

**TWIN CITIES AREA TRANSPORTATION STUDY  
TECHNICAL ADVISORY COMMITTEE BYLAWS  
ADOPTED JANUARY 23, 2017**

**ARTICLE I: COMMITTEE NAME AND PURPOSE**

**SECTION 1.1: NAME**

The name of this committee shall be the Twin Cities Area Transportation Study (TwinCATS) Technical Advisory Committee, hereinafter referred to as the TAC.

**SECTION 1.2: PURPOSE**

The purpose of the Technical Advisory Committee shall be to provide technical advice to the Twin Cities Area Transportation Study Policy Committee in all aspects of the continuing, comprehensive and cooperative transportation planning process carried out by the Southwest Michigan Planning Commission (SWMPC), the Metropolitan Planning Organization (MPO) responsible for coordinating the transportation planning process in the Benton Harbor-St. Joseph Urban Area as it relates to the Twin Cities Area Transportation Study. Such advisory services shall be provided in cooperation with SWMPC staff level transportation planning activities for the Twin CATS area.

The TAC shall:

- Provide updates on the progress of federal-aid transportation projects as they go through preliminary design work, the MDOT Local Agency Programs process or MDOT Transit Contract process, and construction or implementation.
- Review the Long Range Plan (LRP) and recommend updates as necessary.
- Review the Transportation Improvement Program (TIP) and review the allocation of federal eligible projects within each year of the TIP.
- Ensure the LRP and TIP conform to the to the Michigan Transportation Conformity Air Quality State Implementation Plan (SIP), as required by Regulation 23 CFR 450.312(d) and as determined in accordance with the U.S. EPA conformity regulation (40 CFR Part 51).
- Review the Unified Planning Work Program that details work activities and proposed budget.
- Review and update a Public Participation Process that outlines the promotion and utilization of public involvement and is described in the Participation Plan.
- Ensure the efficient and effective use of Federal Highway Administration (FHWA) Metropolitan Planning (PL) and Federal Transit Administration (FTA) Section 5303 funds.

## **ARTICLE II: MEMBERSHIP AND OFFICERS**

### **SECTION 2.1: MEMBERSHIP**

TAC voting membership shall consist of one duly appointed technical representative from each of the following jurisdictions:

- City of Benton Harbor
- City of Bridgman
- City of St. Joseph
- Village of Grand Beach
- Village of Shoreham
- Village of Stevensville
- Benton Charter Township
- Hagar Township
- Lake Township
- Lincoln Charter Township
- Royalton Township
- St. Joseph Charter Township
- Sodus Township
- Berrien County Community Development Department
- Berrien County Road Commission
- Southwest Michigan Regional Airport Board
- Twin Cities Area Transportation Authority (TCATA)
- Michigan Department of Transportation, Bureau of Transportation Planning
- Michigan Department of Transportation, Southwest Region
- Michigan Department of Transportation, Transportation Service Center
- Cornerstone Alliance
- Disability Network- Southwest Michigan
- Kinexus

TAC non-voting members shall include a representative from:

- Berrien County Coordinated Transportation Coalition
- Federal Highway Administration, Michigan Division
- Federal Transit Administration
- Michigan Department of Environmental Quality, Air Quality
- Michigan Department of Transportation Multi-Modal
- Michigan Department of Transportation Modeling
- Northwestern Indiana Regional Planning Commission
- Regional Interagency Consumers Committee
- Southwest Michigan Planning Commission
- MDOT Passenger Division

## SECTION 2.2: ALTERNATE REPRESENTATIVES

The legislative or policy-level body of each governmental unit and agency identified in Section 2.1 may appoint an alternate representative for its respective TAC member. The alternate representative may vote in the absence of the duly appointed TAC member at the TAC meeting. In no case shall more than one vote for each governmental unit or agency be cast on any given item of business.

## SECTION 2.3: APPOINTMENT OF REPRESENTATIVES

TAC member agencies can appoint a new representative to TAC at any time, at that agency's discretion. To appoint new members, a manager, supervisor, or local governing board chair must send a formal letter or email to the MPO staff specifying the change.

## SECTION 2.4: ATTENDANCE

SWMPC staff shall produce an annual attendance report showing attendance of representatives and alternates from each member jurisdiction. This report will be available via the SWMPC website, and it will be provided to the governing body of each member jurisdiction. If a representative or his/her alternate from a member jurisdiction fails to attend three (3) consecutive meetings, SWMPC staff shall notify the governing body of that member jurisdiction and request appropriate action to ensure its representation.

## SECTION 2.5: OFFICERS

From among its voting membership, the TAC shall elect a Chair and a Vice-Chair who shall be elected bi-annually at the first TAC meeting of odd numbered calendar years. Said officers shall serve a two-year term. In the event that the Chair vacates the position before the two-year term has expired, the Vice Chair shall serve as Chair for the remainder of the term. In the event that the Vice Chair position is vacated prior to expiration of the term, the office shall be filled by a simple majority vote of the voting members at the next TAC meeting following the office being vacated.

