

WICHITA AREA METROPOLITAN PLANNING ORGANIZATION

Metropolitan Transportation Plan Project Advisory Committee (MTP-PAC)

SECTION 1.0 NAME

The name of the committee is the Metropolitan Transportation Plan Project Advisory Committee (MTP-PAC).

SECTION 2.0 ORGANIZATION

2.1 Mission

Provide a comprehensive, regional, and multimodal perspective to guide the development of the Metropolitan Transportation Plan (MTP) 2035. Deliver timely, informed, and meaningful recommendations to the Transportation Policy Body (TPB).

2.2 Purpose

The Metropolitan Transportation Plan Project Advisory Committee (MTP-PAC) is composed of a broad range of representatives from many disciplines throughout the region. Input from the MTP-PAC will help guide the creation of the MTP 2035. Guidance will include: identification of regional goals and objectives, strategies and performance measures for the plan, provide feedback on written sections of the MTP, and help prioritize projects.

SECTION 3.0 MEMBERS

3.1 Project Advisory Committee

The Metropolitan Transportation Plan Project Advisory Committee (MTP-PAC) consists of nineteen (19) voting members and three (3) non-voting (ex-officio) members as follows:

Agency Name	Number of Representatives
Transportation Policy Body	1
Technical Advisory Committee	2
WAMPO staff	2
Kansas Department of Transportation	2
Sedgwick County Association of Cities	3
Transit Advisory Board	1
Coordinated Transit District – 12	1
Sedgwick County	1
Visioneering Wichita	1

Andover/Butler County/Mulvane/Sumner County	1
Wichita Airport Authority	1
Wichita Public Works	2
Northern Flyer Alliance	1

Voting Members: 19

Federal Highway Administration (ex-officio)	1
Federal Transit Administration (ex-officio)	1
Federal Railroad Administration (ex-officio)	1

Ex-Officio Members: 3

3.2 Member Selections and Termination

3.2.1

The represented agencies charged with selecting their representatives to sit on the Metropolitan Transportation Plan Project Advisory Committee (MTP-PAC) shall select the member(s) to represent that agency according to their represented agency's own practices.

3.2.2

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

3.2.3

Each MTP-PAC member may send an alternate when unable to attend a meeting. The alternate member will be identified and included on all disseminated information. One alternate member may be chosen. The alternate for voting members will retain the voting privilege of the member.

3.2.4

The MTP-PAC will remain intact after adoption of the Metropolitan Transportation Plan 2035. Rules and Procedures will be reviewed for needed changes and any amendments to the MTP 2035 will be reviewed and recommended to the Transportation Policy Body (TPB) by the MTP-PAC.

3.3 Other Representation

Other agencies will be involved with the Metropolitan Transportation Plan Project Advisory Committee (MTP-PAC). WAMPO will invite individuals from groups outside the membership organizations to broaden the perspective of the committee. These individuals will be encouraged to participate in discussions and exercises, but will hold no voting authority.

SECTION 4.0 OFFICERS AND COMMITTEES

4.1 Chairperson and Vice-Chairperson

4.1.1

The Metropolitan Transportation Plan Project Advisory Committee (MTP-PAC) shall elect a Chairperson and Vice Chairperson from among its voting members at the first regular meeting. The Chairperson and Vice Chairperson will remain in the position for the duration of the MTP-PAC.

4.1.2

Elections shall take place at the first regular meeting and as needed thereon.

4.1.3

The term of office shall be for the duration of the existence of the MTP-PAC

4.1.4

In the event of a vacancy in the office of Chairperson or Vice Chairperson, a member shall be elected to serve the remainder of the MTP-PAC's existence. Notice of such election shall be placed as an agenda item and the election shall be conducted in the manner provided in this section.

4.2 Duties of the Chairperson

The Chairperson shall preside at Metropolitan Transportation Plan Project Advisory Committee (MTP-PAC) meetings and such other duties as appropriate. The Chairperson will be a non-voting member except in the case of a tie vote.

4.3 Duties of the Vice-Chairperson

The Vice Chairperson shall serve as Chairperson in the absence of the Chairperson.

4.4 Secretary

In the absence of the Chairperson and Vice Chairperson, the Secretary of the Transportation Policy Body (TPB) or the Metropolitan Transportation Plan Project Manager shall serve as the Chairperson.

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 at least seven (7) voting members of the Metropolitan Transportation Plan Project Advisory Committee (MTP-PAC) present.

