



# APPENDIX B

*TRANSPORTATION ADVISORY COMMITTEE BYLAWS*

**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 Transportation Policy Committee of the Mid-Ohio Regional Planning Commission (MORPC) as defined under Section 2 of the biennial Agreement between the Mid-Ohio Regional Planning Commission and the State of Ohio, Department of Transportation for Urban Transportation Planning and Transportation Programs dated May 24, 2011, or as defined in subsequent agreements for the same purpose.

Section 4. MEMBERSHIP

1. Permanent Voting Members:

- Ohio Department of Transportation:
  - ODOT District Six
  - ODOT District Five
- Transit:
  - Central Ohio Transit Authority (COTA)
  - Delaware County Transit Board (DATABus)
- Large Cities:
  - City of Columbus Department of Public Service (largest city by population) – three representatives
  - Delaware (largest city by population in Delaware County)
- Counties (entirely within MPO):
  - Franklin County Engineer's Office (largest county by population) - two representatives
  - Delaware County Engineer's Office
- Other:
  - Vehicle for Hire Board representative (Section 5310 eligible)
  - Columbus Regional Airport Authority (CRAA) representative
  - Greater Columbus Chamber of Commerce/Columbus Region Logistics Council

2. Four-Year Term Voting Members:

- Local Government –10 representatives (at least one of each type)
    - City (without permanent representation)
    - Village
    - Township
    - County Planning Commission
    - County Engineer (without permanent representation)
3. Permanent Non-Voting Members:
- Federal Highway Administration (FHWA), Ohio Division
  - Public Utilities Commission of Ohio (PUCO)
  - Ohio Environmental Protection Agency (OEPA)
  - Mid-Ohio Regional Planning Commission (MORPC Director of Transportation Systems and Funding)
  - American Council of Engineering Companies (ACEC)
  - Academic institutions - up to two representatives
  - Traffic Law Enforcement representatives

The Transportation 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. Term Memberships

1. Permanent Voting Members: Membership shall consist of one designated representative, unless otherwise noted, from the organizations listed, appointed by the chief executive of the organization.
2. Four-Year Term Voting Members: Prospective representatives are nominated by the chief executive officer of any eligible local government listed and are selected by the Chair of the Transportation Policy Committee. Terms are for four years, except that representatives elected as officers of the TAC remain on the TAC until they are no longer an officer. Eligible local governments include any general purpose local government whose geography is primarily inside the MPO boundary and which is fully up-to-date in paying its dues to MORPC, except that local governments which are permanent members are not eligible for representation in this category. These selections shall be staggered so that at least five representatives are appointed every other year, on or about the date of the annual meeting for the selection of officers pursuant to Article II, Section 2; such representative(s) being seated during the January meeting of the following odd numbered year.
3. Permanent Non-Voting Members: Membership shall consist of one designated representative, unless otherwise noted, from the organizations listed, appointed by the chief executive of the organization.

#### Section 6. ALTERNATE MEMBERS

Each member representative may designate an alternate to serve in their absence.

Section 7. MEMBERS IN GOOD STANDING

1. Members are considered to be “in good standing” for the purpose of determining a quorum or for other purposes except that,
  - a. If a member organization which is assessed dues by MORPC is in arrears for those dues, a representative from that organization is considered to be not in good standing, and he or she shall forfeit voting privileges immediately. The representative’s voting privileges shall be immediately reinstated upon payment of all amounts which are delinquent, or
  - b. If a representative or his or her alternate has not attended for two (2) consecutive regular TAC meetings that member is considered to be not in good standing, and he or she shall forfeit voting privileges immediately upon adjournment of the second meeting. Thereafter, the attendance of the representative or his or her alternate at a meeting will result in reinstatement of the representative’s voting privileges effective at that meeting, and the representative shall be considered to be in good standing.
2. If a representative or his or her alternate does not attend at least five meetings per year, the appointing authority may be asked to replace that representative and alternate.

Section 8. DUTIES AND RESPONSIBILITIES

1. Provide general technical advice for the MORPC Transportation 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 Transportation Policy Committee.
3. On request, advise and assist the Director of Transportation and/or the Transportation 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.

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. To serve as a member of the Complete Streets Appeals Committee pending appointment by the Chair of the Transportation Policy Committee.
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 Transportation Policy Committee (eight days prior to the Transportation Policy Committee). The Transportation Policy Committee generally does not meet in February or August. The calendar of TAC meetings including date, time and place, shall be set each year and shall consider the dates of Transportation 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 half of the voting members in good standing. 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 Transportation Policy Committee by the Chair of TAC or by the Director of Transportation at the request of the Chair. Staff viewpoints should be presented by the Director of Transportation if there is a conflict.

## **ARTICLE VI**

### Amendment to the Bylaws and Rules of Order

#### Section 1. HOW AMENDED

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

#### Section 2. RULES OF ORDER

All questions of parliamentary procedure, order of business or other matters not covered by the bylaws shall be decided according to Robert's Rules of Order, Newly Revised.

## **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).

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Revised by the Transportation Advisory Committee and approved by the Transportation Policy Committee on the following dates:

- March 2004
- July 2011
- April 2016, effective January 2017