

GUIDELINES AND OPERATING PROCEDURES FOR TECHNICAL SUBCOMMITTEES

(Amended, 09/09/2026)

The Technical Advisory Committee (TAC) reviews the work of the metropolitan transportation planning process; provides advice on methods of planning; and works with staff to develop and evaluate policy options and recommendations to the Transportation Policy Council. The TAC may create standing committees, ad hoc committees, and work groups (collectively called technical subcommittees) to assist the TAC in its work. The following guidelines govern the procedures and composition of Technical Subcommittees of the Technical Advisory Committee (TAC).

A. Purpose

The purpose of technical subcommittees is to promote coordination of metropolitan transportation planning activities and advise the TAC and Houston-Galveston Area Council (H-GAC) staff in the development and execution of the Unified Planning Work Program, the development and implementation of the Regional Transportation Plan, and assist with the development of the Transportation Improvement Program (TIP), including the review of and recommendations for candidate project and program funding allocations. Technical subcommittees also review various current and future transportation policies, programs, and projects specific to the topics and goals of each technical subcommittee or as referred to them by the TAC or Metropolitan Planning Organization (MPO) Director.

There are three main types of technical subcommittees:

Standing committee: a permanent, specialized group that focuses on a specific subject or set of subjects within the TAC's broader jurisdiction. These subcommittees allow for a more detailed examination of issues, and their findings and recommendations go to the TAC for consideration.

Ad hoc committee: a committee created for a specific, temporary purpose that is dissolved once its particular task is completed.

Work group: a group of individuals assembled to focus on a specific task or project. Typically, the work group is formed for a specific duration until its objectives are met, such as developing a new product or improving an existing process.

Nothing in these guidelines shall preclude the MPO Director, in consultation with the TAC chair, from establishing such other ad hoc committees or work groups as may be deemed necessary to carry out any tasks included within the Unified Planning Work Program, to enhance consultation with transportation planning stakeholders or interested parties, or to provide technical review and advice for the regional transportation planning process.

B. Membership

Each technical subcommittee shall be comprised of members of the TAC or other persons who have expertise in transportation planning and the topics and goals of the technical subcommittee as determined by the TAC. Membership should generally reflect the makeup of the TAC and others who have technical expertise that would provide benefit to the purpose of the technical subcommittee. The voting membership criteria for each technical subcommittee are defined in the technical subcommittee descriptions.

Member appointments shall be recommended by the TAC Nominating Committee and confirmed by the TAC. Members shall serve for a term of one (1) year or for the duration of the committee in the case of an ad hoc committee or work group. Membership for all technical subcommittees shall be confirmed by majority vote of the TAC in attendance at a regularly scheduled meeting with a quorum of TAC members. Engineering, planning, or other consultants, who are for-profit or have financial interest in transportation projects are not eligible to serve as a member of a technical subcommittee due to potential conflicts of interest.

C. Alternate Members

Each voting member of a standing committee may have a designated alternate member who may serve at any standing 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 standing committee voting member.

Alternate members shall not be designated for ad hoc committees or work groups.

D. Officers

Each technical subcommittee shall have a Chair and Vice-Chair, each to serve for a term of one year and no more than 3 consecutive years in any single position. The Chair and Vice-Chair shall be members of the TAC and recommended by the TAC Nominating Committee and approved by the TAC. 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 technical 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 technical subcommittee members 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 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.

F. Quorum

Fifty percent plus one of the total technical subcommittee voting membership shall constitute a quorum. A quorum is required to be present for any formal action by the technical subcommittee. Informational items may be taken up by the technical subcommittee in the absence of a quorum at the discretion of the presiding officer.

G. Meetings

Each technical subcommittee shall meet as needed, but no less than quarterly. Notice of each meeting shall be provided to each member at least one week prior to the meeting. Meetings shall be open to public attendance and provide opportunities for public comments. Robert's Rules of Order shall govern all standing committee meetings. Each technical subcommittee chair shall approve presentation topics that will be added to the subcommittee's meeting agendas.

H. Annual Work Plan

H-GAC staff will work with each standing committee to develop an annual work plan. The annual work plan will describe the key goals and tasks for the upcoming year and will be presented to the TAC. The purpose, tasks, and objectives for an ad hoc committee or work group shall be presented to the TAC for concurrence upon formation of such ad hoc committee or work group.

I. Progress Reports

Each standing committee will provide a quarterly progress report on its activities. Each report will be presented to the TAC by the standing committee Chair or Vice-Chair. The Chair of each ad hoc committee and work group will provide such progress reports as the Chair deems appropriate in consultation with staff and the TAC Chair. Each ad hoc committee and work group will present a final report to the TAC.

