

APPENDIX A

**ARTICLES of BYLAWS
and
RULES OF PROCEDURE
of the
Technical Advisory Committee (TAC)
of the
POLICY COMMITTEE
of the
LICKING COUNTY AREA TRANSPORTATION STUDY (LCATS)**

Revised November 14, 1995

Revised October 12, 1999

Revised September 14, 2004

Article I – Title

The title of this subcommittee shall be the Technical Advisory Committee (TAC) of the Policy Committee of the Licking County Area Transportation Study.

Article II – Purpose

The purpose of the Technical Advisory Committee shall be:

- A. To review, discuss, comment and recommend technical methods, procedures, standards, policies, goals and objectives to the Metropolitan Planning Organization (Policy Committee) to further the transportation planning process.
- B. To review, discuss, comment and recommend transportation plans, programs, other plans and reports to the Metropolitan Planning Organization (Policy Committee).
- C. Evaluate and select applications for recommendation for various funds including, but not limited to, Specialized Transportation Funds (STP) and Transportation Enhancement Activities (TEA) funds.

Article III – Membership

The Technical Advisory Committee shall be composed of members representing local business, professional, technical and government units involved in transportation planning.

- A. Members – The Technical Advisory Committee shall be composed of the following members representing:
 - 1) Licking County Engineer
 - 2) Newark City Engineer
 - 3) Heath City Planning Chief
 - 4) Licking County Planning Commission Director
 - 5) City of Newark Transit Operations
 - 6) ODOT 5
 - 7) Licking County Transit Board
 - 8) Licking County Port Authority
 - 9) Village of Granville Planning
 - 10) Bicycle / Pedestrian
 - 11) Freight
 - 12) Education/University
- B. Alternate Members – Each member may have an alternate representative that may attend meetings in the member's absence.
- C. Terms – There is no limit to the number of consecutive terms served for any member.

- D. Absenteeism – If a member of the Technical Advisory committee is absent from three (3) consecutive meetings, the TAC shall certify to the Policy Committee. The Policy Committee may, by vote, remove that member from the committee. A new member shall be appointed according to Article III – Membership, Section E. Vacancies.
- E. Vacancies – If any office or membership shall become vacant by reason of death, resignations, disqualification, or any other cause, the local business, professional, technical person or governmental unit, which was represented by the official, shall appoint a successor to the Technical Advisory Committee.

Article IV-Officers

The officers of the Technical Advisory Committee shall consist of a Chair and a Vice-Chair.

- A. Selection of Officers – Officers shall be selected by the membership of the Technical Advisory Committee and shall take office at the first scheduled Technical Advisory Committee meeting of the calendar year. Officers shall not hold the same office for more than two consecutive years. Alternate members, with the consent of their appointing representative, may serve as officers.
- B. Nominating Committee- The Chair shall appoint a nominating committee of two members in November of each year for the purpose of proposing a slate of officers for the Technical Advisory Committee to be elected at the first scheduled Technical Advisory Committee meeting of the calendar year.
- C. Duties of Officers
 - 1. Chair – The Chair shall preside at all meetings of the Technical Advisory Committee, call special meetings as needed and sees that transactions of all business is in accordance with these Articles of Bylaws and Rules of Procedure. Other duties may be required from time to time or requested by the Chair of the Policy Committee.
 - 2. Vice-Chair – The Vice-Chair shall have the duties and responsibilities of the Chair in the Chair’s absence

Article V – Meetings

All meetings of the Technical Advisory committee shall be open to the public and shall be conducted in accordance with the Robert’s Rule of Order and the Sunshine Laws.

- A. Meetings- Meetings may be called by the Chair of the Technical Advisory Committee or by the Chair of the Policy Committee, or any three (3) members of the Technical Advisory Committee.

- B. Notification – The Chair of the Technical Advisory Committee shall notify each member of the meeting by written notice, the time and place, and the purpose of each meeting. Meetings shall not consider any business other than that specified in the notice.
- C. Quorum – At any meeting of the Technical Advisory Committee, a quorum shall consist of a majority of all members and/or designated alternates, but a lesser number may, however, adjourn the meeting from time to time. Less than a quorum prevents a vote on any and all motions or resolutions. Membership vacancies shall be considered in determining the presence of a quorum.
- D. Votes – Each member or designated alternate, shall cast one vote on those issues before the committee. A majority vote of those present shall control the decision of the Technical Advisory Committee, providing there is a quorum, except as provided in Article VI – Amendments. The Chair votes only in the event of a tie.
- E. Minutes and Resolutions- Action of the committee shall be by resolution or motion. Resolutions shall be in written format.
 - 1. The minutes of each meeting of the Technical Advisory Committee shall be recorded and kept by the staff of LCATS or LCPC. All minutes shall record the date; place where the meeting was held, the names of the members present, a summary of items discussed, and a record of the action taken. At the next meeting, the committee shall adopt the minutes of the previous meeting.
 - 2. Each resolution adopted by the Technical Advisory Committee will be numbered signed by the Chair (or acting Chair), and maintained in the LCATS office. Resolutions shall be annually numbered consecutively beginning with the number one. Each resolution shall use as a prefix to its number the fiscal year in which it was adopted.
 - 3. Minutes and resolutions shall be open to inspection of the public at all reasonable times.

Article VI- Amendments

These Articles of Bylaws may be amended at any regular meeting of the Policy Committee, providing a written memorandum explaining the proposed amendment shall be delivered at least forty-eight (48) hours prior to the time of the meeting to every member of the Policy Committee and Technical Advisory Committee.

- A. The Policy Committee shall consider an amendment recommended by the Technical Advisory Committee at the next meeting following the delivery of notices. An amendment shall require a two-thirds (2/3)-majority vote of all Policy Committee members present as outlined in Article IX – Amendments of the Policy Committee Bylaws.