

WACO METROPOLITAN PLANNING ORGANIZATION

Technical Advisory Committee

Bylaws

Article 1. Introduction

The name of this standing committee shall be the Waco Metropolitan Planning Organization (MPO) Technical Advisory Committee, hereafter referred to as the "TAC." Any changes to these Bylaws are subject to two-thirds (2/3) approval by the TAC and a majority approval by the Waco MPO Policy Board, hereinafter referred to as the 'PB'. These Bylaws shall be reviewed at a minimum of every ten (10) years with the publication of the decennial census population counts.

Article 2. Roles and Responsibilities

The TAC advises the PB on elements of the continuing, comprehensive, and cooperative (3C) metropolitan transportation planning process (MTPP) including, but not limited to, the following:

- A. Provide technical, planning and policy review and recommendations and/or action on:
 - Metropolitan Transportation Plan (MTP) and amendments;
 - Transportation Improvement Program (TIP) and amendments;
 - Unified Planning Work Program (UPWP) and amendments;
 - Public Participation Plan (PPP) and amendments;
 - Active Transportation Plan (ATP) and amendments; and
 - Federally required performance measures and targets.
- B. Provide general review of:
 - Final reports, technical reports, and technical memoranda resulting from studies undertaken with transportation planning funds (TPF) programmed in the UPWP; and
 - 3C MTPP to ensure coordination among local governments, Texas Department of Transportation (TxDOT), and citizen's groups.
- C. Facilitate coordination and communication between the PB and constituent stakeholders.
- D. Facilitate coordination of multi-modal MTPP with other planning efforts such as those concerning land use, air quality, broadband access, and economic development.
- E. In addition, the TAC provides other technical recommendations as requested by the PB.

Responsibility for adoption of MPO policies and procedures; and approval of the UPWP, the MTP, the TIP, the PPP, and the ATP resides with the PB.

Article 3. Membership

Section 1. Voting Membership

The voting membership of the TAC shall be structured as follows:

City of Waco - Planning	1 representative
City of Waco - Public Works	1 representative
City of Waco – Water Utilities	1 representative
City of Hewitt	1 representative
City of Woodway	1 representative
City of McGregor	1 representative
City of Robinson	1 representative

City of Bellmead	1 representative
City of Lacy-Lakeview	1 representative
Small Cities - North*	1 representative
Small Cities - South*	1 representative
McLennan County	1 representative
Texas Department of Transportation (TxDOT)	
Director, TP&D, Waco District	1 representative
Waco Area Engineer, Waco District	1 representative
Planning & Programming Engineer, Waco District	1 representative
Waco Transit System	1 representative
Citizen's Participation Work Group	1 representative
Greater Waco Chamber of Commerce	1 representative
Baylor University	1 representative
Total	19 representatives

*The Small Cities representatives shall represent areas based on their geographic region. The North representative shall represent the cities of Gholson, Leroy, Ross, West and Beverly Hills. The South representative shall represent the cities of Hallsburg, Riesel, Bruceville-Eddy, Crawford, Lorena, Mart and Moody.

Section 2. Ex-Officio Membership

The TAC Chair may appoint such other non-voting ex-officio representatives as may be appropriate, subject to approval of a majority of the voting membership. Ex-officio members may include, but are not limited to, TxDOT, Texas Commission on Environmental Quality, Waco Regional Airport, or other agencies, as appropriate.

Examples of TxDOT ex-officio members include:

- Transportation Planner, TxDOT Waco District
- McLennan County Assistant Area Engineer, TxDOT Waco Area Office
- MPO Coordinator, TxDOT Transportation Planning & Programming Division
- Public Transportation Coordinator, TxDOT Waco District

Ex-officio members may fully participate in each meeting's discussion but may not vote and are not included in the quorum count.

Section 3. Non-voting Attendance

The meetings of the TAC are public. However, in addition to the voting and ex-officio members, the TAC recognizes that individuals and organizations within the community can provide meaningful MTPP input. These resources will be informed of TAC meetings and invited to provide input in a non-voting capacity, as appropriate.

Section 4. Additional Provisions

Each agency/entity on the TAC will be allowed to designate one (1) alternate from within the same agency or entity for each representative serving on the TAC. If the representative cannot attend the TAC meeting, the designated alternate may attend and vote as the representative of the agency or entity. Proxies will not be allowed. Members (both primary and alternate) may not represent more than one (1) entity at a time.

A voting member of the PB may not serve simultaneously on the TAC or any TAC committee. Alternate PB members may serve on the TAC.

