of this Act to the Code, see Short Title note set out under section 1600 of Title 16 and Tables.

The Federal Land Policy and Management Act of 1976, referred to in subsec. (d)(2)(D)(iv), is Pub. L. 94–579, [Oct. 21, 1976](#), 90 Stat. 2743, as amended, which is classified principally to chapter 35 (§1701 et seq.) of Title 43, Public Lands. For complete classification of this Act to the Code, see Short Title note set out under section 1701 of Title 43 and Tables.

PRIOR PROVISIONS

A prior section 206, Pub. L. 85-767, [Aug. 27, 1958](#), 72 Stat. 908 , provided for use of funds for construction and improvement of park roads and trails and for administration of such funds according to regulations jointly approved by the Secretary and the Secretary of the Interior, prior to repeal by Pub. L. 97-424, title I, §126(d), Jan. 6, 1983, 96 Stat. 2115 .

ENCOURAGEMENT OF USE OF YOUTH CONSERVATION OR SERVICE CORPS

Pub. L. 105-178, title I, §1112(e), June 9, 1998, 112 Stat. 151 , provided that: "The Secretary shall encourage the States to enter into contracts and cooperative agreements with qualified youth conservation or service corps to perform construction and maintenance of recreational trails under section 206 of title 23, United States Code."

SECTION REFERRED TO IN OTHER SECTIONS

This section is referred to in section 104 of this title.

Alaska Recreational Trails Advisory Committee

Welcome to the Committee, a Quick Start Guide

Thank you in advance for your service to the state of Alaska as a volunteer on the Alaska Recreational Trails Advisory Committee. The staff of the Department of Transportation and Public Facilities would like to welcome you, and we encourage you to begin learning about the role, rules, and responsibilities of your new position.

First Steps to Take as You Launch Into Service

- 1. Contact your committee liaison.** This valuable staff member was probably the first person to welcome you to the committee. This member of your team will be your primary point person for all things committee related during your service.
- 2. Read the statutes, regulations, and CFRs relevant to the Recreational Trails Program (RTP).** Statutes are state laws that give your committee and the department authority to govern this program. Regulations are the committee and division's clarification of requirements in statute. The Code of Federal Regulations (CFR) provide governance in the same way statute and regulation do at the state level. These are the most important documents you will need to do your job.
- 3. Review your program's web site.** The RTP and Winter Rural Access Programs (WRAP) have their own pages under [Recreational Trails Program, Alaska Department of Transportation and Public Facilities](#). Program applications and instructions, FAQs, and many additional useful resources exist on the department's web site.
- 4. Review your Committee Resources.** Committee member documents are kept on the ARTAC page for your reference. You are welcome to contact the program staff at any time.
- 5. Become familiar with the Executive Branch Ethics Act.** The Act is a set of laws that ensure conflicts of interest are minimized. It can be found in AS 39.52 and is summarized on the [Department of Law web site](#). The site also explains how to declare a conflict, how to report a potential conflict, and how one is cured.

Key Points to Understand as You Launch Into Service

- 1. Alaska Recreational Trails Advisory Committee is advisory.** This means that your work is intended to ensure the program dollars are spent wisely and fairly. Your main function is to provide expert advice, ideas, and diverse perspectives to inform policy and program development. Your authority is to offer recommendations but lack formal governing or decision making power, meaning you don't execute laws or hold fiduciary responsibility.

2. Committees meet in person and electronically to do business. Our committee will meet a few times a year. These meetings can happen either in-person or telephonically/via videoconference. They are open to the public, and sometimes you will need to travel to the meeting location. The state will pay for your travel expenses; however, you will be required to adjust your schedule—including taking time off work or missing a recreational event—to attend. Occasionally, meetings will be called on short notice; however, they are usually scheduled well in advance and tailored to participants' schedules. Be sure to communicate with your committee liaison about attendance.

3. Reviewing grant applications will be a big job. In addition to attending scheduled public meetings, committee members must be able to devote sufficient time to preparing for those meetings. Committee membership also requires regular and dependable access to a computer or tablet with internet access as committee members are sometimes called upon to provide staff with guidance, input on scheduling, or vote on a matter electronically. Further, members may need to research issues in preparation to propose or evaluate regulations, review investigative material, testify in legislative hearings, or complete special projects in between meetings. Depending on what is happening in the life of the committee, a member may find himself or herself busy for a few hours a week.

