

Alaska Recreational Trails Advisory Committee  
(ARTAC)

**DRAFT** Bylaws

February 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 the Alaska Recreational Trails Advisory Committee (ARTAC) shall be conducted in accordance with the Alaska Open Meetings Act (AS 44.62.310–312) and shall include an opportunity for public comment at the beginning and end of each meeting, except as otherwise limited by law.

Members of the public may provide testimony orally during the meeting or submit written comments in advance of the meeting. Written comments shall be submitted to the designated Department staff contact identified in the public meeting notice and must be received by the deadline specified in the notice to ensure distribution to Committee members prior to the meeting. Written comments received in accordance with this section shall be distributed to Committee members and included in the official meeting record.

The Chair may establish reasonable time limits on oral testimony to ensure the orderly and efficient 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

When circumstances arise that require timely advisory input between regularly scheduled meetings, the Chair, in consultation with Department staff, may solicit input from Committee members outside of a regular meeting by providing a written description of the matter, the reason for urgency, and any relevant supporting materials. Any input obtained under this provision shall be advisory only, shall be documented, and shall not replace action taken at a duly noticed public meeting when such a meeting is practicable, nor supersede applicable public notice, open meetings, or other legal requirements.

### 4.2 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. Election of the Chair shall be subject to concurrence by the Commissioner of DOT&PF or designee.

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 and Recommendation for Removal**

Repeated absence from two (2) regular meetings within a calendar year may constitute grounds for the Committee to recommend removal to the Commissioner. The Chair, with concurrence of the Committee, may notify the Commissioner of attendance concerns. Removal of a member remains solely within the authority of the Commissioner.

## **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.

### **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 Ethics Guidance**

The Chair shall manage conflict-of-interest disclosures and recusals during meetings to ensure compliance with applicable ethics requirements. If a conflict involves the Chair, or if there is disagreement regarding a conflict determination, the matter shall be referred to the Commissioner of the Alaska Department of Transportation and Public Facilities or designee for guidance or resolution. Department staff may provide ethics-related information to members, and the Committee may seek guidance from appropriate state ethics authorities when necessary.

## **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.

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ARTAC Chair

Date

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