

11. TRANSPORTATION ADVISORY COMMITTEE BYLAWS DISCUSSION

BACKGROUND

The Transportation Advisory Committee's Bylaws define the purpose, membership, quorum requirements, and other rules for conducting Transportation Advisory Committee (TAC) meetings. Changes to the bylaws must be approved by a two-thirds majority of the TAC and the Transportation Policy Council.

The Transportation Advisory Subcommittee Bylaws define the purpose, membership quorum requirements, and other rules for conducting Transportation Advisory Subcommittee meetings. Changes to these bylaws must be approved by the TAC.

The most recent TAC Bylaws Subcommittee or Workgroup was created in March 2019. Members included Jeff Weatherford (Chair), Ken Fickes, Oni Blair, Bruce Mann, Auggie Campbell, Morad Kabiri, Perri D'armond, and Clint Harbert. This subcommittee/workgroup recommended amendments to the TAC Subcommittee Bylaws and those were approved by the Transportation Policy Council in February 2020.

CURRENT SITUATION

TAC members have recently expressed a desire to review and possibly amend TAC and TAC Subcommittee Bylaws. H-GAC staff will lead a discussion with TAC on how they would like to address possible bylaws changes, including potentially forming a Bylaws Subcommittee or Workgroup.

ACTION REQUESTED

For Information only.

BYLAWS AND OPERATING PROCEDURES TRANSPORTATION ADVISORY COMMITTEE

(Amended, 01/15/20)

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

A. Purpose

The Transportation 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 Transportation Advisory Committee may, therefore, advise the TPC on both technical and policy issues.

B. Voting Membership

The Transportation 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 Transportation Advisory Committee shall not exceed a maximum of forty-four (44) members as shown in Table 1 on the next page. 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.

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, board of the entity that they represent and/or TPC as shown on the next page.

For At-Large positions, TPC Nominating Committee will review nominations and will make a recommendation to TPC for approval. Self-nominations are only allowed under the following Categories: Environmental, Planning, Active Transportation, Business Interests, and Citizen Interests.

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.

Table 1 - Voting Membership of the Transportation Advisory Committee *

Category or Organization	Appointing Agency	Number
Cities of 50,000 or more (one each)	Each City	10
Cities less than 50,000 population	TPC	3
Regional Planning	H-GAC Board	1
Counties (one each)	Each County	8
TxDOT Districts	Each TxDOT District	2
Metropolitan Transit Authority of Harris County	METRO	1
Port of Houston	Port of Houston	1
Public Transit Agencies	TPC	3
Ports	TPC	1
Toll Roads	TPC	2
Airports	TPC	1
Environmental	TPC	2
Planning	TPC	3
Active Transportation	TPC	2
Business Interests	TPC	2
Citizen Interests	TPC	2
TOTAL		44

***Cities or Urbanized Areas of 50,000** population as of the 2010 Census are Baytown, Conroe, Galveston, Houston, League City, Missouri City, Pasadena, Pearland, Sugar Land and Texas City/LaMarque. Subjected to change based on the 2020 Census.

***Eight County Transportation Management Area** is comprised of Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery and Waller Counties.

***Environmental Interests** may include Staff from Local Governments, other Environmental Organizations.

***Planning** may include Planning Staff from Local Governments, other Transportation Organizations.

***Active Transportation Interests** include non-governmental organizations focused on bicycle, pedestrian, or other active transportation infrastructure planning, accessibility, safety, or advocacy.

***Business Interests** may include Chambers of Commerce, Civic Associations, Economic Development Corporations, Management Districts, or Non-Profit Organizations focused on economic development and infrastructure planning.

***Citizen Interests** may include citizen interest organizations with a significant focus on transportation issues.

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.

C. Alternate Members

Each voting member may have a designated alternate member who may serve at any Transportation 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 Transportation Advisory Committee voting member.

D. Officers

The Transportation Advisory Committee shall elect a Chair, 1st Vice Chair, and 2nd Vice Chair each to serve for a term of one (1) year and no more than 2 consecutive years in any single position. Elections shall be held at the first meeting after TPC appoints TAC each calendar year. The current Chair shall

appoint a nominating committee of three members prior to the election of Officers 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 1st Vice Chair shall succeed to the office of Chair, the 2nd Vice Chair shall succeed to the office of 1st Vice Chair, and the new Chair shall appoint a committee member to serve as 2nd 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 (22 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 Transportation 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, 1st Vice Chair, and 2nd Vice Chair 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, 1st Vice Chair, or 2nd Vice Chair. 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 Transportation Advisory Committee for this purpose.

I. Administrative Support

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

J. Notification

Policy Council members, local governments, and agencies or interested parties with direct memberships or appointments to the TAC as shown in Section B, should be contacted forty-five (45) days prior to the end of the calendar year to confirm an existing or new appointment to the TAC.

K. Committees

The Transportation 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 Transportation 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.

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 TSMO 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
Total Members		17

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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

Category / Organization	Appointing Agency
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
Total Members	22

Staff Contact

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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
Total Members		23

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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
Total Members		22

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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
Total Members		19

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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
Total Members		18

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