

**Metropolitan Area Planning Agency
Transportation Technical Advisory
Committee Bylaws**

**Approved by MAPA Board
February 26, 2015**

OPERATING RULES AND BYLAWS
of the
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE
for the
OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

ARTICLE I — ORIGIN AND PURPOSE

SECTION 1 - NAME

The name of this committee shall be the Transportation Technical Advisory Committee (TTAC) of the Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA).

SECTION 2 - ORIGIN

The TTAC is created by the Board of Directors of MAPA.

SECTION 3 - PURPOSE

The purpose of the TTAC is to advise and to provide technical guidance to the MAPA Board on matters concerning comprehensive long and short range transportation planning, transportation documents, make recommendations regarding proposed federal and state legislation impacting transportation and develop policy statements on issues that are within the committee's Transportation Management Area (TMA).

ARTICLE II — ORGANIZATION

SECTION 1 - MEMBERSHIP

A. Composition.

Committee members shall be selected from membership constituencies in accordance with their interest and involvement in the following committee topics:

1. Transportation planning, including planning-of airports, streets and highways, transit, trails, bicycle and pedestrian infrastructure, and multi-modal planning.
2. Comprehensive planning, including land use and socioeconomic data, as it relates to transportation; and
3. Planning for goods movement, including highway, air, water, and rail transportation.

Proportional representation of the Transportation Management Area (TMA) of the MAPA region shall be encouraged. . Voting members are jurisdictions and agencies approved by the board.

Representatives should be members of the jurisdiction's planning or public works departments and should have a transportation, planning, public works, or technical background. There shall be two categories of committee appointment: member and non-voting member.

- **Members** – Members shall be individuals representing jurisdictions or organizations that have a direct responsibility in planning, implementing or managing operations, facilities or services dealing with transportation. Members shall have voting status. Member jurisdictions may submit candidates for membership to the Chair of TTAC.
- **Non-Voting Members** – Associate members shall be individuals who have demonstrated interest or ability in such activities. Associate members shall have all the rights and responsibilities of full committee membership to access information, present positions, and influence committee decision—making but shall be accorded non—voting status.

B. Terms of Appointment – Terms shall be for one year commencing July 1, at the beginning of the fiscal year. Committee participants are eligible for reappointment. Committee members and associate members shall be appointed by their representative jurisdictions, approved by TTAC and then approved by the MAPA Board of Directors.

C. Responsibilities. The Technical Committee shall be responsible for:

1. Making policy and funding recommendations to the MAPA Board of Directors;
2. Reporting the results of transportation studies to the MAPA Board of Directors;
3. Helping develop the Transportation Improvement Plan (TIP) and the Long Range Transportation Plan (LRTP), Review and recommend the preparation of an Annual Report, and a Unified Planning Work Program, and the Public Participation Plan
4. Making optimum use of the resources made available to MAPA by the Federal Highway Administration; the U. S. Department of Transportation; and by the involved villages, cities, counties and agencies;
5. Carrying out duties as directed by the MAPA Board of Directors;
6. Investigating specific aspects of the transportation plans and preparing the results for presentation to the MAPA Board of Directors;
7. Conducting specific studies of the transportation system;
8. Making information gathered available for public distribution;
9. Collecting information that is of concern to the transportation plan from agencies that may have such information;
10. Keeping the transportation plans current by maintaining the basic inventories;
11. Insuring that the data collected is recorded in a manner that is uniform and suitable for the data files;
12. Review and recommend the preparation of updated transportation plan reports;
13. Authorizing and supervising subcommittees to deal with specific issues;
14. Ensuring that the social, economic, and environmental impacts of transportation alternatives are considered during the planning process.

SECTION 2 - OFFICERS

A. Appointment/Election of Officers.

1. The Committee Chair shall be elected by a majority vote of the TTAC at the first meeting of each fiscal year. A vacancy in this office shall be filled by the previous, TTAC Chair if a vacancy occurs.
2. The Vice Chair shall be elected by a majority vote of those members present at the first meeting of each fiscal year. A vacancy in this office shall be filled by the previous TTAC Vice Chair if a vacancy occurs. The Chair and Vice Chair cannot be from the same jurisdiction
3. A temporary Chair and Vice Chair shall be elected by a majority vote of the Committee members present at the regular meeting if neither the Chair nor Vice Chair is present.

B. Terms of Office. The Chair and Vice Chair shall serve a term of one fiscal year.

C. Duties of Officers.

- The Chair shall call and preside at all meetings of the TTAC Committee. They shall approve agendas, provide communication between the Committee and the MAPA Board of Directors and represent the Committee in the other usual duties of this office.
- The Vice Chair shall perform the duties of the Chair in his or her absence and shall perform other duties as the Chair 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 Operating Rules.

ARTICLE III — MEETINGS

SECTION 1 - DATE AND TIME OF MEETINGS

The TTAC shall currently meet on the last Friday of the month before the monthly MAPA Board of Directors meeting. The regular meeting date and time may be subject to change by a majority vote of TTAC and take effect at the next monthly meeting. The Chair shall call special meetings as needed.

SECTION 2 - NOTICE OF MEETINGS

Notice of meetings shall be emailed to the member list at least seven days in advance of the meeting date. The notice of meetings shall be posted to the MAPA website and the public notification board in the lobby of the Metro Building outside the entrance to MAPA. The agenda, minutes, and other materials may be mailed with the meeting notice whenever practical.

SECTION 3 - QUORUM AND VOTING

The presence of ten voting members of TTAC shall constitute a quorum. The vote of a simple majority of those members present shall decide questions-brought before the Committee. The Chair will be considered as part of the quorum and shall vote or not vote according to his membership status.

SECTION 4 - ABSENCES

Representatives shall designate alternates to serve in their place in the event of an absence. Three unexcused absences may be cause for consideration of change of status from voting to nonvoting member membership and will be discussed with the Chair. At roll call, proxy representatives will announce themselves as such. The Chair will approve absence requests. For any representatives deemed in need of removal, the agency being represented will be notified first. If the agency concurs with removal, an item will be placed on the TTAC agenda for the next meeting and the TTAC will vote on bringing removal of the representative to the board. Agencies with limited staff may be approved for a standing excused absence. Any community or agency that has been struck off the voting rolls may attend meetings to be considered for re-approval by the board.

SECTION 5 - MEETING PARTICIPATION

The Chair shall have the authority to limit discussion by non-members in order to transact the business before the Committee. Non-voting members of the TTAC will be designated by name tags stating voting status.

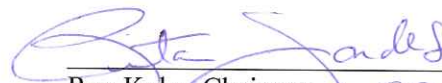
ARTICLE IV — AMENDMENT OF THE OPERATING RULES

SECTION 1 - PROCEDURE FOR AMENDING RULES

The Operating Rules shall be amended only by a majority vote of TTAC and approved by the MAPA Board of Directors.

The TTAC bylaws will be reviewed at a minimum of every five years.

ADOPTED this 26th day of Feb. 2015



Ron Kohn, Chairman, *co chair*
MAPA Board of Directors