The representative(s) and alternate(s) of each entity on the TAC will be designated in writing through each agency's/entity's internal procedures and communicated in writing to the MPO by the Highest Ranking Official / Chief Executive Officer. Small cities representation is coordinated by McLennan County and communicated in writing to the MPO by the Highest Ranking Official / Chief Executive Officer.

Consultant appointees can only represent one (1) voting entity as outlined in Article 3, Section 1.

Article 4. Officers

Section 1. Officers Defined

Upon majority vote of its eligible and voting members, the TAC will appoint one (1) voting member of the committee to act as Chair and one (1) voting member as the Vice-Chair.

Section 2. Elections

Every two (2) years, the TAC will elect a Chair and Vice-Chair from its current voting membership. The Chair and Vice-Chair shall be elected by a simple majority of the membership. Elections of Chair and Vice-Chair will occur in March 2022 and then in September of every odd year starting in September 2023 for a two-year term starting in October. The newly elected officers will assume office immediately upon being elected.

Section 3. Chair and/or Vice-Chair Vacancies

Vacancies in Chair and/or Vice-Chair whether created by resignation or otherwise, shall be filled by an election, held at the next regular meeting of the TAC, for the remainder of the unexpired term.

Section 4. Duties of Officers

The Chair shall call and preside at meetings and appoint committees. The MPO staff will provide administrative support to the TAC and will be responsible for taking summary notes of the TAC's proceedings. The MPO staff will maintain a current copy of these Bylaws to be distributed to the public upon request. In absence of the Chair, the Vice-Chair shall preside and complete all other duties of the Chair.

Article 5. Meetings

Section 1. Voting Procedure

All meetings shall be governed by Robert's Rules of Order.

Section 2. Regular Meetings

Meetings will be held on a regular meeting schedule approved annually by the TAC at its October meeting. Meeting notices and agendas are to be distributed in sufficient time for them to have been received by each TAC member no later than three (3) business days prior to the meeting. Regular

meetings may be canceled by the Chair should there be insufficient business on the TAC's tentative agenda.

Section 3. Special Meetings

Special meetings may be called by the Chair or at the request of the majority of the eligible voting members. At least seven (7) days' notice shall be given.

Section 4. Quorum

A quorum for meetings will consist of fifty percent (50%) plus one or greater (≥ 1) of the voting members or designated alternates of the TAC. Vacancies are defined as positions on the TAC that are not filled. Vacancies on the TAC and ineligible voting members according to Article 5, Section 5 will not count against the quorum.

Section 5. Attendance

All members are expected to attend each regular meeting and each special meeting on seven (7) days' notice. A member may appoint an alternate to serve in their absence provided that: (1) the member informs the MPO staff, in writing, prior to the meeting, that the alternate will attend; and (2) the alternate is previously approved by the Highest Ranking Official / Chief Executive Officer of the agency represented. This notification shall authorize the alternate to act as a present and eligible voting member in the member's absence.

Voting members absent from three (3) consecutive meetings will be considered ineligible to vote as of the third meeting. A member's voting privileges will be restored at the second consecutive meeting that the member attends.

Article 6. Work Groups

The TAC can create, designate, appoint, and set rules for work groups as needed. Standing work groups are listed in A through D.

A. Bicycle and Pedestrian Work Group (BP Work Group)

The role of the BP Work Group is to improve bicycle and pedestrian mobility within the Waco MPO Study Area, including micromobility and similar human-scale transportation technologies. The BP Work Group will provide bold and visionary leadership in all matters affecting bicycle and pedestrian mobility in the MPO study area and be expansive in its vision with its mission throughout the entire region. The BP Work Group will play an important role in formulating and executing the recommendations in the ATP. The BP Work Group includes, but is not limited to MPO staff; city staff representing public works, planning, law enforcement, public health, parks and recreation, and sustainability; and representatives of pedestrian and bicycle advocacy groups.

B. Connected and Automated Vehicles Work Group (CAV Work Group)

The purpose of the CAV Work Group is to consider the potential impacts of connected and automated vehicles on transportation planning.

C. Mobility, Land Use and Transportation Work Group (MLT Work Group)

The purpose of the MLT Work Group is to consider land use-transportation connections, its effect on mobility needs of the population, and make recommendations on how to accommodate the future mobility needs of the area in the MTP.

D. Citizen's Participation Work Group (CP Work Group)

The purpose of the CP Work Group is to consider the demographic changes in the study area, its effect on participatory planning and environmental justice, and make recommendations on how to enhance participation in the development of future MTP.

Article 7. Bylaws History

Adopted March 17, 2022