4. Committee members remain impartial and open to all perspectives. Committee members must weigh the concerns of all trail users and applicants without prejudice and in the public interest. A committee member serves the public.

5. Committee members adhere to state and federal law, a Code of Conduct, the Open Meetings Act, and the Executive Branch Ethics Act. It is imperative that the committee and its individual members maintain the public's trust. Upon appointment, you agreed to abide by a Code of Conduct, which is intended to ensure that the highest level of integrity and ethical standards are upheld:

- a. Demonstrate professional civility for fellow committee members, staff, and the public in all matters.
- b. Avoid emotional outbursts or anything that could be considered threatening or intimidating.
- c. Respect and adhere to rules, policies, and guidelines of the committee or commission.
- d. Ensure each matter is dealt with in a fair, equitable, and impartial manner.
- e. Courteously accept decisions made by the majority of the committee, regardless of a possible conflicting opinion.
- f. Ensure the ability for full participation by all members.
- g. Strive beyond the norm to avoid any actual or perceived conflict of interest that may compromise the integrity of the committee.

Serving on a recreational trails committee requires a lot of learning, hard work, and willingness to collaborate as a team. We are excited to help you along your journey!

Questions? Please contact the staff member assigned to support the ARTAC committee.



Hazel Cristobal

Project Specialist, Recreational Trails, Commissioners Office

Alaska Department of Transportation & Public Facilities

Office: 907.465.3900 • hazel.christobal@alaska.gov

Keep Alaska Moving

Alaska Recreational Trails Advisory Committee (ARTAC)

Code of Conduct

The Department of Transportation and Public Facilities has adopted a Code of Conduct that is intended to assure the public that the committee and its individual members uphold the highest level of integrity and ethical standards as they ensure recreational trail awards are distributed fairly and for all interested user groups.

This code requires committee members to:

Act to advance the broad public interest, not favor a professional or private constituency.

Demonstrate professional civility for fellow committee members, staff, and the public in all matters.

Conduct verbal and nonverbal behavior in a calm, respectful, and positive manner that promotes sound decision-making.

Respect and adhere to rules, policies, and guidelines of the committee.

Participate in committee meetings and be responsive to staff when requested to vote or provide input or insight outside of scheduled meetings.

Be prepared to address each item on the committee's agenda and request recusal only where a conflict of interest has been properly identified.

Manage all matters in a fair, equitable, transparent, and impartial manner.

Courteously accept decisions made by a majority of the committee.

Strive beyond the norm to avoid any actual or perceived conflict of interest that may compromise the integrity of the committee, a committee member, or a committee decision.

By participating on ARTAC administered by the department, your colleagues and staff assume and expect adherence to this code.

Alaska Recreational Trails Advisory Committee (ARTAC)
Committee Charter
DRAFT

Background

The Alaska Recreational Trails Advisory Committee (ARTAC) was established by the Alaska Department of Transportation and Public Facilities (DOT&PF) to support the Department's mission to "Keep Alaska Moving" by providing informed public input on recreational trail infrastructure that serves both transportation and recreational needs across the state. ARTAC advises DOT&PF on the administration of the federal Recreational Trails Program (RTP), authorized under 23 U.S.C. § 206 and administered by DOT&PF in coordination with the Federal Highway Administration (FHWA).

In Alaska, recreational trails function as critical components of year-round mobility, community access, and economic activity. Programs such as Ice Roads, Snowtrails, and Winter Trail Marking play an essential role in connecting communities, supporting subsistence and recreational travel, and ensuring safe and reliable winter transportation in remote and rural areas. ARTAC was created to help ensure that these unique Alaska-specific trail systems, along with summer trail networks, are considered thoughtfully and equitably within RTP planning and funding decisions.

Mission Statement

The mission of the ARTAC is to advise the DOT&PF in advancing safe, efficient, and sustainable recreational trail infrastructure that helps keep Alaska moving year-round. ARTAC provides balanced, stakeholder-informed recommendations on Recreational Trails Program priorities, project evaluation, and program administration. The Committee considers the diverse needs of motorized, non-motorized, and diversified trail users and supports investments in trail systems, including Ice Roads, Snowtrails, and Winter Trail Marking programs, that enhance access, safety, connectivity, and resilience across Alaska's communities.

