

# **BYLAWS AND OPERATING PROCEDURES OF THE TRANSPORTATION ADVISORY COMMITTEE'S SUBCOMMITTEES**

**(Amended, 05/13/20)**

The following rules shall govern the procedures and composition of the Subcommittees of the Transportation Advisory Committee (TAC):

## **A. Purpose**

The purpose of the subcommittees of the TAC is to advise the TAC in its development of the Unified Planning Work Program and the Metropolitan Transportation Plan as well as promote coordination of other transportation planning activities. The subcommittees assist with the development of the Transportation Improvement Program (TIP), including the review of and recommendations on candidate projects for the TIP. In addition, subcommittees also review various current and future transportation policies, programs, and projects specific to the topics and goals of each subcommittee.

## **B. Voting Membership**

Each subcommittee shall be comprised of members of the 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 are defined in the subcommittee descriptions.

Members shall serve at the pleasure of the appointing agency for a term of one (1) year. Membership shall be appointed or 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 due to potential conflict of interest.

## **C. Alternate Members**

Each voting member may have a designated alternate member who may serve at any subcommittee 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 subcommittee voting member.

## **D. Ex-Officio Members**

The Transportation 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. Ex-officio members may include Railroads, Rail Districts, Ports, Transit Agencies, or other agencies as appropriate that are not already included in the voting members.

**E. Officers**

Each subcommittee shall elect a Chair and Vice-Chair, each to serve for a term of one year and no more than 2 consecutive years in any single position. Elections shall be held at the first meeting of each calendar year after the appointment of the subcommittee. Preferably, the Chair and Vice-Chair will be members of the TAC. The current Chair shall bring before the subcommittee 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 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.

**F. 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.

**G. Quorum**

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

**H. Meetings**

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

**I. Minutes**

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

**J. Administrative Support**

H-GAC as the designated MPO, shall provide administrative support to the TAC subcommittees.

**SUBCOMMITTEES OF THE TRANSPORTATION ADVISORY COMMITTEE (TAC)**  
**DESCRIPTIONS AND MEMBERSHIP**

(Amended, 05/13/20)

**TRANSPORTATION SYSTEMS MANAGEMENT AND OPERATIONS (TSMO)**  
**SUBCOMMITTEE**

**Purpose**

The Transportation Systems Management and Operations Subcommittee will provide guidance on the development of Regional ITS architecture and a Regional Automated and Connected Vehicle Strategy.

**Meeting Schedule**

Meetings will be held quarterly.

**Membership**

The OTF Subcommittee membership are nominated and appointed by the TAC and are representatives of the various stakeholders involved with Intelligent Transportation Systems (ITS). This shall include technically qualified professionals; local, county and state agency engineers and planners; as well as members of the TAC knowledgeable in ITS standards. A maximum of seventeen (17) voting members shall comprise the Subcommittee.

Table 1: Membership of the TSMO Subcommittee

Category or Organization	Agency Represented	Number
Local Governments	Cities and/or Counties, and other transportation management agencies	11
Transit Agency	Transit Agencies	2
Ports	Ports	2
State Government	TxDOT (Houston & Beaumont Districts)	2
<b>Total Members</b>		<b>17</b>

**Staff Contact**

David Fink  
Program Manager  
(713) 993-4558  
[david.fink@h-gac.com](mailto:david.fink@h-gac.com)

## PEDESTRIAN-BICYCLIST SUBCOMMITTEE

### **Purpose**

The Pedestrian-Bicyclist Subcommittee's purpose is to accomplishing the following tasks: review and approve the Active Transportation Plan, guide and review the FHWA Connectivity Measures Pilot, guide the Regional Safety Campaign, guide reinvigoration of counter program, guide the creation of and review the ATP Toolbox, and develop naming conventions for sidewalk layer.

### **Meeting Schedule**

Meetings are held quarterly, or more frequently as needed.

### **Membership**

Committee members are stakeholders involved with pedestrian and bicyclist issues. This shall include advocacy, safety, user groups, local, county representatives of economic development, developers or management districts, state agencies, engineers, land use planners, community organizations, and interested citizens. A maximum of twenty-two (22) voting members shall comprise the Subcommittee, which shall include any TAC representative.

Table 2: Current Membership of the Pedestrian-Bicyclist Subcommittee

<b>Category / Organization</b>	<b>Appointing Agency</b>
Local Governments	Cities and/or Counties
Transit	Transit Authorities / Agencies
State Government	TxDOT (Houston & Beaumont Districts)
Management Districts	Management Districts
Citizen Advocates	Advocacy / Activity Groups
Non-Profit	H-GAC
<b>Total Members</b>	<b>22</b>

### **Staff Contact**

Jamila Owens

Manager

[Jamila.Owens@h-gac.com](mailto:Jamila.Owens@h-gac.com)

832-681-2522

## REGIONAL TRANSPORTATION PLAN (RTP) SUBCOMMITTEE

### **Purpose**

The Regional Transportation Plan (RTP) Subcommittee's purpose is to:

The purpose of the RTP Subcommittee is to:

- Provide guidance to TAC in the development of the RTP; and sub-regional plans
- Review and revise the performance measures and targets and outcomes used to measure the ability of potential projects/activities to support the vision, goals, objectives strategies of the RTP;
- Provide recommendations to TAC on fundamental planning assumptions, data and methodologies used in development of the RTP;
- Provide guidance on the development of a Congestion Management Plan; and
- Provide guidance for major amendments to the RTP.

### **Meeting Schedule**

Meetings held quarterly or more frequently as needed.

