

# **Bylaws for the Albany Area Metropolitan Planning Organization Technical Advisory Committee (TAC)**

## **Section 1: Name**

This committee shall be the Technical Advisory Committee (TAC) of the Albany Area Metropolitan Planning Organization (AAMPO).

## **Section 2: Purpose**

The purpose of the Technical Advisory Committee is to conduct technical reviews and analyses regarding all work activities of the approved Unified Planning Work Program and any related issues as specified by the Policy Board and to advise the Policy Board on appropriate actions to be taken. The TAC serves the MPO Policy Board in an advisory capacity and works closely with the MPO staff, providing guidance and direction for development of the annual UPWP/Budget and work activities defined therein.

## **Section 3: Responsibilities**

Specific responsibilities of the TAC include, but are not limited to, the following activities.

1. To develop an annual Unified Planning Work Program (UPWP), with a formal recommendation to the Policy Board for adoption;
2. To review the sufficiency, accuracy and completeness of the Metropolitan Transportation Plan and other plans, programs and special studies and advise the Policy Board thereof;
3. To coordinate and review the development of the AAMPO Transportation Improvement Program (TIP), identify appropriate amendments as necessary, and make a formal recommendation to be forwarded to the Policy Board for adoption; and
4. To conduct other technical activities as required or requested by the BMPO Policy Board.

## **Section 4: Membership**

### **A. Membership**

As outlined in the *Intergovernmental Agreement for the purpose of Establishing the Albany Area Metropolitan Planning Organization and specifying MPO Cooperation with the State Department of Transportation*, the voting membership of the AAMPO Technical Advisory Committee shall consist of one technical and/or managerial staff representing each of the following:

1. City of Albany
2. City of Jefferson
3. City of Millersburg

4. City of Tangent
5. Benton County
6. Linn County
7. Oregon Department of Transportation

In addition to the above voting members, non-voting ex-officio members of the TAC shall include one member from each of the following:

1. Federal Highway Administration
2. Federal Transit Administration
3. Oregon Department of Land Conservation and Development
4. Oregon Department of Environmental Quality
5. Oregon Division of State Lands

At the request of the TAC, the Policy Board may add additional parties to the TAC as voting or non-voting members. These may include, but are not limited to:

1. Albany Transit Service
2. Corvallis Transit Service
3. The Corvallis Area Metropolitan Planning Organization
4. Mid-Willamette Valley Area Commission on Transportation
5. Cascades West Area Commission on Transportation
6. A citizen representative
7. A business or economic development representative
8. A freight stakeholder

The TAC may recommend the creation of special committees and recommend individuals it deems qualified to serve on the committees to the Policy Board. The TAC may also create subcommittees consisting of its own members to investigate a particular work task or issues relevant to the MPO.

#### **B. Appointment and Tenure**

Each party with membership on the Technical Advisory Committee shall appoint its representatives, and re-appoint representatives as necessary. Members may designate alternates to serve in their place and vote on their behalf.

### **Section 5: Officers and Duties**

A Chair and Vice Chair of the TAC shall be elected at the first regularly scheduled meeting of each calendar year and shall hold the office until their successors are selected. The Chair shall not serve for more than two consecutive years.

The Chair shall preside at all meetings and shall be responsible for the conduct at all meetings. The Chair shall also serve as a liaison between the TAC and the MPO and any other advisory group as the need arises. In the absence of the Chairperson from a TAC meeting, his or her alternate may sit only as a voting member of the Committee and the Vice Chair will preside over the meeting.

In the absence of both the Chair and Vice-Chair at a TAC meeting, MPO staff shall preside.

## **Section 6: Meetings**

### **A. Regular Meetings**

Regular meetings shall be held monthly at a date and time established by the TAC members. However, meetings shall be on an “as needed” basis and may be cancelled if agenda items do not justify.

### **B. Cancellation**

Notice of cancellation or change of meeting date or time shall be at least five (5) days in advance of the regularly scheduled meeting and shall be sent to all members.

### **C. Telephonic Meetings and Participation**

TAC members may participate in any meeting telephonically or by other means of electronic communication, provided the meeting is called to order at a meeting place where the public can attend, hear, understand and/or read the comments of the members participating by telephonic or electronic means and the members so participating can fully hear, understand, and/or read the comments of the other members participating in the meeting.

### **D. Special or Emergency Meetings**

Special or emergency meetings may be called by the Chair or MPO staff on two days notice. The person calling the special or emergency meeting shall fix the time and place for holding the meeting.

### **E. Development of meeting agendas**

Agendas shall be prepared prior to all meetings. Agendas should be sent with meeting notices, and, whenever possible, minutes of the previous meeting, at least seven (7) calendar days prior to any regular meeting or coincident with notice of a special or emergency meeting. MPO staff will consult with the Chair in drafting meeting agendas, except in situations where timing does not permit review or the need for review is waived by the Chair.

### **F. Quorum**

Official action may be taken by the Committee when a quorum is present. A quorum shall exist when the majority of voting members of the Committee are present. If a member of the TAC is

unable to participate in a TAC meeting, that member may designate an alternate to participate in his/her place. The alternate shall declare their status at the start of the meeting.

**G. Public Participation**

All meetings will be open to the public. Public participation shall be at the discretion of the Chair.

**H. Decision Making**

The TAC shall make decisions and formulate recommendation to the Policy Board in a procedure similar to the procedure used by the Policy Board:

1. The TAC will strive to reach decisions on a consensus basis.
2. If representatives of three Parties determine that consensus cannot be reached, they may request to call a vote.
3. Decisions made by vote require a majority of the TAC. Each party has one vote.

**I. General Conduct**

Except as otherwise provided in these Bylaws, Roberts Rules of Order shall be followed at all meetings.

**Section 7: Amendments to the Bylaws**

These bylaws may be amended, repealed or new bylaws may be adopted at any regular meeting of the Technical Advisory Committee, provided that written notice of, and the proposed amendment, has been sent to every member at least seven (7) calendar days before it is to be voted on. Amendments to these bylaws will become effective upon endorsement by the Albany Area MPO Policy Board.

**Section 8: Effective Date**

These Bylaws for the Technical Advisory Committee of the Albany Area Metropolitan Planning Organization were hereby adopted in an open session with a quorum present and voting on May 9<sup>th</sup>, 2013 by the Technical Advisory Committee and subsequently endorsed by the Albany Area Metropolitan Planning Organization Policy Board on May 22<sup>nd</sup>, 2013.

  
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Darrin Lane,  
Technical Advisory Committee Chair

8/29/13  
Date

  
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Floyd Collins  
Policy Board Chair

6/18/13'  
Date