



## Capital Area Metropolitan Planning Organization Technical Advisory Committee Bylaws

The name of this body shall be the Capital Area Metropolitan Planning Organization Technical Advisory Committee hereinafter named the "TAC."

### A. Purpose and Function

The TAC's purpose, under the direction of the Transportation Policy Board (TPB) is to make recommendations to the TPB for matters necessary to comply with the requirements of federal and state law. The TAC may review other items that will be brought before the TPB.

Under the direction of the TPB, the TAC shall advise the TPB on the following:

- The Long-Range Metropolitan Transportation Plan,
- Transportation Improvement Program (TIP), including the review of and recommendations on candidate projects for the TIP;
- Unified Planning Work Program (UPWP); and
- The Public Involvement Program;
- Other transportation planning activities, as directed by the Transportation Policy Board or CAMPO's Executive Director.

The TPB may direct the TAC to present options for its consideration, with accompanying recommendations and supporting rationale. The TAC shall also review and comment on all matters referred to them by the TPB or the CAMPO Executive Director. TAC recommendations to the TPB shall be based upon the collective technical expertise of the TAC and/or technical sufficiency, accuracy and completeness of studies, plans and programs.

The TAC may serve as an advisory committee for the completion of all transportation studies, plans, development and programming recommendations required under state or federal laws pertaining to all surface modes of transportation and transportation support facilities. The TAC also serves as a forum and working group for regional project coordination across jurisdictional boundaries.

TAC regular and alternate members are expected to keep their staff and elected officials advised and informed about matters relating to the activities and studies of the TAC. Each member of the TAC is expected to demonstrate interest in the TAC's activities through attendance at the regularly scheduled monthly meeting except for reasons of an unavoidable nature.

**B. Annual Work Plan and Operating Procedures**

The TAC shall present an Annual Work Plan and Operating Procedures by March for the next fiscal year to the TPB. The Annual Work Plan shall at a minimum address issues identified in Article A: Purpose and Function, and issues identified by the TPB and CAMPO Executive Director. The Operating Procedures, at a minimum, will address communications between the TAC and the Policy Board.

**C. Membership and Terms of Office**

The TAC shall be comprised of employed staff or contract technical staff of a political subdivision or quasi-governmental unit or agency wholly or partially within the boundaries of a member jurisdiction who has technical expertise in the following: transportation or infrastructure planning, implementation of such projects, or related fields working directly or indirectly with that governmental unit or agency for some aspect of planning, development or improvement of the transportation system or related infrastructure. The TPB will designate member jurisdictions to the TAC and the jurisdictions will appoint TAC regular members as well as the alternates. Additional jurisdictional membership may be recommended by the TAC but must be approved by the TPB.

Members shall serve at the pleasure of the appointing agency. Members shall be appointed by the chief elected official, chief executive officer and/or board of the entity that they represent as shown in Table 1. Ex officio members are shown in Table 2.

**Table 1**

<b>Jurisdiction or Agency</b>	<b>Vote</b>
Bastrop County	1
Caldwell County	1
Hays County	1
Travis County	4
Williamson County	1
City of Austin	4
City of Bastrop	1
City of Buda	1
City of Cedar Park	1
City of Elgin	1
City of Georgetown	1
City of Hutto	1
City of Kyle	1
City of Lakeway	1
City of Leander	1
City of Lockhart	1

City of Pflugerville	1
City of Round Rock	1
City of San Marcos	1
City of Taylor	1
TxDOT – Austin District	1
Capital Metropolitan Transportation Authority (Cap Metro)	1
Capital Area Rural Transportation System (CARTS)	1
Central Texas Regional Mobility Authority (CTRMA)	1
Lone Star Rail District (LSTAR)	1
Capital Area Council of Governments(CAPCOG)	1
TOTAL	32

**Table 2**

Texas Commission on Environmental Quality	<u>1</u>
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Membership should reflect the diversity of transportation modes and interests that make transportation policy decisions to assure transportation planning decisions are considered in their broadest context.

TAC regular and alternate members are expected to keep their staff and elected officials advised and informed about matters relating to the activities and studies of the TAC. Each member of the TAC is expected to demonstrate interest in the TAC's activities through attendance at the regularly scheduled monthly meeting except for reasons of an unavoidable nature.

