By-laws for TAC Subcommittees

A. Voting Membership
Each subcommittee shall be comprised of members of the Technical Advisory Committee (TAC), their representatives or persons nominated to serve who have expertise or interest in transportation planning and related issues.

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. Meetings of TAC subcommittees shall be open to public attendance. The voting membership for each subcommittee shall not exceed a maximum of 17 members with the exception of the Transportation Air Quality Subcommittee.

Members shall serve at the pleasure of the appointing agency for a term of **one year.** Membership shall be appointed or confirmed by majority vote of the Technical Advisory Committee (TAC) in attendance at a regularly scheduled meeting with a quorum of TAC members.

B. Officers
Each subcommittee shall elect a Chair and Vice-Chair, each to serve for a term of **one year.** Preferably, the Chair and Vice-Chair will be members of the Technical Advisory Committee. 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 subcommittee member to serve as Vice Chair for the remainder of the term. This appointment shall be subject to approval by the majority of the subcommittee members present at the next called meeting.

C. Vacancies
Each member shall be eligible to serve during the term as long as the member occupies the position held at the time of his or her appointment to the subcommittee. 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.

D. Quorum
Fifty-one percent (8 voting members) of the total committee voting membership shall constitute a quorum for the transaction of business at all meetings.

E. Meetings
Robert’s Rules of Order shall govern all meetings. Each subcommittee shall meet at least quarterly or more frequently as need arises. Written notice of each meeting shall be mailed to each member at least one week prior to the meeting. Opportunities for public comments shall be provided subject to the guidelines of the Technical Advisory Committee.

F. Minutes
Minutes of all meetings shall be kept and recorded by H-GAC staff furnished to the Subcommittee for this purpose.