ARTAC serves in an advisory capacity, offering transparent and inclusive public input to strengthen DOT&PF decision-making, while recognizing that final authority for program administration and funding rests with DOT&PF and the Federal Highway Administration. ARTAC complements, but does not replace, DOT&PF's broader public engagement, tribal consultation, and interagency coordination responsibilities.

1. Authority

The Alaska Recreational Trails Advisory Committee (ARTAC) is established by the Commissioner of the Alaska Department of Transportation and Public Facilities (DOT&PF) as a voluntary citizen advisory committee. ARTAC is established pursuant to Administrative Order

361 (October 1, 2025) and operates under the authority of DOT&PF in support of the federal Recreational Trails Program (RTP) authorized under 23 U.S.C. § 206 and administered in cooperation with the Federal Highway Administration (FHWA).

ARTAC serves in an advisory capacity only. The Committee has no independent decision-making, regulatory, or funding authority. Final authority for Recreational Trails Program administration, project selection, and funding decisions rests with DOT&PF, in coordination with FHWA.

Within this advisory role, ARTAC provides informed public input to the Commissioner or designee on matters related to the Recreational Trails Program, including:

- Reviewing eligible project applications to help ensure fair and equitable access to RTP funding opportunities;
- Applying RTP statutory and program criteria, including consideration of statewide priorities identified in the Statewide Comprehensive Outdoor Recreation Plan;
- Supporting transparent public participation and information-sharing in RTP program processes; and
- Recommending, for consideration by DOT&PF, prioritized project rankings consistent with RTP requirements.

ARTAC shall not sponsor projects, advocate for individual applicants, or participate in grant writing or project administration.

ARTAC shall develop and adopt bylaws to govern its internal operations, consistent with this Charter, Administrative Order 361, and applicable law, subject to approval by the Commissioner or designee.

2. Purpose

The purpose of the Alaska Recreational Trails Advisory Committee (ARTAC) is to provide informed, balanced, and representative public input to the Alaska Department of Transportation and Public Facilities (DOT&PF) regarding the administration of the Recreational Trails Program (RTP) in Alaska.

ARTAC advises DOT&PF on how RTP investments can best support safe, reliable, and equitable recreational trail access that contributes to year-round mobility, community connectivity, and economic activity across the state. In fulfilling this role, the Committee considers the diverse needs of motorized, non-motorized, and diversified trail users and the unique role of trail systems in Alaska, including Ice Roads, Snowmachine Trails, and Winter Trail Marking programs.

ARTAC supports transparency, equity, and statewide access to recreational trail opportunities by offering stakeholder-informed perspectives to strengthen DOT&PF program priorities, funding considerations, and evaluation approaches, while recognizing that final authority rests with DOT&PF and the Federal Highway Administration.

3. Scope of Responsibilities

ARTAC shall advise the Alaska Department of Transportation and Public Facilities (DOT&PF) on matters related to the Recreational Trails Program (RTP), consistent with its advisory role and the authority retained by DOT&PF and the Federal Highway Administration.

Within this role, ARTAC may provide recommendations and perspectives on:

- Statewide RTP funding priorities and the refinement of solicitation criteria;
- Program-level evaluation frameworks and general scoring considerations used in reviewing RTP project applications;
- Program policies and procedural approaches that affect recreational trail planning, development, maintenance, and long-term sustainability;
- Considerations related to the balance of RTP funding among motorized, non-motorized, and diversified trail uses; and
- Stakeholder-informed perspectives on statewide recreational trail needs, gaps, and opportunities.

ARTAC's recommendations shall be advisory in nature and provided to the Commissioner or designee for consideration. Final authority for RTP program administration, project selection, and funding decisions remains with DOT&PF, in coordination with FHWA.

4. Committee Composition

The Alaska Recreational Trails Advisory Committee (ARTAC) shall consist of up to seven (7) appointed voting members, all of whom must be residents of the State of Alaska. Members are appointed by the Commissioner of the Alaska Department of Transportation and Public Facilities (DOT&PF).

To ensure broad and balanced representation of recreational trail interests statewide, membership shall be sought from individuals with experience or perspective related to the following primary trail user categories:

- Motorized trail users;
- Non-motorized trail users; and
- Diversified trail users.

In appointing members, the Commissioner may consider geographic diversity and representation from urban, rural, and remote areas of the state, as well as a range of experience and familiarity with recreational trail systems and access issues across Alaska.

Members shall serve in the public interest and exercise independent judgment. Members shall not serve as representatives or advocates for a single organization, project, or special interest.