## SECTION 2.6: DUTIES OF THE CHAIR AND VICE-CHAIR

The Chair shall preside over all TAC meetings and shall assure that the transaction of business is carried out in an orderly and efficient manner, in accordance with these bylaws. The Chair, with approval of the TAC, may appoint special subcommittees as necessary and shall serve as an ex-officio member of any such subcommittee. The Chair shall also have the authority to cancel or reschedule a meeting, pursuant to sections 3.4 and 3.5 of the bylaws.

The Chair shall inform the full TAC and SWMPC staff on any stated conflicts of interest by committee members, pursuant to section 4.2 of the bylaws.

In the event of absence or incapacity of the Chair, the Vice-Chair shall carry out the duties and responsibilities of presiding over the TAC meeting. If both the Chair and Vice-Chair are

incapacitated or absent, the TAC shall appoint a temporary acting chair to carry out the responsibilities and activities of the TAC.

#### SECTION 2.7: STAFF

SWMPC staff shall act as staff and Recording Secretary and shall publish and maintain the official record of the proceedings and actions of the TAC.

### **ARTICLE III: RULES OF PROCEDURE**

#### SECTION 3.1: REGULAR MEETINGS

Regular meetings of the TAC shall be held at a place and on a date and time selected by the TAC in conformance with Section 3.3 during their first meeting of the calendar year, for a twelve-month period. After such meeting schedule is set the SWMPC staff will distribute it to TAC members and make it available to the public, including posting it on the SWMPC website.

#### SECTION 3.2: NOTICES OF MEETINGS

Notices of all regular meetings including the agenda and minutes of the previous meeting shall be emailed or mailed by SWMPC staff to the members of the Committee no later than the timeline specified in the currently adopted *TwinCATS Public Participation Plan*.

#### SECTION 3.3: OPEN MEETINGS ACT

All meetings shall be held at convenient and accessible locations and times in accordance with federal requirements. The meeting locations will also be at sites which comply with the Americans with Disabilities Act (ADA) and are accessible via public transit. All meetings will be held in accordance with the Act 267 of the Public Acts of Michigan of 1976 known as the "Open Meeting Act".

#### SECTION 3.4: SPECIAL MEETINGS

Special meetings may be called by either the SWMPC staff, the Chair, or by a majority vote of the TAC during a meeting. Notices for such meeting shall conform to the requirements found in Section 3.2.

#### SECTION 3.5: CANCELLATION AND RESCHEDULING

A meeting of the TAC may be cancelled by SWMPC staff or the TAC Chair or by a majority vote of the TAC during a meeting. Cancelled meetings may be rescheduled following the requirements found in Section 3.4, and notice given following the requirements found in Section 3.2.

## SECTION 3.6: QUORUM

For purposes of conducting official TAC business, the voting members present for a duly called meeting shall constitute a quorum.

## SECTION 3.7: VOTING

Business items brought before the TAC for official action shall be voted on for approval and a simple majority of those present and qualified to vote shall constitute the official action of the TAC regarding the matter, except as provided in Section 4.2.

## SECTION 3.8: PARLIAMENTARY PROCEDURE

At the Chair's discretion, an informal, practical parliamentary procedure may be followed, provided however that in cases where it is so warranted, the most recent edition of Robert's Rules of Order shall be utilized.

## SECTION 3.9 SUBCOMMITTEES

The TAC may establish such subcommittees as it deems necessary and appropriate. Subcommittees shall be established by the approval of the voting membership. Minutes shall be created for such subcommittees in a manner prescribed by the Michigan Open Meetings Act and then drafts of such minutes, and then approved versions, shall be distributed to the TAC.

# **ARTICLE IV: GENERAL PROVISIONS**

## SECTION 4.1: ADMISSION OF NEW MEMBERS

Any city, village, or township that falls within the Benton Harbor and Saint Joseph Urbanized Areas (UZA) as designated by the United States Census is required to be eligible to have voting representation on the TAC. Such city, village, or township, or any other agency or organization determined by TAC to be appropriate may be added as members to the TAC through a bylaw amendment.

## SECTION 4.2: CONFLICTS OF INTEREST

Any member shall make any foreseeable conflicts of interest known to the Chair as soon as they are aware of such conflicts. Any voting committee member with a conflict of interest shall recuse his- or herself from voting on any matters where such a conflict exists. The Chair shall be responsible for notifying all committee members when a conflict of interest exists.

## SECTION 4.3: AMENDMENT OF THE BYLAWS

Any voting member of the TAC may submit a proposed amendment to these bylaws. Prior to any action by the TAC, the proposed amendment and an explanatory written statement must be

sent to each member, both voting and non-voting, at least 30 calendar days before the TAC may consider action on the proposed amendment. An affirmative vote of two-thirds of those present and eligible to vote shall be required for approval of any bylaw amendment.

#### **ARTICLE V: EFFECTIVE DATE OF BYLAWS**

These bylaws shall become effective upon approval by the TwinCATS TAC. The approval date of these bylaws shall be the date of the approval action. Each TAC member shall be given a copy of the approved bylaws.

Approved: 1/23/2017

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TwinCATS TAC Chair