

Yakima Valley MPO/RTPO Technical Advisory Committee Bylaws

This document establishes the role of the Yakima Valley MPO/RTPO Technical Advisory Committee (TAC), its operational bylaws, the obligations of each TAC member, and the obligations of MPO/RTPO staff in support of the TAC.

Roles and Responsibilities of the Technical Advisory Committee

- The Yakima Valley Conference of Governments (YVCOG), the lead agency for the Yakima Valley MPO/RTPO, has established a Technical Advisory Committee (TAC) to ensure coordination of regional transportation planning processes, reports, and plans.
- The TAC will make recommendations to the Yakima Valley MPO/RTPO Executive Committee at key points during the planning process.

Policies

Meetings

- The TAC meets at 10:00 a.m. the 2nd Thursday of each month, usually at the YVCOG office, 311 N. 4th Street, Suite 202, Yakima, WA, unless notified otherwise.
- Meetings are generally scheduled for a two-hour period, are open to the general public, and may be hosted by one of the TAC members.
- As described in the Metropolitan and Regional Long-range Transportation Plan – Public Participation Plan, meeting dates are publicized on the YVCOG website at www.yvcog.org, in the monthly newsletter, and sent directly to identified stakeholders.

Officers

The TAC elects a Chair and Vice-chair every two years, with the terms beginning concurrently on the first day of even calendar years.

Chair duties include but are not limited to:

- Review draft minutes and draft agenda before distribution to the whole TAC.
- Preside over TAC meetings.
- May attend Executive Committee meetings, YVCOG General Membership meetings, DRYVE, or TRANS-Action meetings when a TAC-related agenda item requires a detailed technical report or explanation.

Vice-chair duties include but are not limited to:

- Review draft minutes and draft agenda, in the absence of the Chair, before distribution to the whole TAC.

- Preside over TAC meetings when the Chair is unavailable.

TAC Members

Membership Criteria

Voting members of the TAC shall:

1. Represent a member organization of the Yakima Valley MPO/RTPO; OR
2. Represent a local, state, or tribal government, or special purpose district, that:
 - a. Is eligible to receive transportation funding through the MPO/RTPO; AND
 - b. Has the ability/authority to serve as a lead agency for purposes of grant administration; AND
 - c. Is directly responsible for planning, construction, and maintenance of essential transportation systems or networks located within MPO/RTPO boundaries; OR
 - d. Provides a substantial and vital transportation service within the MPO/RTPO boundaries.

Criteria for Ex-officio Membership

Ex-officio members of the TAC shall be appointed by the YVCOG Executive Committee. Ex-officio members may be appointed to represent other organizations with a vested interest in the MPO/RTPO who are not otherwise represented by a voting member.

Membership Roster

Members may designate one representative as a voting member, and one alternate. A roster of TAC members and their representatives and alternates will be maintained by YVCOG staff.

Voting

- Each TAC member is allowed one vote on any decision before the TAC.
- A minimum of five voting members must be present to constitute a quorum.
- All votes will pass by simple majority of voting members present.
- Dissenting members may submit a minority report to the Chair. The minority report will be forwarded to the MPO/RTPO Executive Committee with the TAC recommendation.
- When a vote is needed prior to a regularly scheduled meeting, the TAC may use an email poll for a vote in lieu of calling a special meeting.
- Members may attend TAC meetings via teleconferencing in the event they cannot attend a meeting in person.

Subcommittees

- Subcommittees members shall be identified on a volunteer basis.

- Subcommittees members shall serve until the work of the subcommittee is completed, or until replacements have been identified.
- Subcommittees must have at least one member who is a member of the TAC.
- The Chair and a YVCOG staff member shall be invited to serve as ex-officio members of all subcommittees.
- The TAC, by a majority vote, may dissolve subcommittees or remove individual members with or without cause.

TAC Member Roles and Responsibilities

- All TAC members are expected to make decisions by consensus. In the absence of consensus, a vote will be held to determine the outcome.
- All TAC members are expected to support the outcome of a TAC decision and all TAC recommendations to the Executive Committee. It is expected that TAC members will provide technical expertise to their respective jurisdiction/agency, but will not lobby Executive Committee members.
- Missing a scheduled TAC meeting is not justification to oppose a TAC decision or recommendation.
- TAC members are expected to represent the interests of their respective jurisdictions and agencies, but must recognize the primary goal of achieving outcomes that maximize regional benefit.
- TAC members recognize that YVCOG staff are required to evaluate transportation options without consideration of jurisdictional or political boundaries, or weighting potential outcomes to member jurisdictions within the MPO/RTPO planning area, and are expected to make recommendations to the Executive Committee accordingly.

YVCOG Staff Roles and Responsibilities

- Provide adequate notice for TAC and subcommittee meetings.
- Provide a meeting agenda and, when appropriate, background material prior to TAC meetings.
- Record all key discussion points and actions taken at TAC meetings; prepare and distribute minutes.

TAC Bylaw Amendments

- Bylaw amendment proposals may only be introduced at a regularly scheduled TAC meeting and a vote may occur at the next regularly scheduled TAC meeting.
- TAC bylaws may be amended by a majority vote.

