

# **Bylaws**

## **The Total Transportation Policy Committee**

### **Article I Name**

1. The name of the committee shall be the Total Transportation Policy Committee, a policy committee advisory to the Board of Directors of the Mid-America Regional Council which serves as the Metropolitan Planning Organization (MPO) for the bi-state Kansas City region. The name shall hereinafter be abbreviated as TTPC.
2. Office and Records. The TTPC can use the offices and staff of the Mid-America Regional Council and shall record and maintain records of proceedings of all meetings of the TTPC and of its advisory subcommittees.
3. Sunshine Law. The TTPC and its advisory subcommittees shall comply with Chapter 610 of the Revised Statutes of Missouri, as amended, known as the Sunshine Law as it pertains to open records and open meetings.

### **Article II TTPC and the MARC Board**

The MARC Board of Directors serves as the designated MPO for the bi-state Kansas City Region. TTPC has been established by the MARC Board to provide policy-level input on significant transportation issues, programs and projects. TTPC serves as the primary focal point for MARC's overall transportation planning program. TTPC formulates and forwards policy, planning and programming recommendations to the MARC Board for consideration. In the event the MARC Board does not concur with a recommendation of TTPC, the recommendation will be returned to TTPC for further deliberation and discussion to respond to concerns of the MARC Board, before returning with a subsequent recommendation.

### **Article III Purpose**

1. The TTPC has been created for the following purpose(s):
  - a. To allow local units of government to review regional transportation and transportation-related issues and recommend policies and principles to the MARC Board.
  - b. To conduct technical studies necessary to make good regional transportation decisions.

- c. To provide a forum for state and federal representatives to confer with and address local officials and representatives about transportation and transportation-related issues.
- d. To provide a forum for citizens and the business community to confer with and address local officials and representatives about transportation and transportation-related issues.
- e. To provide a forum for the regional community to discuss and recommend actions to the MARC Board (MPO) that address the planning and policy actions enumerated in current federal transportation law and regulations.

**Article IV Membership and Voting**

- 1. The TTPC shall consist of up to forty-six (46) voting members.
- 2. The voting members shall be constituted as specified below:

<u>Membership</u>	<u>Number of Votes</u>	<u>Represents</u>	<u>Appointed By</u> (see Section 3 for appointment guidelines)
MISSOURI Cass County	2	County Municipal	County Commission Respective municipal organization
Clay County	3	County County Municipal	County Commission County Commission Respective municipal organization
Platte County	2	County Municipal	County Commission Respective municipal organization
Jackson County	6	County County County County Municipal Municipal	County Executive County Executive County Executive County Executive Respective municipal organization Respective municipal organization
Independence	2	Unrestricted Unrestricted	Mayor, City of Independence Mayor, City of Independence

Kansas City, Missouri	6	Unrestricted Unrestricted Unrestricted Unrestricted Northland Northland	Mayor, City of Kansas City Mayor, City of Kansas Cit Mayor, City of Kansas City Mayor, City of Kansas City Mayor, City of Kansas City Mayor, City of Kansas City
Lee's Summit, Missouri	1	Unrestricted	Mayor, City of Lee's Summit
<b>KANSAS</b>			
Johnson County	6	County County County County Municipal Municipal	County Commission County Commission County Commission County Commission Respective municipal organization Respective municipal organization
Leavenworth County	2	County Municipal	County Commission Respective municipal organization
Unified Government of Wyandotte County and Kansas City, KS	4	Unrestricted Unrestricted Unrestricted Municipal (small cities)	Chief Exec. Officer, Unified Govt. Chief Exec. Officer, Unified Govt. Chief Exec. Officer, Unified Govt. Respective Municipal Organization
Overland Park, Kansas	2	Unrestricted Unrestricted	Mayor, City of Overland Park Mayor, City of Overland Park
Olathe	2	Unrestricted Unrestricted	Mayor, City of Olathe Mayor, City of Olathe
<b>AFFILIATED MEMBERS</b>			
KDOT	1	Agency	Secretary Department of Transportation
MoDOT	1	Agency	Chief Engineer MoDOT
KCATA	2	Agency	Board of Directors, KCATA

**OTHERS**

Related Organizations Up to 4 Related Perspective Co-Chairs of TTPC

**NON-VOTING MEMBERS**

Ray County	0	County	County Commission
Miami County	0	County	County Commission
FTA	0	Agency	Regional Administrator, FTA
FHWA - KS Division	0	Agency	Division Administrator, FHWA
FHWA - MO Division	0	Agency	Division Administrator, FHWA

3. Guidelines for the Appointment of Members are as follows:

A. County Appointments

1. No more than one (1) representative can come from a single municipality or from the unincorporated portion of the county (does not apply to staff appointments).
2. Appointments shall be made by each county in consultation with municipalities within the county.
3. Members must either be residents of or employed by the county represented.
4. Members from counties not represented in the metropolitan planning area will become non-voting members.

B. Large City Appointments

1. Members will be appointed by the city.
2. In the case of Kansas City, Missouri, two members must represent the citizens of Kansas City, Missouri, north of the Missouri River.

