

BYLAWS AND OPERATING PROCEDURES TRANSPORTATION ADVISORY COMMITTEE

(Amended, 01/15/20)

The following rules shall govern the procedures and composition of the Transportation Advisory Committee:

A. Purpose

The Transportation Advisory Committee's purpose is to advise the Transportation Policy Council (TPC) in its development of the Unified Planning Work Program (UPWP) and the Metropolitan Transportation Plan (MTP) as well as promote coordination of other transportation planning activities. The Committee assists with the development of the Transportation Improvement Program (TIP), including the review of and recommendations on candidate projects for the TIP.

Responsibility for adoption of Metropolitan Planning Organization policies and procedures, approval of the Unified Planning Work Program, the Long-Range Transportation Plan and the Transportation Improvement Program resides with the TPC. The TPC may direct the TAC to present options for its consideration with accompanying recommendations and supporting rationale. The Transportation Advisory Committee may, therefore, advise the TPC on both technical and policy issues.

B. Voting Membership

The Transportation Advisory Committee shall be comprised of elected officials, agency staff, or as appropriate, citizens who have expertise or interest in developing transportation and land use plans, implementing transportation projects, or in related fields.

Membership should reflect the diversity of transportation modes and interests affected by transportation policy decisions to assure transportation planning decisions are considered in their broadest context. The membership for the Transportation Advisory Committee shall not exceed a maximum of forty-four (44) members as shown in Table 1 on the next page. Engineering, planning, or other consultants, who are for-profit or have financial interest in transportation projects are not eligible to serve as a member due to potential conflict of interest.

Members shall serve at the pleasure of the appointing agency for a term of one (1) year. Members shall be appointed by the chief elected official, chief executive officer, board of the entity that they represent and/or TPC as shown on the next page.

For At-Large positions, TPC Nominating Committee will review nominations and will make a recommendation to TPC for approval. Self-nominations are only allowed under the following Categories: Environmental, Planning, Active Transportation, Business Interests, and Citizen Interests.

If any member (or his or her alternate) fails to attend three (3) consecutive meetings of the Committee, or a total of five (5) meetings during the member's term, he or she is subject to removal on a majority vote of the Committee at a meeting of the Committee where a quorum is present. Attendance at a meeting by a member's designated alternate will be credited to the member.

Table 1 - Voting Membership of the Transportation Advisory Committee *

| Category or Organization | Appointing Agency | Number |
|---|---------------------|-----------|
| Cities of 50,000 or more (one each) | Each City | 10 |
| Cities less than 50,000 population | TPC | 3 |
| Regional Planning | H-GAC Board | 1 |
| Counties (one each) | Each County | 8 |
| TxDOT Districts | Each TxDOT District | 2 |
| Metropolitan Transit Authority of Harris County | METRO | 1 |
| Port of Houston | Port of Houston | 1 |
| Public Transit Agencies | TPC | 3 |
| Ports | TPC | 1 |
| Toll Roads | TPC | 2 |
| Airports | TPC | 1 |
| Environmental | TPC | 2 |
| Planning | TPC | 3 |
| Active Transportation | TPC | 2 |
| Business Interests | TPC | 2 |
| Citizen Interests | TPC | 2 |
| TOTAL | | 44 |

***Cities or Urbanized Areas of 50,000** population as of the 2010 Census are Baytown, Conroe, Galveston, Houston, League City, Missouri City, Pasadena, Pearland, Sugar Land and Texas City/LaMarque. Subjected to change based on the 2020 Census.

***Eight County Transportation Management Area** is comprised of Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery and Waller Counties.

***Environmental Interests** may include Staff from Local Governments, other Environmental Organizations.

***Planning** may include Planning Staff from Local Governments, other Transportation Organizations.

***Active Transportation Interests** include non-governmental organizations focused on bicycle, pedestrian, or other active transportation infrastructure planning, accessibility, safety, or advocacy.

***Business Interests** may include Chambers of Commerce, Civic Associations, Economic Development Corporations, Management Districts, or Non-Profit Organizations focused on economic development and infrastructure planning.

***Citizen Interests** may include citizen interest organizations with a significant focus on transportation issues.

Ex-Officio Members

The Transportation Advisory Committee Chair may appoint such other nonvoting ex-officio representatives as may be appropriate, subject to approval of a majority of the voting membership. Ex-officio members may include Railroads, Rail Districts, Ports, Transit Agencies, or other agencies as appropriate that are not already included in the voting members.

C. Alternate Members

Each voting member may have a designated alternate member who may serve at any Transportation Advisory Committee meeting in the voting member's absence. Alternate members must be appointed in the same manner as the voting member. Appointed alternate members will have the voting rights and privileges of members when serving in the absence of the Transportation Advisory Committee voting member.

D. Officers

The Transportation Advisory Committee shall elect a Chair, 1st Vice Chair, and 2nd Vice Chair each to serve for a term of one (1) year and no more than 2 consecutive years in any single position. Elections shall be held at the first meeting after TPC appoints TAC each calendar year. The current Chair shall

appoint a nominating committee of three members prior to the election of Officers each calendar year for the purpose of bringing before the TAC a slate of officers for consideration. In the event the Chair is unable to serve the entire term of office, the 1st Vice Chair shall succeed to the office of Chair, the 2nd Vice Chair shall succeed to the office of 1st Vice Chair, and the new Chair shall appoint a committee member to serve as 2nd Vice Chair for the remainder of the term. This appointment shall be subject to approval by the majority of the TAC present at the next called meeting.

E. Vacancies

Each member shall be eligible to serve during the term as long as the member occupies the position held at the time of selection. In the event that a voting member becomes ineligible or unable to serve, a new member must be appointed in the same manner as the previous voting member. Changes of voting members directly appointed by a chief elected official, chief executive officer or the head and/or board of the appropriate governmental unit may be made at any time.

F. Quorum

Fifty percent (22 voting members) of the total committee voting membership shall constitute a quorum for the transaction of business at all meetings.

G. Meetings

Robert's Rules of Order shall govern all meetings of the Transportation Advisory Committee. The Chairman shall, in a written notice of the meeting, designate the time and place and indicate in an official agenda the business to be transacted or considered. The written notice of each meeting shall be mailed to each member of the committee at least one week prior to the meeting. In the absence of the Chairman, 1st Vice Chair, and 2nd Vice Chair from a regular or special meeting of the committee at which a quorum is present, the remaining members present shall elect a presiding officer who shall serve until the conclusion of that meeting or until the arrival of the Chairman, 1st Vice Chair, or 2nd Vice Chair. Opportunities for public comments shall be provided subject to guidelines of the Transportation Policy Council, shown as Attachment A.

H. Minutes

Minutes of all meetings shall be kept and recorded by H-GAC (MPO) staff furnished to the Transportation Advisory Committee for this purpose.

I. Administrative Support

H-GAC as the designated MPO, shall provide administrative support to the Transportation Advisory Committee.

J. Notification

Policy Council members, local governments, and agencies or interested parties with direct memberships or appointments to the TAC as shown in Section B, should be contacted forty-five (45) days prior to the end of the calendar year to confirm an existing or new appointment to the TAC.

K. Committees

The Transportation Advisory Committee may create ad hoc committees or technical committees with the approval of the Transportation Policy Council for the furtherance of its functions.

L. Amendments

These Bylaws may be amended by a two-thirds majority vote of the Transportation Advisory Committee members subject to approval by the Transportation Policy Council at any duly called meeting wherein an official quorum is present. Any such proposed amendments shall be fully set out in writing and furnished to each member seven (7) days in advance of the meeting where the action is to be taken.