The Commissioner may also appoint ex officio, non-voting members to provide liaison support, technical expertise, or program coordination, as further defined in the Committee's bylaws.

5. Member Qualifications and Ethics

Individuals seeking appointment to the Alaska Recreational Trails Advisory Committee (ARTAC) should demonstrate interest in and familiarity with recreational trail systems and access issues in Alaska. As part of the appointment process, interested individuals may be asked to:

- Identify their primary recreational trail user category;
- Describe relevant experience, knowledge, or involvement with recreational trails or trail-related activities; and
- Disclose any organizational affiliations related to trail use, development, or management, if applicable.

ARTAC members are expected to act in good faith, serve the public interest, and exercise independent judgment in the performance of their duties.

Members shall comply with all applicable ethics requirements, including the Alaska Executive Branch Ethics Act (AS 39.52). Standards and procedures related to conflicts of interest, disclosure, recusals, and member conduct shall be further addressed in the Committee's bylaws, consistent with applicable law.

6. Terms of Service

Members of the Alaska Recreational Trails Advisory Committee (ARTAC) shall serve three-year terms. Terms shall be staggered to promote continuity and retention of institutional knowledge.

Members may serve no more than two consecutive full terms. Partial terms served to fill vacancies shall not count toward the term limit.

Vacancies on the Committee shall be filled by appointment by the Commissioner of the Alaska Department of Transportation and Public Facilities. A member appointed to fill a vacancy shall serve for the unexpired portion of the term.

7. Meetings

The Alaska Recreational Trails Advisory Committee (ARTAC) shall meet on a regular basis, and at a minimum quarterly, to carry out its advisory responsibilities. Meetings are generally expected to occur in January, April, July, and October.

All meetings of ARTAC shall be open to the public and conducted in accordance with applicable state public notice and open meetings requirements.

Meetings may be conducted in person, remotely, or in a hybrid format, consistent with state requirements and practical considerations. Additional meetings may be scheduled as needed to support the Committee's work.

8. Staff Support

The Alaska Department of Transportation and Public Facilities (DOT&PF) shall provide reasonable administrative and technical support to the Alaska Recreational Trails Advisory Committee (ARTAC), subject to available resources. Such support may include meeting logistics, public notice assistance, and access to program information necessary to support informed advisory deliberation.

9. Amendments and Review

This Charter may be reviewed periodically and amended upon recommendation of the Alaska Recreational Trails Advisory Committee (ARTAC) and approval by the Commissioner of the Alaska Department of Transportation and Public Facilities (DOT&PF).

The Committee may periodically evaluate its effectiveness and provide recommendations for improvements to the Commissioner.

This Charter shall remain in effect unless modified or rescinded by the Commissioner.

10. Dissolution

The Commissioner of the Alaska Department of Transportation and Public Facilities retains sole authority to dissolve the Alaska Recreational Trails Advisory Committee (ARTAC) at any time, when deemed necessary or in the best interest of the State.

Alaska Recreational Trails Advisory Committee
(ARTAC)
Bylaws
Draft - January 2026

Preamble

These Bylaws govern the internal procedures and operations of the Alaska Recreational Trails Advisory Committee (ARTAC). They are intended to supplement, and not restate or modify, the Committee Charter approved by the Commissioner of the Alaska Department of Transportation and Public Facilities. In the event of a conflict, the Charter and applicable law control.

1.0 Meetings

1.1 Regular Meetings

The Alaska Recreational Trails Advisory Committee (ARTAC) shall hold regular meetings to conduct its business and carry out its advisory responsibilities, consistent with the meeting frequency established in the Committee Charter. Dates and times of regular meetings shall be determined by the Committee in coordination with Department staff.

1.2 Annual Meeting

One regular meeting each calendar year shall be designated as the annual meeting. The annual meeting shall include, as applicable, the election of officers, a review of Committee operations, and discussion of upcoming work priorities.

1.3 Special Meetings

Special meetings may be called by the Chair, or in the Chair's absence by the Vice Chair, or upon request of any two members of the Committee, or by the Commissioner of the Alaska Department of Transportation and Public Facilities or designee.

1.4 Meeting Format

Meetings may be conducted in person, remotely, or in a hybrid format, consistent with applicable state requirements and practical considerations. Members participating remotely shall be considered present for all purposes, including quorum and voting, unless otherwise restricted by law.

