

BYLAWS AND OPERATING PROCEDURES TECHNICAL ADVISORY COMMITTEE

(Revised 04/08/08)

The following rules shall govern the procedures and composition of the Technical Advisory Committee:

A. Purpose

The Technical Advisory Committee's purpose is to advise the Transportation Policy Council (TPC) in its development of the Unified Planning Work Program (UPWP) and the Metropolitan Transportation Plan (MTP) as well as promote coordination of other transportation planning activities. The Committee assists with the development of the Transportation Improvement Program (TIP), including the review of and recommendations on candidate projects for the TIP.

Responsibility for adoption of Metropolitan Planning Organization policies and procedures, approval of the Unified Planning Work Program, the Long Range Transportation Plan and the Transportation Improvement Program resides with the TPC. The TPC may direct the TAC to present options for its consideration with accompanying recommendations and supporting rationale. The Technical Advisory Committee may, therefore, advise the TPC on both technical and policy issues.

B. Voting Membership

The Technical Advisory Committee shall be comprised of elected officials, agency staff, or as appropriate, citizens who have expertise or interest in developing transportation and land use plans, implementing transportation projects, or in related fields.

Membership should reflect the diversity of transportation modes and interests affected by transportation policy decisions to assure transportation planning decisions are considered in their broadest context. The membership for the Technical Advisory Committee shall not exceed a maximum of thirty-four (34) members as shown in Table 1 on page 3.

Members shall serve at the pleasure of the appointing agency for a term of one (1) year. Members shall be appointed by the chief elected official, chief executive officer and/or board of the entity that they represent as shown below.

If any member (or his or her alternate) fails to attend three (3) consecutive meetings of the Committee, or a total of five (5) meetings during the member's term, he or she is subject to removal on a majority vote of the Committee at a meeting of the Committee where a quorum is present. Attendance at a meeting by a member's designated alternate will be credited to the member.

Voting Membership of the Technical Advisory Committee *

<u>Category or Organization</u>	<u>Appointing Agency</u>	<u>Number</u>
Cities of 50,000 or more (one each)	Each City	7
Cities less than 50,000 population	TPC	2
Counties (one each)	Each County	8
Metropolitan Transit Authority of Harris County	METRO	1
Rural Transit	TPC	1
Urban Transit	TPC	1
TxDOT Districts	Each TxDOT District	2
Environmental and Planning	TPC	5
Intermodal Interests	TPC	6
Citizen and Business Interests	TPC	2
TOTAL		<u>34</u>

- * **Cities or Urbanized Areas of 50,000 population as of the 2000** Census are Baytown, Galveston, Houston, Missouri City, Pasadena, Sugar Land and Texas City/LaMarque.
- * **Eight County Transportation Management Area** is comprised of Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery and Waller Counties.
- * **Intermodal Interests** may include Bicycle and Pedestrian, Water/Ports, Aviation, Railroads, Toll Road Authorities, Freight Shippers and Carriers or Highway and Transit User groups.

Ex Officio Members

The Technical Advisory Committee Chair may appoint such other nonvoting ex-officio representatives as may be appropriate, subject to approval of a majority of the voting membership.

C. Alternate Members

Each voting member may have a designated alternate member who may serve at any Technical Advisory Committee meeting in the voting member's absence. Alternate members must be appointed in the same manner as the voting member. Appointed alternate members will have the voting rights and privileges of members when serving in the absence of the Technical Advisory Committee voting member.

D. Officers

The Technical Advisory Committee shall elect a Chair and a Vice Chair, each to serve for a term of one year. Elections shall be held at the first meeting of each calendar year. The current Chair shall appoint a nominating committee of three members prior to the first meeting of each calendar year for the purpose of bringing before the TAC a slate of officers for consideration. In the event the Chair is unable to serve the entire term of office, the Vice Chair shall succeed to the office of Chair and the new Chair shall appoint a committee member to serve as Vice Chair for the remainder of the term. This appointment shall be subject to approval by the majority of the TAC present at the next called meeting.

E. Vacancies

Each member shall be eligible to serve during the term as long as the member occupies the position held at the time of selection. In the event that a voting member becomes ineligible or unable to serve, a new member must be appointed in the same manner as the previous voting member. Changes of voting members directly appointed by a chief elected official, chief executive officer or the head and/or board of the appropriate governmental unit may be made at any time.

F. Quorum

Fifty percent (17 voting members) of the total committee voting membership shall constitute a quorum for the transaction of business at all meetings.

G. Meetings

Robert's Rules of Order shall govern all meetings of the Technical Advisory Committee. The Chairman shall, in a written notice of the meeting, designate the time and place and indicate in an official agenda the business to be transacted or considered. The written notice of each meeting shall be mailed to each member of the committee at least one week prior to the meeting. In the absence of the Chairman and Vice Chairman from a regular or special meeting of the committee at which a quorum is present, the remaining members present shall elect a presiding officer who shall serve until the conclusion of that meeting or until the arrival of the Chairman or Vice Chairman. Opportunities for public comments shall be provided subject to guidelines of the Transportation Policy Council, shown as Attachment A.

H. Minutes

Minutes of all meetings shall be kept and recorded by H-GAC (MPO) staff furnished to the Technical Advisory Committee for this purpose.

I. Administrative Support

H-GAC as the designated MPO, shall provide administrative support to the Technical Advisory Committee.

J. Notification

Policy Council members, local governments or agencies with direct memberships or appointments to the TAC as shown in Section B, shall be contacted thirty (30) days prior to the end of the calendar year to confirm an existing or new appointment to the TAC.

K. Committees

The Technical Advisory Committee may create *ad hoc* committees or technical committees with the approval of the Transportation Policy Council for the furtherance of its functions.

L. Amendments

These Bylaws may be amended by a two-thirds majority vote of the Technical Advisory Committee members subject to approval by the Transportation Policy Council at any duly called meeting wherein an official quorum is present. Any such proposed amendments shall be fully set out in writing and furnished to each member seven (7) days in advance of the meeting where the action is to be taken.