Mid-America Regional Council
Highway Committee Bylaws

Bylaws of the Highway Committee provide rules and guidelines for conducting business by committee members and other interested parties participating in the planning, programming, advocacy and actions for discussion of highway issues, highway project priorities, as well as highway management.

I – Name

The name of the committee shall be the Highway Committee, hereinafter referred to as HC. The HC shall be administered by the Mid-America Regional Council (MARC).

II – Purpose

The HC shall function as a sub-committee of the Total Transportation Policy Committee (TTPC), and act as the advisory body to the TTPC on matters involving highway issues, highway project priorities, as well as highway management and includes Streets where applicable. The Highway Committee provides a forum for discussion of highway issues and highway system policies, and consists largely of local government public works officials and other highway interests and persons with expertise regarding highway matters. The committee also addresses highway management issues (i.e., Intelligent Transportation System strategies, signalization improvements, congestion/incident management). The purpose of the committee is as follows:

The HC is to have specific functions that include but are not limited to the following:

- Advise TTPC on complete streets, congestion, condition and preservation of highway system.
- Provide input for development of Metropolitan Transportation Plan (MTP) on streets and highways.
- Consider and approve amendments to street and highway projects in Metropolitan Transportation Plan (MTP).
- Develop advisory priorities for street and highway projects in Transportation Improvement Program (TIP).
- Recommend changes to the National Highway System (NHS) and Regional Functional Classification System.

III – Membership

Meetings

The HC is to meet bi-monthly on the fourth Wednesday of every odd-numbered month at 1:30pm. Meetings will be held in the MARC offices. All meetings are listed on the MARC calendar and open to the public and interested parties are encouraged to attend any and all meetings.

Quorum

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In order to have a vote the HC must meet quorum, which is defined as 10 current members. Designated alternates may participate on behalf of members. All decisions are decided by simple majority. The meetings will be an open discussion format, in which attendees will be encouraged to participate.

**Chairs**

The committee will have two co-chairs appointed by TTPC from each member state (KS-MO). The chairs are to serve two year terms and there are no term limits. The chairs oversee meetings, and work with the administration staff to build agendas, work plans and work groups.

**Members**

Members are confirmed by the co-chairs based on recommendation by member organizations and MARC staff. The members should represent multiple organizations, areas of the region, disciplines, and modes, but should ideally have knowledge and expertise in the area of Streets and Highways.

Each member is to serve a term of two years. There is not a limit on how many terms a member can serve. After each term, members will be asked to continue on as committee members. If there is an open seat the co-chairs may assign the new organization a spot on the membership roster. Appointments and term renewals should generally occur at the first meeting of each calendar year, but can also take place as needed.

If a member, without an alternate present, misses three consecutive meetings in one calendar year that member is placed on probation and no longer allowed to participate in motions or voting. In order to regain voting rights a member or their alternate needs to attend two consecutive meetings.

The membership structure of the Highway Committee is as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>TTPC Members *</td>
<td>12</td>
</tr>
<tr>
<td>State DOTs</td>
<td>2</td>
</tr>
<tr>
<td>Federal Highway Administration **</td>
<td>2</td>
</tr>
<tr>
<td>City/County Technical Staff***</td>
<td>14</td>
</tr>
<tr>
<td>Others ****</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>35</strong></td>
</tr>
</tbody>
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* To include at least one representative from: each county inside the metropolitan planning area, the two largest cities on the Kansas side of the region, and the two largest cities on the Missouri side of the region. MARC staff will coordinate with TTPC on nominating representatives to the HC.

** Non-voting members

*** To include representation from large and small cities and counties, balanced between Kansas and Missouri

**** Members in the “Others” category can include: 1) highway users, 2) representatives from interest groups involved in highway issues (i.e. contractor organizations, chambers of commerce, economic

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development agencies, professional organizations, environmental groups), 3) representatives of other modes of transportation, or 4) the general public.

Private consultants shall not be appointed to the HC as a representative of their employer, but can serve as the representative of another organization (e.g. Institute of Transportation Engineers).

IV – Administrative Staff

The HC shall rely on staff provided by MARC staff and shall assist the co-chairs, committee members and any subcommittees/work groups/task forces in fulfilling their duties and responsibilities.

V – Subcommittees

HC may establish subcommittees and work groups with membership appointed by the co-chairs. Subcommittees are to be formed when it is necessary to investigate and report on specific subject areas that are of interest to the committee. Subcommittees shall set its own meeting schedules to complete a given assignment in a timely manner. Upon completion of a given assignment subcommittees will automatically dissolve.

VI – Adoption and Amendment

The bylaws shall be adopted by a majority vote of the HC members. Any amendment will be brought before the committee for discussion as part of a regularly scheduled meeting. The bylaws may be amended by a majority vote of the committee members at a scheduled regular meeting.