1.5 Cancellation or Rescheduling

Meetings may be canceled or rescheduled by the Chair in coordination with Department staff due to weather, emergencies, lack of quorum, or other circumstances that would impede the effective conduct of business. Reasonable notice of any cancellation or rescheduling shall be provided to Committee members and the public.

2.0 Notice and Public Participation

2.1 Public Notice

Notice of all meetings of the Alaska Recreational Trails Advisory Committee (ARTAC), including regular and special meetings, shall be provided in accordance with applicable state public notice and open meetings requirements. Notice shall include the date, time, location, and format of the meeting, as well as information on how the public may attend or participate.

2.2 Agenda

An agenda shall be prepared for each meeting in consultation with the Chair and Department staff and made available to Committee members and the public in advance of the meeting, to the extent practicable. The agenda shall identify items scheduled for discussion, public comment, and any anticipated Committee action.

2.3 Public Participation

Meetings of ARTAC shall include an opportunity for public comment, except where limited by law. The Chair may establish reasonable time limits on public testimony to ensure the orderly conduct of meetings. Any such limits shall be announced at the beginning of the public comment period.

2.4 Accessibility and Accommodations

ARTAC meetings shall be conducted in a manner that promotes broad public access and participation statewide. Individuals requiring accommodations to participate in a meeting due to a disability may request reasonable accommodations by contacting Department staff in advance of the meeting.

2.5 Meeting Records

Meeting minutes shall be prepared for each ARTAC meeting and made available to Committee members for review prior to approval. Approved minutes shall be maintained as part of the Committee's public record in accordance with applicable records retention requirements.

3.0 Quorum and Voting

3.1 Quorum

A quorum of the Alaska Recreational Trails Advisory Committee (ARTAC) shall consist of a simple majority of the appointed voting members. Members participating in person, remotely, or by telephonic means shall be considered present for purposes of establishing a quorum, unless otherwise restricted by law.

No business shall be conducted at any meeting unless a quorum is present. In the absence of a quorum, the only action the presiding officer may entertain is a motion to adjourn or reschedule the meeting.

3.2 Special Quorum Requirement for RTP Project Review

In accordance with applicable Recreational Trails Program requirements and Administrative Order 361, during meetings at which the Committee reviews, evaluates, or prioritizes RTP project

applications, the quorum must include at least one member representing motorized trail user interests and at least one member representing non-motorized trail user interests.

If this condition is not met, the Committee may receive information and conduct discussion but shall not take formal action on RTP project recommendations.

3.3 Voting

Each appointed voting member of ARTAC shall have one vote. Ex officio members shall not vote.

Unless otherwise required by law, the Charter, or these Bylaws, actions of the Committee shall be taken by a simple majority vote of the members present at a meeting at which a quorum is established.

3.4 Abstentions and Conflicts

Members who abstain from voting due to a conflict of interest or other reason shall be counted as present for purposes of establishing a quorum but shall not be counted as voting on the matter.

3.5 Record of Votes

Votes taken by the Committee shall be recorded in the meeting minutes, including the outcome of the vote and any abstentions, in accordance with applicable records requirements.

4.0 Actions Between Meetings and Time Sensitive Matters

4.1 Time-Sensitive Matters

From time to time, circumstances may arise that require the Alaska Recreational Trails Advisory Committee (ARTAC) to consider time-sensitive matters between regularly scheduled meetings. Such matters may include issues related to program timelines, deadlines, or other unanticipated circumstances requiring timely advisory input.

4.2 Process for Time-Sensitive Action

When a time-sensitive matter arises, the Chair, in consultation with Department staff, may initiate a process to solicit input from Committee members outside of a regular meeting. Committee members shall be provided with a written description of the matter, the reason for urgency, and any relevant supporting materials.

4.3 Limitations

Actions taken under this Article shall be advisory only and shall not replace action taken at a duly noticed public meeting when such a meeting is practicable. No action taken under this Article shall supersede requirements of applicable law, including public notice and open meetings requirements.

4.4 Documentation and Ratification

Any input or action taken pursuant to this Article shall be documented and included in the Committee's records. When practicable, the matter shall be placed on the agenda of the next regular meeting for discussion and ratification or confirmation by the Committee.

5.0 Proxies and Alternate Participation

5.1 Proxies

Members of the Alaska Recreational Trails Advisory Committee (ARTAC) shall not assign a proxy to another member for purposes of voting or establishing a quorum.

