

Lawrence/Douglas County Metropolitan Planning Organization
Technical Advisory Committee (TAC) Bylaws

SECTION 1.0 NAME

The name of the Committee will be the Technical Advisory Committee (TAC).

SECTION 2.0 ORGANIZATION

2.1 Authority

The Lawrence/Douglas County Metropolitan Planning Commission is the designated Metropolitan Planning Organization (MPO) and authorizing body for the TAC

2.2 Purpose

The purpose of the TAC is to provide technical support to the MPO. Activities include but not limited to:

- 2.2.1 Assist the MPO and Staff in preparation of the Unified Planning Work Program (UPWP), and recommend its adoption by the MPO
- 2.2.2 Provide technical support in the preparation of the Long Range Transportation Plan (LRTP) and recommend its adoption to the MPO
- 2.2.3 Review the Transportation Improvement Program (TIP) and amendments and recommend adoption to the MPO
- 2.2.4 Advise the MPO on technical and policy matters with accompanying recommendations and support information.
- 2.2.5 Coordinate in the development of regional transportation planning activities. Review and provide technical critique on the products and processes associated with regional transportation planning for the MPO area.

SECTION 3.0 MEMBERS

3.1 Committee Composition:

The membership of the TAC is as follows:

Voting Members:

- MPO Member as designated by the MPO Chair
- Lawrence/Douglas Co. Planning Director
- Lawrence/Douglas Co. Transportation Planner
- Lawrence Public Works Director
- Lawrence Assistant City Manager
- Lawrence Public Transit Administrator
- Douglas County Public Works Director
- KDOT representative as designated by the Director of Planning and Development
- Other individuals designated by the MPO

***Ex-Officio Non-Voting Members**

- Representative from the FHWA as designated by the Kansas Division Administrator
- Representative from the FTA as designated by the Region 7 Administrator
- Other individuals selected by the voting membership of the TAC and approved by the MPO

Ex Officio members shall sit with the same rights and privileges as TAC voting members (request agenda items, participate in discussions, advise the TAC, receive meeting packets, etc.) except that non-voting members shall not have the right to present resolutions, motions or second same, or to vote upon any motions or resolutions of the TAC.

3.2 Alternate Members

Alternates will be allowed to replace the designated member maintaining all rights and voting privileges as the designated member. The alternate must be a member of the same body that the TAC member represents.

3.2.1 Alternates will advise the Chairperson for the record, at the beginning of each meeting, that they will be replacing the designated member

3.3 Member Selection and Termination

Members will be approved by the MPO. Staff will provide recommendations on membership.

3.3.1 The represented agencies shall select the member to represent that agency according to their represented agency's own practices and the proposed listing outlined in the Bylaws.

3.3.2 A person's membership on the TAC shall be terminated upon the member leaving his or her position named for membership on the TAC, or by the group represented by the person choosing a replacement representative.

SECTION 4.0 OFFICERS AND COMMITTEES

4.1 Chairpersons and Vice-Chairperson

4.1.1 The TAC should elect the Chair and Vice-Chair from among its voting members at a regular meeting.

4.1.2 Elections shall take place during the fourth quarter of each year.

4.1.3 The term of office shall begin January 1st. Their term of office shall be one year, or until such time the new officers are elected.

4.1.4 In the event of a vacancy in the office of Chairperson and Vice-Chairperson, a member shall be elected to serve the remainder of the term of office. Notice of such election shall be placed on the Agenda.

4.2 Duties of the Chair

The Chair shall preside at TAC meetings, appoint sub-committees, and recommend work assignments of TAC members.

4.3 Duties of the Vice-Chair

The Vice-Chair shall conduct meetings in the absence of Chair.

4.4 Secretary

Planning department staff shall serve as Secretary and be responsible for the preparation of agendas, the handling of administrative matters and the maintenance of records, minutes, and the official roster of members.

In the absence of the Chair and Vice-Chair, the TAC shall call for the election of a temporary Chair. This temporary Chair shall run the meeting until either the elected Chair or Vice-Chair arrives. Upon the arrival of the Chair, or Vice Chair, the temporary Chair shall relinquish the Chair duties upon conclusion of the business item immediately before the TAC.

SECTION 5.0 QUORUM

In order for business requiring committee action to be transacted, there must be a recognized quorum of voting members. A quorum shall consist of a majority of the TAC voting members appointed at any given time. A quorum is not lost when a member or members abstain from voting.

If a quorum is not reached within fifteen minutes of the scheduled meeting time, those members present may, by unanimous agreement, elect to continue the meeting as an informational meeting to discuss items on the agenda that do not require approval or action by the TAC voting membership.