C. Mid and Small City Appointments

1. Members will be appointed by agreement of mid and small cities through designated coordinating committee, mayors association or other appropriate city/municipal association.
2. Member must be a resident of or be employed by a jurisdiction within the Metropolitan Planning Boundary.
3. Members cannot be residents of any municipality having individual membership on TTPC.
4. For Johnson County, one member must represent a mid-size city (over 10,000 population but not an individual member) and one member must represent a small city (9,999 population or less).
5. For Jackson County, the mayors of cities which are not individual members will select two representatives who shall not be from the same city.

D. Affiliated Appointment

1. No restrictions apply to this category.

E. Other Organizations

1. Up to four (4) voting membership positions will be made available to other groups and organizations as deemed appropriate by the co-Chairs of TTPC to add business, economic development, social equity, environmental, transportation modal or other perspectives relevant to the current work of TTPC. MARC staff shall solicit organizational nominations and recommend nominees to the co-Chairs of TTPC, who shall appoint nominees to the TTPC for two-year terms.

F. Ex-Officio Appointments

1. No restrictions apply to this category.
4. In accordance with the bylaws of MARC, the voting members and designated alternates of the TTPC representing local jurisdictions and agencies shall be nominated by the respective jurisdictions and organizations and appointed by the Chair of the MARC Board. The designated alternate shall have full voting rights whenever the appointed member is absent from a meeting.

In all cases, consideration of minority, disabled, elderly and/or female representation shall be given in the appointment process.

5. Attendance at TTPC meetings by the member is considered a duty of membership. Appointing authorities will be provided an annual attendance report at the beginning of each calendar year and at such times as the appointing authorities are requested to update their appointments to TTPC.
6. Terms of membership shall be for two (2) years and there shall be no limit to the number of terms a member may serve. Prior to expiration of a member's term, the appointing authority shall be requested by MARC to either re-appoint or appoint a new member.
7. Sub-committees of the TTPC may be organized by the co-Chairs of TTPC at any meeting of the TTPC. Said sub-committees shall be formed to investigate and report on issues needing more time than can be given at regular meetings. Membership of the sub-committees shall be appointed by the co-Chairs and may include both members and non-members of TTPC as necessary. Each sub-committee shall exist as long as deemed necessary by the co-Chairs of TTPC.
8. Attendance by non-members at any TTPC meeting is encouraged. If non-members wish to address the TTPC on a transportation-related non-agenda matter, the non-members will be recognized under "Other Business" on the agenda. Presentations greater than five (5) minutes should generally be considered an important matter and should be placed on a regular agenda of the TTPC to be discussed fully and to allow due reflection and review for the members of TTPC.

#### **Article V Quorum**

1. A quorum at a regularly scheduled TTPC meeting shall consist of thirteen (13) voting members or their alternates.
2. A quorum at a special TTPC meeting shall consist of at least one half (1/2) of all voting members.
3. A quorum must be present to accept or reject any matter.
4. TTPC operates under a consensus model and strives to reach broad agreement on issues that come before it. However, actions of the committee do require a formal vote. In the event of a tied vote at a TTPC meeting, the co-Chairs of the TTPC may cast the deciding vote. In case the tie shall remain, the proposed action fails. The Co-chairs of

TTPC may entertain alternative motions, including motions to return items to staff or to subcommittees for additional evaluation and to formulate revised recommendations.

### **Article VI Officers**

The TTPC should be co-chaired by two elected officials, appointed by the MARC Board Chair, one representing Missouri and one representing Kansas. A permanent alternate of either co-Chair does not need to be an elected official and will still serve as co-Chair.

The TTPC will also have a secretary who should be the Director of Transportation who will assure that agendas are prepared, actions are recorded and shall staff the Committee otherwise and will not be a member of TTPC.

### **Article VII Meetings**

1. TTPC may hold regular meetings at such time and place as may be determined from time to time by a vote of the committee.
2. The TTPC co-Chairs may call a special meeting of the TTPC should circumstances warrant. Notification to the public of such a special meeting will be in accordance with Sunshine Law provisions.
3. Notice of canceled or special meetings should be sent to all voting, non-voting and mailing list members at least three (3) working days prior to the meeting.
4. Notice and agendas for TTPC meetings should be distributed at least one week prior to the meeting.

### **Article VIII Amendments**

These Bylaws may be amended at a special meeting by a two-step process. The first step is a vote of two-thirds of the quorum or two-thirds of TTPC voting members present when more than the quorum are present. The second step is approval by a vote of the MARC Board of Directors. A written copy of a proposed amendment to the Bylaws must be distributed to members with voting rights at least fourteen (14) days prior to any meeting at which the proposed amendment is to be discussed or voted upon.

### **Article IX Liability**

None of the members of the TTPC nor any appointed member of an advisory subcommittee to the TTPC shall be personally liable in connection with any undertaking of the TTPC, unless it is expressly unauthorized, according to meeting records, at the time of the act or omission, or unless it is a criminal offense under state or federal law at the time of the act or omission.