5.2 Written Statements

A member who is unable to attend a meeting at which action is anticipated may submit a written statement expressing their views on the matter to the Chair or Department staff in advance of the meeting. Such statements shall be provided to Committee members present at the meeting and included in the official meeting record. Written statements shall not be counted as votes.

5.3 Alternate Members

Alternate members are not permitted. Only appointed voting members may participate in Committee deliberations and voting, except as otherwise provided for ex officio, non-voting members.

6.0 Officers

6.1 Officers

The officers of the Alaska Recreational Trails Advisory Committee (ARTAC) shall consist of a Chair and a Vice Chair. No member may hold more than one office at the same time.

6.2 Eligibility

Any appointed voting member of ARTAC may serve as an officer. Ex officio, non-voting members are not eligible to serve as officers.

6.3 Role of Officers

Officers serve to facilitate the orderly conduct of Committee business and meetings. Officers do not possess independent authority beyond that expressly provided in these Bylaws or delegated by the Committee.

7.0 Election, Term, and Removal of Officers

7.1 Election of Officers

Officers of the Alaska Recreational Trails Advisory Committee (ARTAC) shall be elected by a majority vote of the appointed voting members present at the annual meeting, provided a quorum is established.

If an office becomes vacant outside of the annual meeting cycle, the Committee may elect a replacement officer at the next regular or special meeting.

7.2 Term of Office

Officers shall serve one-year terms, beginning immediately upon election and continuing until their successors are elected, unless the officer resigns, is removed, or is otherwise unable to serve.

Officers may serve no more than two consecutive terms in the same office.

7.3 Removal of Officers

Any officer may be removed from office by a majority vote of the Committee, with or without cause. Notice of intent to consider removal of an officer shall be provided to all Committee members and to the affected officer at least one (1) week in advance of the meeting at which the action will be considered.

Removal from an officer position does not affect the individual's status as a Committee member, unless separately acted upon by the Commissioner.

7.4 Resignation of Officers

An officer may resign at any time by providing written notice to the Chair or, in the case of the Chair, to the Vice Chair or Department staff. A resignation shall take effect upon receipt unless a later effective date is specified.

7.5 Vacancies

In the event of a vacancy in the office of Chair, the Vice Chair shall assume the duties of Chair until a successor is elected by the Committee.

Vacancies in any other officer position may be filled by election at the next regular or special meeting.

8.0 Duties of Officers

8.1 Duties of the Chair

The Chair serves as the presiding officer of the Alaska Recreational Trails Advisory Committee (ARTAC) and is responsible for facilitating the effective and orderly conduct of Committee business. Subject to the direction of the Committee and consistent with the Charter and these Bylaws, the Chair shall:

- Preside over all meetings of the Committee;
- Facilitate discussion and ensure meetings are conducted in an orderly, fair, and efficient manner;
- Develop meeting agendas in consultation with Department staff and Committee members;
- Ensure that Committee actions and recommendations are clearly articulated and documented;
- Appoint members to standing committees and task forces, as authorized by these Bylaws and Committee action;

- Serve as the primary point of contact between the Committee and Department staff; and
- Represent the Committee in communications with the Commissioner or designee, when authorized by the Committee.

The Chair shall not exercise independent decision-making authority on behalf of the Committee except as expressly provided in these Bylaws.

8.2 Duties of the Vice Chair

The Vice Chair shall perform the duties of the Chair in the absence or inability of the Chair to act and shall have the same authority and limitations when acting in that capacity.

In addition, the Vice Chair shall perform such other duties as may be assigned by the Chair or the Committee.

9.0 Attendance and Member Participation

9.1 Attendance Expectations

Members of the Alaska Recreational Trails Advisory Committee (ARTAC) are expected to attend and participate in meetings on a regular basis, either in person or through approved remote participation, in order to effectively carry out the Committee's advisory responsibilities.

9.2 Absences

Repeated absences may impede the Committee's ability to conduct business. A member's absence from two (2) regular meetings within a calendar year may constitute grounds for the Committee to recommend removal of that member to the Commissioner of the Alaska Department of Transportation and Public Facilities.

9.3 Recommendation for Removal

If attendance concerns arise, the Chair may, with concurrence of the Committee, notify the Commissioner of the attendance issue and recommend appropriate action. Any removal of a Committee member shall be made solely by the Commissioner.

