

# LAPC Technical Committee Bylaws

(July 2011)

## TECHNICAL ADVISORY COMMITTEE (TAC) to the

### LA CROSSE AREA PLANNING COMMITTEE (LAPC)

#### BYLAWS

#### I. PURPOSE AND FUNCTION OF THE TECHNICAL ADVISORY COMMITTEE

- A. The Technical Advisory Committee (TAC) advises the LAPC on the technical aspects of transportation planning.
- B. Purpose of the TAC:
  - 1. Review the Planning Work Program, Transportation Improvement Program (TIP), Metropolitan Transportation Plan (MTP), and Public Participation Plan.
  - 2. Determine and evaluate transportation and land use alternatives for the MTP.
  - 3. Review, evaluate and recommend adoption of LAPC policies and plans that are not under the purview of the Transit Coordinating Council or the Bicycle and Pedestrian Advisory Committee.
  - 4. Solicit, evaluate and prioritize STP-Urban and local studies projects.
  - 5. Serve as technical experts.

#### II. MEMBERSHIP

- A. Membership shall include representatives from each participatory municipality within the MPO planning area boundary. The representatives shall be appointed by the highest elected official of the municipality. Cities, villages, counties and the departments of transportation may designate one or more representatives. Other agencies, transportation modes and the business community may have one or more representative, as approved by a vote of the LAPC upon periodic review of the TAC membership.
- B. Representatives shall serve a two- (2) year term with the possibility of reappointment.
- C. A representative's term may be declared vacant by the LAPC if the representative has unexcused absences for three (3) consecutive meetings or fails to attend more than half of the called meetings per year.
- D. Each committee member shall have one vote. Any action voted upon that has a financial impact shall be ratified by a vote of the LAPC.
- F. A member desiring to resign prior to the end of his/her term shall notify in writing LAPC staff or, if appointed, the community's highest elected official of the intent to resign and the effective date of such resignation.

- G. Vacancies shall be filled by LAPC staff, an LAPC board member, or a participating organization, and appointments approved by the TAC. The new representative shall be appointed to fill the unexpired portion of the term vacated and remain eligible to be re-appointed provided continuous interest is shown. Representatives from municipalities shall be appointed by the highest elected official of the municipality.
- H. Upon acceptance of these bylaws by the LAPC, and at least every two (2) years thereafter, the TAC shall review its current membership and shall present to the LAPC a revised list of representatives who have agreed to serve.

### III. OFFICERS

- A. The Director of the La Crosse Area MPO shall be designated as the Chairperson of the TAC. The MPO Transportation Planner shall be designated as the Vice-Chairperson.
- B. The Chairperson will preside at all TAC meetings, sign all official correspondence for the TAC, call and preside at any additional meetings and/or workshops, serve as the representative of the TAC before the LAPC and shall be the official spokesperson for the committee. The Vice-Chairperson shall serve in the place of the chairperson during the chairperson's absence.

### IV. MEETINGS

- A. The TAC shall meet in January, March, May, July, September, and November, or as business dictates.
- B. Special meetings may be called by the chairperson, by a majority vote of the TAC members or by request of the LAPC.
- C. Meetings shall be held in facilities or locations readily accessible to all citizens.
- D. A quorum shall consist of five (5) representatives. The TAC must have a quorum to vote on a matter or to approve the minutes. If no quorum is present, the meeting may continue as an *informational meeting only*.
- E. *Robert's Rules of Order (revised)* shall be the authority on parliamentary procedures at all meetings of the TAC.
- F. Meeting Notices shall be mailed at a minimum of one (1) week prior to any regularly scheduled meeting.
- G. Meeting Notices shall be made available to the public as specified in the LAPC Public Participation Plan.
- H. The LAPC's Public Participation Process shall be followed for all TAC activities.

**V. AMENDMENT OF BYLAWS**

- A. These bylaws of the TAC, as hereby established by the LAPC, shall replace any previous bylaws and, as such, will constitute the sole governance of the TAC. These bylaws shall be implemented by motion of the LAPC.
- B. Upon acceptance of these bylaws by the LAPC, and at least every two (2) years thereafter, the TAC shall review its purpose and function and shall present to the LAPC a revised summary of such purpose and function.
- C. These Bylaws can be amended at any regular meeting of the TAC by voting members (provided there is a quorum) if the proposed amendment has been submitted in writing to the TAC members with the notification of the meeting. All revisions of these Bylaws shall be approved by the LAPC.