

# BYLAWS

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of

## **The Technical Advisory Committee (TAC) February 2019**

These bylaws explain the TAC's purpose, membership composition, election of officers, structure and schedule of meetings, conduct of business, and subcommittee responsibilities and structure. These bylaws were adopted by the TAC on.

**ARTICLE 1: NAME AND PURPOSE**

A. Name

The name of this body shall be the Technical Advisory Committee (hereinafter called the TAC).

B. Purpose

The purposes of the TAC are:

1. Provide the technical assistance and coordination necessary for the Transportation Advisory Board (hereinafter called the TAB) to carry out its duties and responsibilities;
2. Assure state, regional, county and municipal involvement and coordination in transportation decisions of metropolitan significance;
3. Provide a forum for discussion of metropolitan transportation issues by professional staff of planning and implementing agencies.

**ARTICLE II: MEMBERSHIP OF THE TAC**

A. Composition

The TAC shall be composed of the following professional staff:

Designated representatives or their designated alternate of:

- Association of Metropolitan Municipalities (8)
- Metropolitan Airports Commission (1)
- Mn Dept of Employment and Economic Development (1)
- Minnesota Department of Transportation (1)
- Minnesota Pollution Control Agency (1)
- USDOT (FHWA) (non-voting) (1)
- Suburban Transit Provider (designated by Suburban Transit Association) (1)
- Non-motorized Transportation (designated by TAC Executive Committee) (1)
- Freight (designated by MnDOT Freight Office) (1)
- And the following individuals (or their representative):
- Metropolitan Council (3)
  - Dir. Of Metropolitan Transportation Services (MTS)
  - Dir. Of Community Development
  - General Manager of Metro Transit

County Engineer of each of the Seven Metropolitan Counties	(7)
Region 7W (represent the areas of Sherburne and Wright Counties in the Twin Cities Urbanized Area)	(1)
Minneapolis City Engineer and Planning Director	(2)
St. Paul City Engineer and Planning Director	(2)
Transportation Advisory Board Coordinator	<u>(1)</u>
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B. Appointment and Changes of Representatives to the TAC

The agencies listed in Article II A. shall notify the TAC Chair in writing of any changes to its designated representative and alternate representative. The change shall take effect upon the Chairperson's receipt of such notification. When a vacancy occurs, the Chairperson shall immediately notify the appointing body and request that a new representative be appointed.

C. Qualifications of Members and Alternates

The representative should be able to speak for the organization he/she represents and be a participant in its decision making process.

D. Terms of Office

All designated representatives shall serve at the pleasure of their respective organizations.

E. Responsibilities

It is the responsibility of each member or alternate to attend TAC meetings on a regular basis to be informed on matters coming before the TAC and to participate in the Standing Committees.

F. Attendance.

Attendance is an essential component of Committee work. Should a Committee member or alternate miss attending any four regular meetings in a six-month period without reasonable excuse for such absences, that member shall be considered to have resigned from the Committee. The TAC Committee Chair will notify the appointing agency, and that agency must reappoint a member to the Committee. The same attendance criteria as stipulated above shall also apply to regularly scheduled standing committee meetings. While regular attendance is expected, remote attendance will be accommodated in certain circumstances.

### **ARTICLE III: OFFICERS OF THE TAC**

#### A. Chairperson

The Chairperson shall be a member of the TAC. The Chairperson shall serve for a term of three years beginning January 1. The Chairperson cannot serve more than one term. The Chairperson must be able to devote the time that is necessary to work effectively and cooperatively with the members of the TAC and TAB. The Chairperson shall preside at all meetings of the TAC and shall have duties and responsibilities as are normally attendant upon that office and as are prescribed by these bylaws and as are specifically delegated or assigned by the TAC. The Chairperson shall appoint the vice-chair of the TAC and the chairs of the standing committees and task forces. The Chairperson shall represent the TAC at meetings of the TAB and other meetings as authorized by the TAC and shall act as liaison with the TAB. In such capacity, the Chairperson shall express the collective views of the TAC.

#### B. Vice-Chairperson

The Vice-Chairperson shall be a member of the TAC. The Vice-Chairperson shall be appointed by the Chairperson. The Vice-Chairperson shall act for the Chairperson during temporary absence and shall perform such duties as may be delegated by the Chairperson. The term shall be concurrent with that of the Chairperson.

#### C. Secretary

The Metropolitan Council's Director of Metropolitan Transportation Services, after consultation with the TAC Chairperson, shall designate one of his/her professional staff as Secretary of the TAC. The Secretary shall maintain a current copy of these bylaws and shall provide a copy to each newly appointed TAC member. Upon revision, the Secretary shall promptly update these bylaws and furnish each TAC member with an updated copy. The Secretary shall keep all TAC minutes; shall oversee the production and distribution of materials for upcoming TAC meetings as directed by the Chairperson and with the TAB Coordinator shall oversee the production of TAC materials for presentation to the TAB. The Secretary shall keep a record of the attendance of TAC members and shall report to the Executive Committee on a regular basis. The TAC Secretary shall also serve as Secretary to the Executive Committee.

