

## **Metropolitan Area Planning Agency**

# **Transportation Alternatives Program Committee Bylaws**

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### **ARTICLE I – ORIGIN AND PURPOSE**

#### SECTION 1: NAME

The name of this committee shall be the Transportation Alternatives Program Committee of the Metropolitan Area Planning Agency.

#### SECTION 2: ORIGIN

This committee is a sub-committee of the Transportation Technical Advisory Committee of the Metropolitan Area Planning Agency.

#### SECTION 3: PURPOSE

The purpose of the Transportation Alternatives Program Committee (TAP-C) is to advise TTAC, committee members, and associated stakeholders on transportation activities in the MAPA region, related plans, programs, policies, and procedures for non-single occupancy vehicle (SOV) modes. Specific programs for which the TAP-C may provide input include but are not limited to the Transportation Alternatives Program and the Surface Transportation Program.

### **ARTICLE II – ORGANIZATION**

#### SECTION 1: MEMBERSHIP

- A. Composition: Committee membership shall be recommended to the Chairperson of the Transportation Technical Advisory Committee for appointment in accordance with the following:
- a. Status as a local governmental entity in the MAPA region,
  - b. Jurisdiction with authority over maintenance and construction of alternative transportation infrastructure,
  - c. Advocate for alternative transportation modes,
  - d. Provider of non-motorized vehicle safety education,
  - e. Representative of public health agencies or organizations,
  - f. User of multimodal transportation network.

There shall be 18 voting members of the Transportation Alternatives Committee. Members shall be individuals representing jurisdictions or organizations that have a direct responsibility for construction or maintenance of bicycle and pedestrian infrastructure, recreational trails, public health activities, public transit activities, education initiatives, and/or advocacy for alternative transportation modes. Agencies and organizations will be limited to one voting member, except for the City of Omaha which may have up to three (3) voting members because of its size.

Voting members who are not able to attend meetings shall be allowed to send a proxy or attend the meeting via conference call and vote by that method.

- B. Terms of Appointment: Appointment shall be for two years commencing July 1 to coincide with the MAPA fiscal year. Committee members shall be eligible for reappointment. Committee members shall be appointed by the chairperson of the Transportation Technical Advisory Committee.

Appointments to fill vacancies on the Transportation Alternatives Program Committee will be made by the chairperson of the Transportation Technical Advisory Committee as vacancies occur.

- C. Responsibilities: The Transportation Alternatives Program Committee shall be responsible for:
1. Review and make recommendations pertaining to alternative transportation planning and policy;
  2. Determine methodology for the evaluation and selection of Transportation Alternatives Program funding applications;
  3. Assist with the development, maintenance, and update of MAPA studies related to alternative modes of transportation;
  4. Carry out duties as directed by the Transportation Technical Advisory Committee;
  5. Assist in the preparation of the MAPA Transportation Improvement Program;
  6. Assist in the preparation of the MAPA Long Range Transportation Plan;
  7. Ensure that the social, economic, and environmental impacts of transportation alternatives projects are considered during the MPO planning process.

## SECTION 2: OFFICERS

- A. Appointment/Election of Officers:

1. Transportation Alternatives Program Committee Chairperson

The Committee Chairperson shall be elected by the members of the Transportation Alternatives Program Committee. The elected Chairperson must be approved by the TTAC Chairperson at the beginning of each fiscal year. A vacancy in this office shall be filled by election after the vacancy occurs and must be approved by the TTAC Chairperson.

2. Transportation Alternatives Program Committee Vice Chairperson

The Committee Chairperson shall be elected by the members of the Transportation Alternatives Program Committee. The elected Vice Chairperson must be approved by the TTAC Chairperson at the beginning of each fiscal year. A vacancy in this office shall be filled by election after the vacancy occurs and must be approved by the TTAC Chairperson.

In the event that the Committee Chairperson cannot attend the meeting, the Vice Chairperson will assume the responsibilities of the Chairperson.

3. Temporary Chairperson

In the event that both the Chair and Vice Chair cannot attend a meeting, MAPA Staff will assume responsibility for conducting a meeting.

B. Terms of Office: The committee officers shall serve two-year terms concurrent with the MAPA fiscal year. These offices are eligible for re-election and are not subject to term limits

C. Duties of Officers:

The Chairperson shall call and preside at all meetings of the Transportation Alternatives Program Committee. The Chairperson shall review agendas, provide communication between the committee and the MAPA Transportation Technical Advisory Committee and represent the Committee in the other usual duties of the office.

The Vice Chairperson shall perform the duties of the Chairperson in their absence and shall perform other duties as the Chairperson may assign.

### SECTION 3: MAPA STAFF LIAISON

The Executive Director of MAPA shall assign staff to assist and advise the Committee in carrying out the purposes set forth in these bylaws.

## **ARTICLE III – MEETINGS**

### SECTION 1: DATE AND TIME OF MEETINGS

The Transportation Alternatives Program Committee shall have regular meetings occurring at least quarterly. The regular meeting date and time shall be established by the Committee at its initial meeting, subject to change at a later date if necessary. The Chairperson shall call special meetings as needed.

### SECTION 2: NOTICE OF MEETINGS

The notice of meetings shall be emailed to committee members at least seven days in advance of the meeting date whenever possible. The agenda, minutes and other materials shall be emailed with the meeting notice whenever practical.

### SECTION 3: QUORUM AND VOTING

The presence of five voting members of the Transportation Alternatives Program Committee shall constitute a quorum. The vote of a simple majority of members present shall decide questions brought before the Committee. The Chairperson will be considered as part of the quorum and shall vote.

If voting members are unable to attend the Committee meeting in person, they must make arrangements with the MAPA Staff Liaison to participate via conference call or they may designate a proxy representative who shall possess their voting privileges for the designated meeting.

### SECTION 4: OPERATING RULES

Meetings of the Transportation Alternatives Program Committee shall be conducted under Robert's Rules of Order.

#### SECTION 5: ABSENCES

Any Committee participant who will be absent from a meeting shall have the right to designate a representative to serve in their place. Three unexcused absences shall be cause for consideration of removal from the Committee.

#### SECTION 6: MEETING PARTICIPATION

The Chairperson shall have authority to limit discussion by non-members in order to transact the business before the committee.

### **ARTICLE IV – AMENDMENT OF BYLAWS**

#### SECTION 1: PROCEDURES FOR AMENDING BYLAWS

The Bylaws shall be amended only by a majority vote of the Transportation Technical Advisory Committee.

Adopted this \_\_ day of \_\_\_\_\_, 2013

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Dennis Wilson, Chairperson  
MAPA Transportation Technical Advisory Committee