LinkUS Transit Supportive Infrastructure Committees

Bylaws

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Mid-Ohio Regional Planning Commission
111 Liberty Street, Suite 100 · Columbus, Ohio 43215
T 614.228.2663 F 614.621.2401
TDD 1.800.886.2663
www.morpc.org

A. Name

There shall be two (2) LinkUS Transit-Supportive Infrastructure (TSI) Committees: the TSI Technical Coordinating Committee (TCC) and the TSI Leadership Committee (LC). Four (4) TSI Technical Working Groups (TWGs) shall advise the TCC and LC. These Bylaws govern their administration.

B. Origin

The TSI Committees are a product of the LinkUS Mobility Initiative. Section 306.354 of the Ohio Revised Code (ORC) allows the Central Ohio Transit Authority (COTA) the ability to fund TSI projects and enables the metropolitan planning organization (MPO) to oversee the TSI Program. As the MPO for Central Ohio, the Mid-Ohio Regional Planning Commission (MORPC) will convene the TSI Committees, per the Master Transit Supportive Infrastructure Agreement between MORPC and COTA.

C. Purpose

The purpose of the TCC and LC is to govern the TSI investment portion of the LinkUS Mobility Initiative and develop an annual TSI Capital Improvement Budget (CIB) and multi-year TSI Capital Improvement Program (CIP).

The TSI TWGs comprise four geographic subgroups representing all jurisdictions within the COTA service area. Their purpose is overseeing the technical processes to identify priority TSI projects within their geographic quadrant to recommend for inclusion in the TSI CIP. The TWGs will make these recommendations to the TCC for consideration.

The TSI TCC is responsible for the development of a draft CIP and CIB based on the recommended priority lists from each TWG and aligning the draft CIP/CIB with the programmatic strategy of the TSI Program. Within their respective TWGs, the TCC representatives are responsible for understanding TWG deliberations and advice, clarifying TWG discussion outcomes, and representing those outcomes and their entire quadrants in TCC meetings and decisions, among other duties. The TCC makes recommendations to the LC for final approval within the TSI Committees structure. The TCC is responsible for the ongoing maintenance of the CIP and CIB. It is also the task of the TCC to draft and recommend to the LC the TSI Program policies and procedures.

The TSI LC is responsible for approval of the CIP and CIB as recommended by the TCC. In addition, it is the responsibility of the LC to approve these bylaws, review and approve other TSI Program policies and procedures, determine the overall programmatic strategy in conjunction with the TCC, and foster a culture of regionalism and collaboration to ensure the success of the TSI Program.

D. Membership and Representation

Each TWG is comprised of up to two (2) representatives from each jurisdiction within the COTA service area for the respective geographic quadrant. Membership of each quadrant shall be as follows:

Northwest (13):

- Columbus
- Dublin
- Grandview Heights
- Hilliard
- Marble Cliff
- Riverlea
- Upper Arlington
- Worthington
- Brown Township
- Clinton Township
- Norwich Township
- Perry Township
- Washington Township

Southwest (9):

- Columbus
- Grove City
- Harrisburg
- Urbancrest
- Valleyview
- Franklin Township
- Jackson Township
- Prairie Township
- Pleasant Township

Northeast (13):

- Bexley
- Columbus
- Gahanna
- Minerva Park
- New Albany
- Reynoldsburg
- Westerville
- Whitehall
- Blendon Township
- Clinton Township
- Jefferson Township
- Mifflin Township
- Plain Township
- Sharon Township

Southeast (9)

- Brice
- Canal Winchester
- Columbus
- Groveport
- Lockbourne
- Obetz
- Hamilton Township
- Madison Township
- Truro Township

Additionally, one representative from Franklin County Commissioners, one representative from Franklin County Engineer's Office, one representative from ODOT District 6, and one representative from Franklin County Metro Parks may participate in each TWG.

The TCC is comprised of the following 12 members:

- 2 members of each TWG quadrant (total of 8 members)
- 1 COTA Appointee
- 1 Franklin County Commissioner appointee
- 1 Franklin County Engineer Appointee
- 1 City of Columbus Appointee

No more than two (2) members per jurisdiction can serve on the TCC. Each TWG quadrant will determine whether to change their TCC representatives and, if necessary, select their two (2) TCC representatives annually. In addition to the 12 representatives specified, other regional implementers (e.g., Metro Parks, COG Board, ODOT, etc.) may be included as *ex officio* members.

The LC is comprised of 15 elected or executive-level officials from jurisdictions within COTA's service area, and will include permanent and rotating members as follows:

- Permanent Members:
    - 2 COTA Members
    - 2 Franklin County Commissioner Members
    - 1 Franklin County Engineer Member
    - 2 City of Columbus Members
    - 1 Franklin County Township Association Member
    - 1 MORPC Member, non-voting, acts as Secretary.

- Rotating Members
    - 5 Cities (representing 15 non-Columbus cities to rotate every 3rd year)
    - 1 Village (representing 8 villages to rotate annually)
    - Representation for each cycle will be determined prior to convening the LC.

Similar to other MORPC committees, one representative from MORPC will serve as a non-voting member, act as Secretary, and facilitate discussion. This role may be filled by the respective Board leadership, executive director, or staff officers or directors.

Member jurisdictions will be invited to the LC by invitation of MORPC's Executive Director. The executive/chief administrative officer of each jurisdiction will determine who they wish to serve as a representative on the LC. After the establishment of the LC, the committee can decide to include other members in *ex officio* (non-voting) roles. These could represent other, key stakeholder perspectives, such as ODOT, FHWA, FTA, human services organizations, active mobility organizations, etc.

For each of the TWGs, the TCC, and the LC, members may designate an alternate representative to attend meetings and vote their proxy in their absence. This will require notification from the member prior to the meeting. TCC membership rotations or changes will occur following the approval of the latest CIP/CIB. LC membership rotations will occur at the beginning of each calendar year.

E. Quorum

A quorum for the TCC and the LC shall be 50% of non-vacant, voting members. When a quorum is present, an affirmative vote by the majority of representatives present is necessary for any action taken.

F. Officers

The Officers of the TCC and LC shall be selected from the respective committee membership following nominations by members of the committees. Each committee shall select a Chair to preside over meetings and a Vice Chair to act on behalf of the Chair in their absence. The TCC shall select a Secretary to certify all minutes of the committee meetings. The MORPC representative of the LC shall act as Secretary for that committee. With the exception of the LC Secretary, Officer terms shall last one (1) year from the time of selection. Officer nominations and elections for TCC and LC will also take place during the first meeting following membership rotations.

G. Meetings

The TWGs and TCC shall meet on an as-called basis necessary to develop and recommend a draft CIP/CIB. An annual meeting schedule will be drafted and approved prior to each CIP/CIB update cycle that specifies all required meetings. Additional meetings may be called by the Chair of the respective committees. The LC shall meet at least twice annually. Additional meetings may be called by the Chair. All TCC and LC meetings will follow *Robert's Rules of Order*.

H. Notice

All meetings of the TCC and LC are open to the public – in accordance with Ohio law – with advance notice and meeting materials posted at morpc.org. Although it is standard for these meetings to be held in person – and usually at the MORPC office – there may be virtual options to increase people's ability to observe, in accordance with MORPC's Virtual Meeting Policy, effective June 5, 2025.

Special assistance can be provided to individuals such as those who are hearing impaired, provided that arrangements are made reasonably in advance of the meetings.

I. Update of Bylaws

The bylaws may be reviewed and updated by the LC as needed.