### **ARTICLE IV: MEETINGS OF THE TAC**

#### A. Regular Meetings

Regular meetings of the TAC shall be held on the first Wednesday of every month at a time and location determined by the members. Members of the TAC shall be sent notification of the specific time and place and tentative agenda, together with appropriate material pertaining to agenda items at least five days

prior to the meeting. These materials will also be available to the public on the Council's website.

B. Cancellation

Regular meetings of the TAC may be cancelled by a majority vote of the members or by the Chairperson. The TAC Chairperson may not cancel two successive regular meetings without the approval of the Executive Committee.

C. Special Meetings

Special meetings of the TAC may be held upon the call of the Chairperson or a majority of the members of the TAC. Notice of a special meeting shall include the date, time, place and agenda for that meeting and shall be sent to the TAC members three days prior to the meeting. Business at special meetings shall be limited to the subject(s) stated in the call.

D. Quorum

A simple majority of TAC members shall constitute a quorum for the conduct of business at any meeting of the TAC. If a quorum exists at any time during the meeting, a quorum is then determined to exist for the remainder of the meeting.

E. Non-Member Participation

All meetings of the TAC, its committees and task forces shall be open to the public. Non-member participation shall be at the discretion of the Chairperson.

F. Order of Business

The business of the TAC shall contain the following elements:

- 1) Approval of the Agenda
- 2) Approval of the Minutes of Previous Meetings
- 3) TAB Report
- 4) Consent Items
- 5) Reports of Committees
- 6) Special Agenda Items
- 7) Agency Reports
- 8) Other Business
- 9) Adjournment

G. Conduct of Business

- 1) Roberts Rules of Order

The rules contained in the current edition of the Roberts Rules of Order

shall govern the TAC to the extent that they are not inconsistent with these bylaws.

2) Suspension of Rules

Roberts Rules of Order may be suspended by a two-thirds vote of the TAC members present.

3) Voting, Motions, Recording

Only members of the TAC may vote on matters, introduce or second a motion before the group. There shall be no voting by proxy and each member shall be entitled to only one vote on any issue. The chairperson shall be a voting member of the TAC. Voting on any matter shall be by voice vote provided that a roll call vote shall be called and recorded on any issue if requested by the Chairperson or a majority of members present. Upon request of any member, the Secretary shall repeat the motion and the name of the mover and seconder immediately preceding a vote by the TAC.

In situations when the TAC meeting has been canceled but an item requires TAC action, the TAC Chair may offer the members the opportunity to vote electronically. The electronic votes must be received from a quorum of the members for the vote to be valid. The TAC Secretary will record the electronic vote and forward the action to the TAB, if necessary. The results of the electronic vote, the action transmittal and all appropriate materials pertaining to the item will be sent to the TAC members and posted on the website. The item will be on the TAC agenda the following month for information.

**ARTICLE V: COMMITTEES**

A. TAC Chairperson Nominating Committee

At the November TAC meeting, in the third year of the Chair's term, the members shall caucus within their respective groups representing the cities, the counties and the agencies. The caucuses shall select one person from their caucus to be a member of the TAC Chairperson Nominating Committee. At the December TAC meeting, the TAC Chairperson Nominating Committee shall nominate a candidate for TAC Chair.

B. Executive Committee

The Executive Committee shall be composed of the TAC Chairperson, the Vice-Chair and the chairpersons of the standing committees, the MnDOT TAC member, the Metropolitan Council's MTS TAC member, the TAB Coordinator, the immediate past TAC Chair and such other TAC members as the TAC Chairperson may appoint. The Executive Committee will be chaired by the TAC Chairperson

and will meet at his/her discretion to coordinate TAC activities.

C. Standing Committees and Subcommittees

Standing committees are created or discharged only by action of the TAC. These committees are to perform as delineated within the purposes and objectives for each committee as adopted by the TAC. These committees shall make a report of activities at each regular TAC meeting. The committee chairperson shall be selected by the TAC chairperson from the members of the TAC. The term of the committee chairperson shall be concurrent with that of the TAC Chairperson. Each standing committee chair shall propose the membership for his/her standing committee to the Executive Committee which shall consider each proposal and propose the membership of each standing committee to the TAC. The membership and purpose statement of the standing committees shall be approved by the TAC annually. The two standing committees of the TAC are the Funding and Programming Committee and the Planning Committee. Standing committee chairpersons may establish appropriate subcommittees and appoint the subcommittee chairperson from among the members of the parent standing committee. The purpose, objective and membership of the subcommittee shall be approved by the parent standing committee.