A quorum shall consist of a simple majority of the appointed ARTAC members. Members shall be considered present if they are physically present at the meeting location or participating by electronic or telephonic means. No business shall be conducted at any meeting unless a quorum is present at all times, and in the absence of a quorum, the only motion the presiding Chair may entertain is a motion to adjourn.

In accordance with Administrative Order 361, during the review, evaluation, and prioritization of Recreational Trails Program (RTP) projects, the quorum must include at least one member representing non-motorized trail users and one member representing motorized trail users.

10.0 Committees and Task Forces

10.1 Standing Committees

The Alaska Recreational Trails Advisory Committee (ARTAC) may establish standing committees as needed to support its work. Standing committees shall be advisory in nature and shall not exercise independent decision-making authority on behalf of ARTAC.

Members of standing committees shall be appointed by the Chair, subject to confirmation by the Committee, and shall serve for one-year terms unless otherwise specified by the Committee.

10.2 Special Committees and Task Forces

With concurrence of the Commissioner or designee, ARTAC may establish special committees or task forces for specific, time-limited purposes. Special committees and task forces may include Committee members and, as appropriate, other individuals with relevant expertise, provided that any non-member participants serve in an advisory capacity only.

The purpose, scope, and expected duration of each special committee or task force shall be clearly defined at the time of establishment.

10.3 Governance and Reporting

Each standing or special committee shall designate a Chair from among its members. Committees and task forces shall report their findings and recommendations to ARTAC for consideration. No committee or task force may take action or issue recommendations on behalf of ARTAC without explicit authorization by the full Committee.

10.4 Meetings and Notice

Meetings of standing committees and task forces shall be conducted in a manner consistent with applicable public notice and open meetings requirements, as determined by Department staff in coordination with the Committee Chair.

11.0 Ethics and Conflicts of Interest

11.1 Compliance with Ethics Law

Members of the Alaska Recreational Trails Advisory Committee (ARTAC) shall comply with all applicable ethics requirements, including the Alaska Executive Branch Ethics Act (AS 39.52). Nothing in these Bylaws shall be construed to supersede or modify the requirements of applicable law.

11.2 Disclosure of Conflicts

ARTAC members shall disclose any actual or potential conflict of interest related to matters before the Committee, in accordance with AS 39.52. Disclosures shall be made as soon as the conflict is known and, when applicable, prior to participation in discussion or voting on the affected matter.

An opportunity shall be provided at the beginning of each meeting for members to verbally disclose any conflicts of interest related to agenda items.

11.3 Recusal

A member who has a conflict of interest with respect to a particular matter shall refrain from participating in discussion and voting on that matter, except as otherwise permitted by law. Members who recuse themselves shall be counted as present for purposes of establishing a quorum but shall not be counted as voting on the matter.

11.4 Chair's Role and Elevation

The Chair shall manage the disclosure and recusal process during meetings to ensure compliance with applicable ethics requirements. If a conflict involves the Chair, or if a member objects to the Chair's determination regarding a conflict, the matter shall be elevated to the Commissioner of the Alaska Department of Transportation and Public Facilities or designee for guidance or resolution.

11.5 Ethics Guidance

Department staff may provide information or guidance regarding ethics requirements to ARTAC members. ARTAC may request ethics guidance from appropriate state ethics authorities when needed.

12.0 Amendment of Bylaws

12.1 Amendment Authority

The Alaska Recreational Trails Advisory Committee (ARTAC) may adopt, amend, or repeal these Bylaws by a majority vote of the appointed voting members at a regular or special meeting, provided that a quorum is established.

12.2 Notice of Proposed Amendments

Proposed amendments to these Bylaws shall be provided to Committee members at least thirty (30) days in advance of the meeting at which the amendment is to be considered, unless a shorter notice period is required by law or necessary due to time-sensitive circumstances.

12.3 Consistency with Charter and Law

All amendments to these Bylaws shall be consistent with the ARTAC Charter, Administrative Order 361, and applicable state and federal law. Any amendment determined to be inconsistent with the Charter or applicable law shall be null and void.

12.4 Effective Date

Amendments to these Bylaws shall take effect upon adoption unless otherwise specified by the Committee.

Adoption

These Bylaws are adopted by the Alaska Recreational Trails Advisory Committee (ARTAC) in accordance with the Committee Charter and applicable law.

ARTAC Chair

Date

Alaska Recreational Trails Advisory Committee Charter, approved by the Commissioner of the Alaska Department of Transportation and Public Facilities

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