

**BYLAWS OF THE
TRANSPORTATION ADVISORY COMMITTEE
OF THE
MID-OHIO REGIONAL PLANNING COMMISSION**

ARTICLE I

Transportation Advisory Committee (TAC)

Section 1. NAME

The name of this committee shall be the Transportation Advisory Committee of the Mid-Ohio Regional Planning Commission.

Section 2. ORIGIN

The Transportation Advisory Committee is provided for in the Prospectus to the annual transportation work program.

Section 3. PURPOSE

The purpose of the Transportation Advisory Committee is to provide technical advice to the Policy Committee of the Mid-Ohio Regional Planning Commission (MORPC) as defined under Section 2 of the Agreement between the Mid-Ohio Regional Planning Commission and the State of Ohio, Department of Transportation for Urban Transportation Planning and Transportation Programs dated June 2nd, 2003 or as defined in subsequent agreements for the same purpose.

Section 4. MEMBERSHIP

Membership shall consist of a designated representative or their designated alternate from the organizations listed below:*

Federal Highway Administration (FHWA) - nonvoting
Ohio Department of Transportation (ODOT), District Five, nonvoting
Ohio Department of Transportation (ODOT), District Six
Central Ohio Transit Authority (COTA)
City of Columbus, Transportation Division – two representatives
City of Columbus, Department of Public Service
The Ohio State University, Office of the University Architect and Facilities
Planning and Development
Mid-Ohio Regional Planning Commission (MORPC)
Franklin County Engineer's Office - two representatives
Central Ohio Municipal Council (COMC) - four representatives
Ohio Environmental Protection Agency (OEPA)
Licking County
Delaware County
Fairfield County
Greater Columbus Chamber of Commerce

Greater Columbus Chamber of Commerce, Advanced Logistics Council
Columbus Vehicles for Hire Board
Charter bus and/or van operators**
Utility Industry (one representing electric, gas, telephone and cable companies)**
American Council of Engineering Companies (ACEC, representative to be from a multimodal statewide/interstate practice with knowledge of ODOT's PDP) – nonvoting

* One representative from each of the organizations unless otherwise noted.

** The representative of the charter bus/van operators shall be selected by a consensus of the operators. Representative from the utility industry is selected by a consensus of the electric, gas, telephone and cable companies. These selections shall be done every two years, on or about the date of the annual meeting for the selection of officers pursuant to Article II, Section 2.

The Policy Committee may appoint other such members whose broad technical knowledge and experience in transportation planning or related field would enhance the transportation planning process.

Section 5. DUTIES AND RESPONSIBILITIES

1. Provide general technical advice for the MORPC Policy Committee as required.
2. Review the outlines of procedures for the various phases of the Transportation Planning Process: methodology, projections, assumptions and recommended plans and programs before submission to the Policy Committee.
3. On request, advise and assist the Director of Transportation and/or the Policy Committee in implementing the planning process as related to the functions of TAC.
4. Establish special subcommittees as may be required to provide supplemental technical personnel and advice necessary for the development and carrying out the intent of the plan and promote implementation of the program.

ARTICLE II

Organization

Section 1. OFFICERS

The officers shall consist of a chair, vice-chair and a secretary.

Section 2. ELECTION OF OFFICERS

The chair, vice-chair and secretary of the committee shall be elected at a meeting during the last quarter of the calendar year. Term of office shall start at the first meeting of the new year and shall be for one year and/or until a successor is elected and takes office. The secretary need not be a member of TAC.

Section 3. DUTIES OF OFFICERS

1. Chair...To preside at all meetings of TAC and to appoint subcommittees as needed.
2. Vice-Chair...To perform the duties of the chair in their absence.
3. Secretary...To record the minutes and attendance, prepare required reports, notify members of meetings and such other duties as required or directed by TAC.
4. Temporary Chair...In the absence of the chair and vice-chair a temporary chair shall be selected by the members present.

ARTICLE III

Meetings

Section 1. REGULAR MEETINGS

The TAC shall generally hold regular monthly meetings on the second Wednesday prior to the Policy Committee. The Policy Committee generally does not meet in August. The calendar of TAC meetings including date, time and place, shall be set each year and shall consider the dates of Policy Committee meetings, holidays, and other events which may affect its schedule. During the year monthly meeting dates, times, and places may be moved if conditions warrant. Monthly meetings may be canceled by the chair if there is no business scheduled.

Section 2. SPECIAL MEETINGS

The chair or the director of Transportation may call special meetings as required.

Section 3. NOTICE

Notice of meetings shall be mailed and/or electronically mailed at least one week in advance of meeting date, whenever practical.

Section 4. AGENDA

Members desiring to add an item to the agenda of the monthly meeting should forward a list of such items and related handouts to the secretary at least 10 days

prior to the meeting to be included as part of the monthly mailing. All other items and handouts by the members shall be discussed at TAC's prerogative.

Section 5. QUORUM

The quorum shall consist of 10 voting members. This number shall be revised as the membership increases or decreases. A majority vote of a quorum of the voting membership shall be required for committee action.

ARTICLE IV

Subcommittees

Section 1. FORMATION

Subcommittees may be formed to provide supplemental technical advice on specific phases of the transportation planning process. These committees shall be responsible to TAC.

Section 2. MEMBERSHIP

Subcommittee members and chair shall be appointed by the chair of TAC and shall be composed of any technical person with recognized competence in the specific subject in question.

Section 3. DUTIES

Subcommittee will perform the specific tasks assigned to it and will report their advice and recommendations to TAC.

Section 4. MEETINGS

Subcommittee shall meet as determined by the chair of the subcommittee.

ARTICLE V

Conflict Resolution

Section 1. SUBCOMMITTEES

If conflict should arise between the staff and a subcommittee regarding procedure, methodology, projections, assumptions, recommended plans or any other technical aspect which cannot be resolved, a full report expressing the subcommittee and staff's viewpoints will be presented to TAC by the chair of the subcommittee.

Section 2. TAC

If conflict should arise between the staff and TAC regarding procedure,

methodology, projections, assumptions, recommended plans or any other issue which cannot be resolved, a full report expressing TAC's viewpoints will be presented to the Policy Committee by the chair of TAC. Staff viewpoints should be presented by the Director of Transportation if there is a conflict.

ARTICLE VI

Amendment to the Bylaws

Section 1. HOW AMENDED

These articles may be amended by a majority vote of committee subject to approval of the Policy Committee.

ARTICLE VII

Code of Ethics & Procedures

Section 1. All members shall understand and be governed by the Code of Ethics adopted by the Planning Commission in Resolution 45-94, effective October 20, 1994 (attached).

Revised March 3, 2004 by the Transportation Advisory Committee

Revisions approved March 11, 2004 by the Policy Committee

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