1) Funding and Programming Committee

The TAC shall establish a TAC Funding and Programming Committee. The primary function of the committee shall be to advise on the use of and to manage federal transportation funds available to the region. The committee shall include the following purposes and objectives:

- Prepare and process the regional TIP and TIP amendments
- Carry out the Regional Solicitation for Federal Funds
- Assist in the development and review of the TPP and MnDOT's Metro Highway Investment Plan
- Review program year date and scope change requests
- Prepare the Annual Implementation report on Regionally Solicited and Federally Funded Transportation Improvement Projects and Programs

The membership of the committee shall include (1) representative (or alternate) from:

- At least five Counties
- At least five Cities
- MnDOT Metro District
- MnDOT State Aid Office
- Metropolitan Council staff
- MPCA
- DNR
- Suburban Transit Association
- Metro Transit
- MnDOT [Metro District Multimodal Planning](#)

- TAB Coordinator
- FHWA (non-voting)

## 2) Planning Committee

The TAC shall establish a TAC Planning Committee. The primary function of the committee shall be to address transportation planning and policy issues. The committee shall include the following purposes and objectives:

- Interpret new or revised changes in federal law or guidance, and their impact on TAC/TAB/MPO roles.
- Give direction to the TAC, TAB, MPO in carrying out new or revised roles due to changes in federal law or guidance
- Manage the Functional Classification Procedures
- Assist in the development and review of the TPP and MnDOT's Metro Highway Investment Plan and other planning documents of regional or statewide significance
- Review Airport Comprehensive Plans
- Review Airport Land Use Compatibility Guidelines/Procedures
- Review the design and application of airport noise mitigation plans
- Review and comment on highway traffic forecast models, transit ridership forecasts, aviation forecasts
- MAC Annual CIP and Environmental Review

The membership of the committee shall include (1) representative (or alternate) from:

- At least four counties
- At least four cities
- MnDOT Metro District
- Metropolitan Council staff
- MPCA
- MAC
- Metro Transit
- Suburban Transit Association
- TAB Coordinator
- FHWA (non-voting)

## D. Special Task Force

The TAC may establish task forces and develop their charge subject to approval by the Executive Committee. Activities shall be reported to the TAC at regular meetings and the results are subject to approval by the TAC membership. The membership and purpose statement of each task force shall be approved by the TAC. The primary function of the task force shall be to provide technical direction to the TAC or TAC subcommittees when they consider matters of a highly technical nature not regularly considered by the TAC/TAB/MPO. The following are examples of specific tasks that might be assigned to this task force:

- Define the benefits and drawbacks of new highway facility designs and application such as “roundabouts” or single-point intersections.
- Define the benefits and drawbacks of freight facility provisions, location or design and applications such as the use of double trailers, or heavier trailers.
- Review and comment on bicycle facility design standards
- Review Airport Comprehensive Plans
- Review Airport Land Use Compatibility Guidelines/Procedures
- Review the design and application of airport noise mitigation plans
- Review and comment on highway traffic forecast models, transit ridership forecasts, aviation forecasts
- MAC Annual CIP and Environmental Review

The membership of the task force should include (1) representative from:

- At least two counties
- At least two cities
- MnDOT
- Metropolitan Council staff
- MAC
- TAB Coordinator

Other members shall be appointed as needed based on the topic under discussion and the members’ expertise.

E. TAC Membership on MnDOT’s Capital Improvements Committee (CIC)

Eight representatives from the TAC, in addition to the Metropolitan Council representative and the TAB Coordinator, shall be appointed by the TAC Chair to the MnDOT Metro District Capital Improvements Committee. TAC’s CIC membership should include the TAC Chair, the Funding and Programming Committee Chair, the Planning Committee chair. TAC’s CIC membership should strive to achieve geographic balance through the appointment of city and county representatives.

F. Voting

Only members, or alternates, of a given committee or task force may vote on matters, introduce or second a motion before that group. Non-member participation, excluding voting, shall be at the discretion of the committee/task force chair.

In situations when a TAC Standing Committee meeting has been canceled but an item requires TAC Committee action, the Committee Chair may offer the members the opportunity to vote electronically. The electronic votes must be received from a quorum of the members for the vote to be valid. The TAC Standing Committee Secretary will record the electronic vote and forward the

action to the TAC, if necessary. The results of the electronic vote, the action transmittal and all appropriate materials pertaining to the item will be sent to the TAC Standing Committee members and posted on the website. The item will be on the TAC Standing Committee agenda the following month for information.

#### **ARTICLE VI: AMENDMENT**

These bylaws may be amended by a two-thirds vote of the TAC members present, provided that written notice setting forth in detail the content of the proposed amendment(s) has been given to the TAC at the preceding regular TAC meeting. Upon adoption by the TAC, these bylaws and any amendments thereto shall be forwarded to the TAB for its information.