

## **Mid-America Regional Council Technical Advisory Committee Bylaws**

Bylaws of the Technical Advisory 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 transportation issues, project priorities, as well as transportation system management.

### **I. Name**

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

### **II. Purpose**

The TAC shall function as a sub-committee of the Total Transportation Policy Committee (TTPC), and act as the advisory body to the TTPC on technical matters pertaining to multi-modal surface transportation, including highway and roadway, public transit, bicycle and pedestrian matters, goods movement and freight.

The TAC is responsible for providing recommendations to the TTPC on technical planning issues and input on all elements of the metropolitan transportation process required under federal and state policy and regulation, as well as other matters as may be assigned by TTPC.

### **III. Committee structure, membership and meetings**

#### ***Chairs***

The committee will have two co-chairs appointed by TTPC, one 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 MARC 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.

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, the member or their alternate needs to attend two consecutive meetings.

**Table 1. Committee Membership**

Membership Type	Other Notes	Voting Seats
KS TTPC members	At least 1 from each county	4
MO TTPC members	At least 1 from each county	5
KDOT		1
MODOT		1
KCATA		1
KC Streetcar		1
Other transit (UG, JoCo, Ind)		1
KS city/county technical staff (non-TTPC) *		5
MO city/county technical staff (non-TTPC) *		5
Others **	Non-governmental community organizations (EDCs, bike/ped, environment, freight, business orgs, chambers, etc.)	9
	Total	33
Federal Highway Administration/Federal Transit Administration, etc. - Non-voting members, ex-officio members.		
* Membership to include representation from large and small cities and counties, balanced between Kansas and Missouri. Recruitment will focus on variety of expertise (traffic management & operations, parks & recreation, environment & public health, active transportation)		
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Private consultants shall not be appointed to the TAC as a representative of their employer, but may serve as the representative of another organization (e.g. Institute of Transportation Engineers, etc.).		

### **Quorum**

In order to have a vote the TAC must meet quorum, which is defined as 11 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.

### **Meetings**

The TAC may hold regular meetings at such time and place as may be determined from time to time by a vote of the committee. 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.

### **IV. Administrative Staff**

The TAC 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. Work Groups**

The TAC co-chairs may establish and appoint work groups when necessary to investigate and report on specific topics and issues that are of interest to the committee. Work groups shall set their own meeting schedules to complete a given assignment in a timely manner. Upon completion of their assignment, work groups will automatically dissolve.

## **VI. Amendments**

These bylaws are to be reviewed and updated periodically. First review by December 31, 2027, and then at a minimum with any subsequent updates of the MTP or more frequently as directed by the TTPC.

These Bylaws may be amended at a regular or special meeting by a two-step process. The first step is a vote of two-thirds of the quorum or two-thirds of the Committee's voting members present when more than the quorum is present. The second step is approval by a vote of the TTPC. 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.