If a quorum is not reached within fifteen minutes of the scheduled meeting time, the MTP-PAC meeting will be cancelled.

SECTION 6.0 MEETINGS

6.1 Regular Meetings

6.1.1

The Metropolitan Transportation Plan Project Advisory Committee (MTP-PAC) generally shall hold regular meetings of the MTP-PAC in accordance with a schedule of meeting dates.

6.1.2

The Transportation Policy Body (TPB) Secretary may cancel a regularly scheduled meeting or call an additional meeting as deemed necessary, with the consent of the Metropolitan Transportation Plan Project Manager.

6.1.3

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.

6.2 Special Meetings

The Metropolitan Transportation Plan Project Manager can call special meetings. The Metropolitan Transportation Plan Project Manager shall give proper notice to all members of special meetings not less than 24 hours prior to the meeting.

6.3 Conduct of Meetings

6.3.2

The Metropolitan Transportation Plan Project Advisory Committee (MTP-PAC) shall generally conduct business referring to Roberts' Rules of Order (current edition) in all areas of parliamentary procedures.

6.3.3

Locations for all MTP-PAC meetings shall be accessible by persons with disabilities.

6.4 Agendas

6.4.1

There shall be an official agenda for every regular meeting of the Metropolitan Transportation Plan Project Advisory Committee (MTP-PAC), which shall determine the order of business conducted at the meeting.

6.4.2

The Metropolitan Transportation Plan Project Manager shall draft a meeting agenda.

6.4.3

Meeting agendas will be sent electronically to Members and shall include appropriate

materials (e.g., staff reports, draft documents, etc.).

6.4.4

Regular meeting agendas shall be distributed to the MTP-PAC at least three (3) calendar days in advance of the meeting.

6.4.5

Notice of regular MTP-PAC meetings shall be made at least three (3) calendar days in advance.

6.5 Record of Proceedings

6.5.1

At all meetings of the Metropolitan Transportation Plan Project Advisory Committee (MTP-PAC), appropriate WAMPO staff shall take notes for a roll of members, general proceedings, and votes.

6.5.2

WAMPO shall keep a summary of proceedings of the MTP-PAC.

6.5.3

The appropriate WAMPO staff shall record the main points of each meeting and present such summary to the MTP-PAC for reference.

6.6 Voting

6.6.1

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.

6.6.2

The affirmative vote of a majority of those members present and voting shall be sufficient for the passage of all motions.

6.6.3

In the event that there are an even number of voting members present for an action item and there are an equal number of votes for opposing motions, the Chairperson's will vote to break the tie.

SECTION 7.0 AMENDMENTS TO MTP-PAC RULES AND PROCEDURES

These Rules and Procedures may be amended by a two-thirds vote of the Metropolitan Transportation Plan Project Advisory Committee (MTP-PAC) voting membership present at any regular meeting, provided that the members have been notified in writing

of the proposed change at least three (3) calendar days in advance and the proposed amendment has been placed on the agenda.

All amendments to these Rules and Procedures shall be recorded by date and incorporated into these Rules and Procedures.

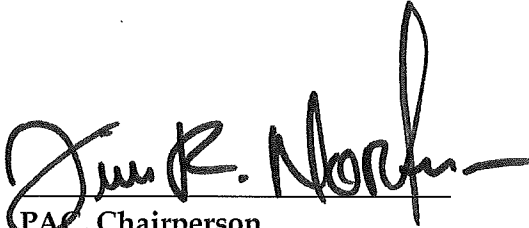
Revised Rules and Procedures shall be provided to MTP-PAC members (both voting and non-voting) by the next regular MTP-PAC meeting.

SECTION 8.0 EFFECTIVE DATE

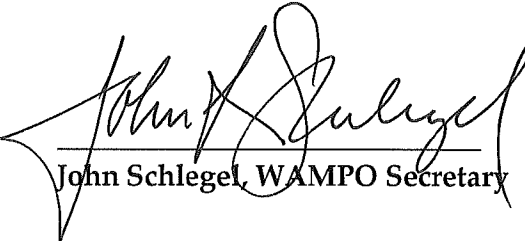
The above and foregoing Rules and Procedures are hereby adopted as the Rules and Procedures of the Metropolitan Transportation Plan Project Advisory Committee (MTP-PAC).

Adopted this 20th day of March 2009.

ATTEST:



PAC, Chairperson



John Schlegel, WAMPO Secretary