### **Membership**

The RTP Subcommittee shall be comprised of members of the Transportation Advisory Committee (TAC) or their representatives who have expertise or interest in developing transportation and land use plans. A maximum of twenty-three (23) voting members shall comprise the Subcommittee.

Table 3: Membership of the RTP Subcommittee

Category or Organization	Appointing Agency	Number
Local Governments	Cities and/or Counties	9
State Government	TxDOT (Houston & Beaumont Districts)	2
Transit Agency	Transit Agencies	3
Environmental	TAC	1
Planning	TAC	1
Citizen	TAC	1
Business	TAC	1
Ports	TAC	2
Active Transportation	TAC	1
Toll Roads	TAC	1
Airports	TAC	1
<b>Total Members</b>		<b>23</b>

### **Staff Contact**

Mike Burns

Principal Planner

(713) 993-2474

[mike.burns@h-gac.com](mailto:mike.burns@h-gac.com)

## TRANSPORTATION IMPROVEMENT PROGRAM (TIP) SUBCOMMITTEE

### **Purpose**

The Transportation Improvement Program (TIP) Subcommittee's purpose is

- Provide guidance to TAC in the development of the 10-Year Plan, and the Transportation Improvement Program;
- Define strategies to link the RTP, the 10 Year Plan investment plan, and the TIP;
- Recommend strategies to create a predictable project development and delivery pipeline; and
- Provide guidance for major amendments to the 10 Year Plan/TIP.
- Review and tracking of the progress on performance measures and targets

### **Meeting Schedule**

Meetings held monthly; Additional special meetings are called, as needed to address specific task items.

### **Membership**

The TIP Subcommittee is composed of Transportation Advisory Committee members with project implementation experience who are appointed by the TAC. However, all members of the TAC, primary and alternate, may participate. A maximum of twenty-two (22) voting members shall comprise the Subcommittee.

- TIP Subcommittee members must be members of the TAC;
- Only official members of each subcommittee may vote during subcommittee meetings;

Table 4: Membership of the TIP Subcommittee

Category or Organization	Agency Represented	Number
Local Governments	Cities or Counties	13
State Government	TxDOT (Houston & Beaumont Districts)	2
Transit Interests	Transit Agency	3
Ports	TAC	2
Active Transportation	TAC	1
Planning	TAC	1
<b>Total Members</b>		<b>22</b>

### **Staff Contact**

Vishu Lingala

Principal Planner

(713) 993-4561

[vishu.lingala@h-gac.com](mailto:vishu.lingala@h-gac.com)

## **TRANSPORTATION AIR QUALITY SUBCOMMITTEE**

### **Purpose**

The Transportation Air Quality Subcommittee's purpose is to assist H-GAC staff in the:

- Identification and analysis of the most cost-effective on-road transportation emission reduction measures;
- Development of a list of committed Transportation Control Measures to be implemented by the deadline outlined in updated NAAQS for the next SIP;
- Development of a list of new or expanded on-road transportation VMEPs that must be accomplished in a strictly voluntary manner;
- Expansion of existing TDM programs and projects and the development of new programs for TIP consideration;
- Monitor implementation of those TDM projects or programs that are consistent with and meet or exceed the Clean Vehicle and Commute Solutions Cost-Benefit Analysis.
- Provide guidance to programs funded through CMAQ funds such as Clean Vehicles program.

### **Meeting Schedule**

Meetings will be held quarterly or until SIP revisions are complete and approved by EPA.

### **Membership**

The Transportation Air Quality Subcommittee will be comprised of representatives of the Regional Air Quality Planning Committee (RAQPC), local government, transit providers, private sector, and environmental, public interest or TDM professionals.

Table 5: Membership of the Transportation Air Quality Subcommittee

Category or Organization	Appointing Agency	Number
Local Governments	Cities and/or Counties	5
State Government	TxDOT (Houston & Beaumont Districts)	2
TCEQ	TCEQ	1
Transit Agency	Transit Agencies	2
Environmental/Public Interests/TDM Professionals	H-GAC	3
Private	TAC	3
H-GAC	TAC	2
Ports	TAC	1
<b>Total Members</b>		<b>19</b>

### **Staff Contact**

Sandra Holliday

Program Manager

(713) 499-6671

[sandra.holliday@h-gac.com](mailto:sandra.holliday@h-gac.com)

## REGIONAL TRANSIT COORDINATION SUBCOMMITTEE (RTCS)

### Purpose

The Regional Transit Coordination Subcommittee's purpose is to:

- Provide guidance related to the implementation of regional transit coordination pilot projects that were identified in the regional transit coordination action plan;
- Assist with tasks related to the development of regional transit planning initiatives that focus on identifying opportunities for expanding transit services in the region for all, as well as improving the efficiency and effectiveness of the current regional transit system;
- Promote regional coordination among existing and future public and private transportation providers, social service and health and human service agencies.

### Meeting Schedule

Meetings quarterly or more frequently as needed.

### Membership

The RTCS subcommittee membership will include appointees from the TAC for each of the implementing transit agencies in the region and representatives of social service agencies as well as other transit professionals. State government (TxDOT Houston, Beaumont, Yoakum, and Bryan Districts) shall serve as Ex-Officio members. A maximum of eighteen (18) voting members shall comprise the Subcommittee.

Table 6: Membership of the RTCS Subcommittee

Category or Organization	Appointing Agency	Number
Transit	Transit Agencies	9
Local Governments	Cities and/or Counties	3
Social Services/HHS Agencies	TAC and/or H-GAC	4
Citizen and Business Interests	TAC	2
<b>Total Members</b>		<b>18</b>

### Staff Contact

Thomas Gray

Principal Planner

(832) 681-2545

[thomas.gray@h-gac.com](mailto:thomas.gray@h-gac.com)