SECTION 6.0 MEETINGS

6.1 Meetings

The TAC shall typically hold meetings on the first Tuesday of each month at 1:30 PM. When the date of a meeting falls on a legal holiday, the TAC meeting will be held the following calendar day.

- 6.1.1** The Secretary may cancel a regularly scheduled meeting or call an additional meeting as deemed necessary, with the consent of the Chair.
- 6.1.2** Changes to meeting time, place or date and any cancellations of regular meetings shall be made at least twenty-four (24) hours prior to when such meeting was to have taken place or as soon as practicable.
- 6.1.3** Changes to the regular date or time for TAC meetings shall be permitted only after this change has been approved by a majority of the TAC voting members and posted on the web site.
- 6.1.4** The TAC shall meet in regular meetings not less than four (4) times per year. The location for regular meetings shall be as agreed to by a majority of the voting members.
- 6.1.5** The TAC Secretary shall give members notice of regular meetings not less than seven (7) calendar days prior to the meeting.
- 6.1.6** Either the TAC Chair or a majority of the voting members may call special meetings. The TAC Chair shall give members notice of special meetings not less than seven (7) calendar days prior to the meeting. In the event that the caller of the special meeting wishes to cancel or change the meeting time, notice of such cancellation or change shall be made as soon as practical.

6.2 Conduct of Meetings

- 6.2.1** The meetings of the TAC will be held in accordance with the Kansas Open Meetings Act (KOMA).
- 6.2.2** Locations for all TAC meetings shall be accessible by persons with disabilities.

6.3 Agendas

- 6.3.1** There shall be an official agenda for every regular meeting of the TAC, which shall determine the order of business conducted at the meeting.
- 6.3.2** Planning Department staff/Secretary shall draft a meeting agenda.
- 6.3.3** Meeting agendas sent to Members shall include appropriate materials (e.g., staff reports, draft documents, etc.).
- 6.3.4** Regular meeting agendas shall be distributed electronically to Members at least five (5) calendar days in advance of the meetings.
- 6.3.5** Upon delivery of the agenda to TAC members the agenda shall be posted

on the web site as soon as possible

- 6.3.6 Special TAC meeting agendas are restricted to the business designated in the call for the meeting.

6.4 Record of Proceedings

- 6.4.1 At all TAC meetings the Secretary shall record a roll of members, minutes of proceedings, and votes.
- 6.4.2 The Secretary shall record the minutes of each meeting as a matter of public record and should present such minutes to the TAC for approval at an upcoming meeting. Minutes shall be provided to all TAC members for review and approved by a majority vote of the voting members present. Approved minutes of the TAC meetings shall be available for public inspection at the office of the Secretary and posted on the web site.
- 6.4.3 Since the TAC is an advisory committee of the MPO, actions by the TAC to approve items will constitute official committee recommendations to the MPO. All approvals of items by the TAC shall be noted by the TAC Secretary and placed in the meeting minutes.
- 6.4.4 The Secretary will prepare TAC-approved items for submission to the MPO and will present those items to the MPO.

6.5 Voting

Each TAC voting member shall have one vote. In the absence of a regular TAC voting member, the designated alternate shall have the voting power. Members wishing to abstain shall inform the chair prior to the question being called. Members or their alternates must be physically present at the meeting to vote unless the Chair allows a phone/computer connection to stand in place of their physical attendance. Proxy voting is not allowed at TAC meetings.

6.6 Conflict of Interest

No member of the TAC shall participate in, discuss, or vote on a matter in which he or she has a substantial interest as defined by K.S.A.75-4301 et seq.

Should any member have such a substantial interest on a matter coming before the Body or its committees, the Chairperson shall declare an abstention for each affected Body member for that item on the agenda.

SECTION 7.0 AMENDMENTS TO BY-LAWS

These bylaws may be amended by a majority vote of the TAC voting membership at any regular meeting, provided that the members have been notified in writing of the proposed change at least five (5) calendar days in advance and the proposed amendment has been placed on the agenda.

All amendments to these bylaws shall be recorded by date and incorporated into the official master copy of these bylaws filed at the Planning Department office. Copies of new revised bylaws shall be delivered to TAC members (both voting and non-voting) at the next regular TAC meeting following the approval of amendments.

SECTION 8.0 EFFECTIVE DATE

The above and foregoing bylaws are hereby adopted as the bylaws of the Transportation Advisory Committee (TAC).

Dated this 24th day of May 2006.

MPO Chair