

WAMPO

WICHITA AREA METROPOLITAN PLANNING ORGANIZATION

Technical Advisory Committee Bylaws

SECTION 1.0 NAME

The name of the Committee will be the Technical Advisory Committee (TAC).

SECTION 2.0 ORGANIZATION

2.1 Authority

The Wichita Area Metropolitan Organization (WAMPO) Transportation Policy Body (TPB) is the authorizing body for the TAC.

2.2 Purpose

The purpose of the TAC is to provide technical support to the WAMPO TPB. Activities include but not limited to:

- 2.2.1 Provide technical support to the WAMPO TPB, and other agencies, on transportation related studies and issues.
- 2.2.2 Advise the WAMPO TPB on technical and policy matters with accompanying recommendations and support information.
- 2.2.3 Provide technical support in the preparation of the Metropolitan Transportation Plan (MTP) and recommend its adoption to the WAMPO TPB.
- 2.2.4 Review the Transportation Improvement Program (TIP) including reviewing projects and recommending adoption to the WAMPO TPB.
- 2.2.5 Assist the WAMPO TPB and Staff in preparation of the Unified Planning Work Program (UPWP), and recommend its adoption by the WAMPO TPB.
- 2.2.6 Coordinate in the development of regional transportation planning activities. Review and provide technical critique on the products and processes associated with regional transportation planning for the WAMPO area.

SECTION 3.0 MEMBERS

3.1 Committee Composition:

The membership of the TAC will consist of nineteen (19) voting members and two (2) Ex-Officio non-voting members.

3.1.1 Voting Members:

- One (1) WAMPO TPB Member (Nominated by the TPB)
- One (1) WAMPO Representative (Named by the TPB)
- Three (3) City of Wichita Representatives
- One (1) City of Wichita Transit Representative

- One (1) Coordinated Transit District Representative
- One (1) Sedgwick County Representative
- Two (2) Kansas Department of Transportation Representatives
- One (1) Butler County/Sumner County Representative
- Three (3) Sedgwick County Association of Cities (SCAC) Representatives
- One (1) Regional Economic Area Partnership (REAP) Representative
- One (1) Regional Pathways Representative from the WAMPO Regional Pathways System Plan (RPSP) Project Advisory Committee
- One (1) Air Quality Representative for the Metropolitan Statistical Area
- One (1) Kansas Turnpike Authority Representative
- One (1) At Large Representative Freight Movement Orientation (Named by the TPB)

3.1.2 *Ex-Officio Non-Voting Members

- One (1) Federal Highway Administration Representative*
- One (1) Federal Transit Administration Representative*

3.2 Alternate Members

Alternates will be allowed to replace the designated member maintaining all rights and voting privileges as the designated member.

3.2.1 Alternates will advise the Chairperson for the record, at the beginning of each meeting, that they will be replacing the designated member.

3.3 Member Selection and Termination

Members will be approved by the WAMPO TPB. Staff will provide recommendations on membership.

3.3.1 The represented agencies shall select the member to represent that agency according to their represented agency's own practices and the proposed listing outlined in the Bylaws. These selections will be submitted to WAMPO staff through an email or letter for documentation purposes.

3.3.2 A person's membership on the TAC shall be terminated upon the member leaving his or her position named for membership on the TAC, or by the group represented by the person choosing a replacement representative.

3.3.3 Missing three (3) meetings within a calendar year will be considered a resignation by the member unless the TAC votes to retain the member.

SECTION 4.0 OFFICERS AND COMMITTEES

4.1 Chairpersons

4.1.1 The TPB shall appoint one of its members to serve as the Chairperson of the TAC.

4.1.2 Elections shall take place each odd numbered year in August.

- 4.1.3 The term of the office shall be 2 years, or until such time the new officers are elected.
- 4.1.4 In the event of a vacancy in the office of Chairperson, a member shall be elected by the TPB to serve the remainder of the term of office.

4.2 Duties of the Chairperson

The Chairperson shall preside at TAC meetings assuring a comprehensive, cooperative, and continuing planning process.

4.3 Duties of the Secretary

It is the duty of the Secretary to conduct meetings in the absence of the Chairperson. The Secretary is responsible for the preparation of agendas, the handling of administrative matters and the maintenance of records, minutes, and the official roster of members. The Director of the WAMPO will act as Secretary to the TAC.