**D. Vacancies**

Each member shall be eligible to serve during the term as long as the member occupies the position held at the time of selection. In the event that a regular member becomes ineligible or unable to serve, a new member must be appointed in the same manner as the previous regular member. Changes of regular members directly appointed by a chief elected official, chief executive officer or the head and/or board of the appropriate governmental unit may be made at any time.

**E. Voting**

Regular and alternate members will be notified of possible voting items on the upcoming agenda by designating the item as such. In cases where the TAC could not come to a consensus, the TAC Chair will forward the issues, both pro and con, to the TPB in the back up sent to the Board under "TAC Recommendation".

**F. Alternate Members**

Each regular member may have a designated alternate member who may serve and vote at any TAC meeting in the regular member's absence. Alternate members must be appointed in the same manner as the regular member. Appointed alternate members will have the voting rights and privileges of regular members when serving in the absence of the TAC regular member.

Since each TAC member shall have only one vote, the alternate to the TAC may vote only when the regular representative from the same agency is not present at the meeting. If a regular member of the TAC is unable to attend, the member shall be responsible for notifying the alternate.

#### **G. Officers**

Officers shall be regular members, not alternates. The TAC shall elect a Chair and a Vice Chair, each to serve for a term of one year. Elections shall be held at the first meeting of each calendar year. The current Chair shall appoint a nominating committee of three members prior to the first meeting of each calendar year for the purpose of bringing before the TAC a slate of officers for consideration. In the event the Chair is unable to serve the entire term of office, the Vice Chair shall succeed to the office of Chair. In the event the Vice Chair is unable to serve the entire term of office, the Chair shall elicit nominations for a vote by TAC members at the next meeting to fill the unexpired term.

In the absence of the Chair and Vice Chair from a regular or special meeting of the committee at which a quorum is present, the remaining members present shall elect a presiding officer who shall serve until the conclusion of that meeting or until the arrival of the Chair or Vice Chair.

#### **H. Quorum**

The presence of fifty-one percent of the total appointed committee membership of either regular or alternates shall constitute a quorum for the transaction of business at all meetings. Participation in regular meetings electronically will count toward quorum requirements.

#### **I. Regular Meetings**

All TAC meetings are open to the public. Regular meetings of the TAC shall normally be held two weeks prior to the CAMPO PAC meeting at a time and place to be designated by the chairperson. Regular meeting dates and times may be changed by action of the Chair to accommodate desirable changes because of holidays or other reasons.

Except as otherwise stated in these bylaws, the principles of Robert's Rules of Order shall govern all meetings of the TAC. The Chair shall, in a written notice of the meeting, designate the time and place and indicate in an official agenda the business to be transacted or considered. The agenda and available backup information shall be mailed or emailed to each member of the committee at least one week prior to the meeting.

#### **J. Attendance**

If an appointed member of the TAC misses more than half of the Regular Meetings scheduled during a calendar year, or is represented by their Alternate Member at more than half the regular meetings per year, the Chair of the TAC may contact the member's appointing body to request a replacement appointee to the TAC. At a minimum, CAMPO Staff will provide a report on TAC members' attendance to the TPB every six months. Participation in regular meetings electronically will count toward meeting attendance requirements.

**K. Special Meetings**

Special meetings may be called by the TAC Chair or by an initiative of four or more members of the TAC petitioning the Chair.

**L. Proceedings**

The proceedings of all meetings shall be recorded. Meeting notes shall be prepared by CAMPO Staff and distributed to the TAC for consideration following each meeting. Once accepted, the meeting notes will be forwarded to the Transportation Policy Board.

**M. Administrative Support**

CAMPO staff shall provide administrative support to the TAC.

**N. Committees and Subcommittees**

The TAC Chair may create *ad hoc* committees as necessary to investigate and report on specific subject areas of interest to the TAC or to deal with TAC administrative procedures.

**O. Amendments to Bylaws**

Changes to these Bylaws may be recommended by a majority vote of the TAC members at any duly called meeting wherein an official quorum is present. Any such proposed amendments shall be fully set out in writing and furnished to each member seven (7) days in advance of the meeting where the action is to be taken.

The TPB must approve any proposed amendments to the TAC Bylaws before they become effective.

**P. Bylaws History**

Adopted April 4, 2003  
Amended October 22, 2003  
Amended January 21, 2004  
Amended November 14, 2011  
Amended December 12, 2011