J. Minutes

Summary minutes of all meetings shall be kept and recorded by H-GAC staff furnished to the technical subcommittee for this purpose.

K. Administrative Support

H-GAC as the designated MPO, shall provide staff support to the technical subcommittees.

TECHNICAL SUBCOMMITTEE DESCRIPTIONS

Standing Committee on Congestion

Provides guidance and advises the Technical Advisory Committee and H-GAC staff on regional efforts to address congestion, including the Congestion Management Process, Transportation System Management and Operations (TSMO), Intelligent Transportation Systems (ITS), Travel Demand Management (TDM), the annual Regional Mobility Report, and such other systems management and operations issues referred by the TAC or H-GAC staff.

Membership of this subcommittee will not exceed 28 members, seeking representation from the following areas of expertise:

- Economic Development and Land Use Planning (General Planning)
- Transportation Professionals – City/County
- Transportation Demand Management Practitioner (TMO, Vanpool, Carpool, etc.)
- Transit Operators
- Management Districts/TIRZs
- Colleges and Universities
- Rail/Freight
- Trucking/Logistics
- Citizen Representative
- Transportation Management Centers
- Ports
- Toll Authorities
- TxDOT
- Chair or Representative- Standing Committee on Active Transportation
- Chair or Representative- Standing Committee on Human Services and Public Transportation

Selection Criteria: Members must be nonprofit or government representatives (ex: staff, committee or board member, or volunteer) or affiliated with a relevant business/industry association with expertise in measuring, analyzing or reducing congestion representing various related areas – recurring congestion (including commute to work or school, signalization), non-recurring congestion (including weather, event, collisions, breakdowns, other incidents, construction/work zone).

Standing Committee on Active Transportation

Provides guidance and advises TAC and H-GAC staff on regional active transportation issues and strategies, including the regional Active Transportation Plan, safe routes to schools, transportation alternatives project selection criteria and evaluation, active

transportation subregional planning projects, and such other active transportation issues referred by the TAC or H-GAC staff.

Membership of the subcommittee will not exceed 24 members, seeking representation from the following areas of expertise seeking representatives from the following areas:

- Transit
- Local Government
- TxDOT
- Citizen interests
- Management Districts/TIRZs
- Nonprofits
- Chair or Representative- Standing Committee on Congestion
- Chair or Representative- Standing Committee on Human Services and Public Transportation

Selection Criteria: Members must be nonprofit or government representatives (ex: staff, committee or board, volunteer) with expertise in pedestrian and bicyclist issues including safety, education, infrastructure, enforcement and advocacy.

Standing Committee on Transit and Human Services Transportation

Provides guidance and advises TAC and H-GAC staff on regional transit and human services transportation issues, strategies, and projects including regional transit provider and services coordination, regional and subregional transit service and capital planning, human services transportation coordination, and such other transit issues referred to it by the TAC or H-GAC staff.

Membership of the subcommittee will not exceed 24 members, seeking representation from the following areas of expertise representing the following:

- Each Regional Transit Provider
- Local Governments
- Social/Human Services
- Business and Citizen Interests
- Chair or Representative- Standing Committee on Active Transportation
- Chair or Representative- Standing Committee on Congestion

Selection Criteria: Members must be nonprofit or government representatives or affiliated with a relevant agency or advocacy group with expertise in public transportation and/or human services transportation provision and operation within the region or affiliated with businesses or nonprofits for whom public transportation and/or human services transportation is important to their operations and accessibility.

Standing Committee on the Transportation Improvement Program

Provides guidance to H-GAC Staff and the TAC regarding development of the Transportation Improvement Program for the MPO, defines strategies to link the goals of the Regional Transportation Plan to the 10-Year Plan and TIP, provides guidance for major amendments to the TIP, and reviews the progress toward and setting of the federal transportation performance measures.

Membership of the subcommittee will not exceed 22 members and will include representatives from the following organizations or categories:

- Local Governments (cities or counties): 13 members
- State Government (TxDOT Districts): 2 members (1 member for each of the 2 districts)
- Transit Interests (Transit Agencies): 3
- Ports: 2
- Standing Committee on Active Transportation Representative: 1
- Standing Committee on Congestion Representative: 1

Ad hoc Committee on the Regional Transportation Plan (RTP) 2050

Provides guidance to the H-GAC Staff and the TAC in the development of the RTP 2050, including providing recommendations to TAC on project selection criteria and fundamental planning assumptions, data and methodologies used in development of the RTP 2050. It is expected that this group will meet one year in advance of the need for a new Regional Transportation Plan every four years and that work will be completed once the RTP is approved. Staff will work with the chair to initiate the adhoc committee at the appropriate time according to the MPO core documents calendar. As of the writing of this document, this group has begun its work.