SECTION 5.0 QUORUM

In order for business to be transacted, there must be a recognized quorum of voting members. A quorum shall consist of a majority of the TAC voting members appointed at any given time.

A quorum is not lost when a member or members abstain from voting. If a quorum is not reached within fifteen minutes of the scheduled meeting time, those members present may, by unanimous agreement, select to continue the meeting as an informational meeting to discuss items on the agenda that do not require approval or action by the TAC voting membership.

SECTION 6.0 MEETINGS

6.1 Meetings

The TAC shall typically hold meetings, two weeks ahead of the WAMPO TPB meeting whenever possible. The WAMPO TPB approves the schedule of meeting dates each year. When the date of a meeting falls on a legal holiday, the TAC meeting will be held the following calendar day or as scheduled by the Secretary.

- 6.1.1 The Secretary may cancel a regularly scheduled meeting or call an additional meeting as deemed necessary, with the consent of the Chairperson.
- 6.1.2 Changes to meeting time, place, or date and any cancellations of regular meetings shall be made at least twenty-four (24) hours prior to when such meeting was to have taken place or as soon as practicable.
- 6.1.3 Publication of the meetings and information will be posted on the WAMPO website. Public involvement activities will follow the currently adopted Public Participation Plan (PPP).

6.2 Conduct of Meetings

- 6.2.1 The meetings of the TAC will be held in accordance with the Kansas Open Meetings Act (KOMA).
- 6.2.2 Locations for all TAC meetings shall be accessible by persons with disabilities.

6.3 Agendas

- 6.3.1 There shall be an official agenda for every regular meeting of the TAC, which shall determine the order of business conducted at the meeting.
- 6.3.2 The Secretary in consultation with Chairperson shall draft a meeting agenda.
- 6.3.3 Meeting agendas sent to Members shall include appropriate materials (e.g., staff reports, draft documents, etc.).
- 6.3.4 Regular meeting agendas shall be distributed to Members at least five (5) calendar days in advance of the meetings.

6.4 Record of Proceedings

- 6.4.1 At all meetings of the TAC, the Secretary shall record a roll of members, minutes of proceedings, and votes.
- 6.4.2 The Secretary shall record the minutes of each meeting as a matter of public record and should present such minutes to the TAC for approval. Approved minutes of the TAC meetings shall be available for public inspection at the office of the Secretary and posted on the WAMPO web site.

6.5 Voting

Any member remaining silent on a vote shall be considered to have voted in the affirmative, unless the Chairperson has granted permission to a member to refrain from voting, in which event the member shall be recorded as abstaining.

6.6 Conflict of Interest

No member of the TAC shall participate in, discuss, or vote on a matter in which he or she has a substantial interest as defined by K.S.A.75-4301 et seq.

Should any member have such a substantial interest on a matter coming before the Body or its committees, the Chairperson shall declare an abstention for each affected Body member for that item on the agenda.

SECTION 7.0 AMENDMENTS TO BYLAWS

These Bylaws may be amended by a majority vote of the WAMPO TPB voting membership at any regular meeting, provided that the members have been notified in writing of the proposed change at least five (5) calendar days in advance and the proposed amendment has been placed on the agenda.

All amendments to these Bylaws shall be recorded by date and incorporated into these Bylaws. An official copy will be maintained by the Secretary.

SECTION 8.0 EFFECTIVE DATE

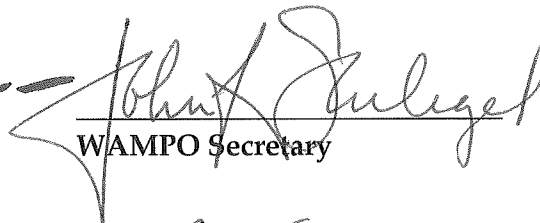
The above and foregoing bylaws are hereby adopted as the bylaws of the TAC.

Adopted this 19th day of January 2006
Amended this 14th day of October 2008
Amended this 9th day of August 2011

ATTEST:


WAMPO TPB Chairperson

8/15/11
Date


WAMPO Secretary

8.15.11
Date