

**BYLAWS
ROGUE VALLEY COUNCIL OF GOVERNMENTS (RVCOG)
METROPOLITAN PLANNING ORGANIZATION (MPO)
TECHNICAL ADVISORY COMMITTEE (TAC)**

Article I

Name

This committee shall be known as the Technical Advisory Committee to the Metropolitan Planning Organization.

Article II

Purpose

This committee shall undertake for the MPO Policy Committee the technical activities necessary for the continuing, comprehensive and cooperative (3-C) transportation planning process described in the Unified Planning Work Program.

The committee shall conduct, under the direction of the MPO Policy Committee, the technical portions of the Rogue Valley Regional Transportation Plan, including, but not limited to the following activities.

- a. Annual preparation of the Unified Planning Work Program to address transportation issues in the metropolitan planning area.
- b. Preparation of plans, programs and special studies to address transportation issues in the metropolitan planning area.
- c. Work with the MPO to ensure public participation in the transportation planning process.
- d. Preparation of the Transportation Improvement Program at intervals of no less than biannually.

Article III

Membership - Voting

Section 1. Membership of the Committee

The committee will be made up of representatives of the following jurisdictions and agencies:

City of Medford Public Works
City of Medford Planning
City of Central Point Public Works
City of Central Point Planning
City of Phoenix Public Works
City of Phoenix Planning
City of Jacksonville Public Works
City of Jacksonville Planning
City of Talent Public Works
City of Talent Planning
City of Ashland Public Works
City of Ashland Planning
City of Eagle Point Public Works
City of Eagle Point Planning
Jackson County Public Works
Jackson County Planning
Rogue Valley Transportation District (RVTD) Planning (2 representatives)
Oregon Department of Transportation (ODOT) Region III Planning Representative
Oregon Department of Transportation (ODOT) Rogue Valley Area Representative
Department of Land Conservation and Development (DLCD)
Department of Environmental Quality (DEQ)
Federal Highway Administration (non-voting)

- b. Members may designate alternates to serve in their place.
- c. Designees may serve on a meeting-by-meeting basis or on a permanent basis.
- d. Designees serving on a permanent basis shall be afforded all the rights of a member, including the opportunity to serve as a committee officer.
- e. The committee shall have non-voting ex-officio members as appointed by the chair.
- f. The Federal Highway Administration Division Planning Engineer shall serve as a non-voting ex-officio member.

Section 2. Appointment and Tenure of Committee Membership

- a. Each jurisdiction with membership on the committee shall appoint its representatives. The MPO Policy Committee shall ratify all committee appointments.
- b. Members shall serve until they are replaced by their jurisdictions.

Section 3. Voting Privileges

- a. Each member shall be entitled to one vote on all issues presented at regular and special meetings at which the jurisdiction is present.

Article IV

Meetings

Section 1. Regular Meetings

- a. The committee shall hold its regular meeting on the second (2nd) Wednesday of each month.

Section 2. Special Meetings

- a. Special meetings may be called by the chair, vice-chair or MPO transportation staff on two days notice.
- b. The person or persons calling such special meeting shall fix the time and place for holding of such meeting.

Section 3. Conduct of Meetings

- a. Official action may be taken by the committee when a quorum is present.
- b. A quorum shall exist when the majority of member jurisdictions are present. Member jurisdictions are one individual from each of the following: cities of Medford, Central Point, Phoenix, Jacksonville, Talent, Ashland, Eagle Point; Jackson County; Rogue Valley Transportation District; and ODOT Rogue Valley Area Office.
- c. The voting on all questions coming before the MPO Technical Advisory Committee shall be by vote. Any member may ask for "Super Majority" (two thirds of voting members plus one) roll call vote if consensus (unanimity) cannot be reached on an MPO decision item/issue. The ayes and nays shall be entered in the minutes of such meeting.
- d. All meetings shall be conducted in accordance with Roberts' Rule of Order.

Article V

Officers and Duties

Section 1. Officers

- a. The officers of the committee shall be a chair and vice-chair to be elected at the February meeting.

Section 2. Term of Office

- a. The officers shall hold office for a period of one year, beginning at the close of the February meeting.

Section 3. Duties

- a. The chair shall preside at all meetings and is entitled to vote on all issues.
- b. The vice-chair shall perform all duties of the chair in the chair's absence.

Section 4. Planning Program Manager

The RVCOG's Planning Program Manager shall be a non-voting, ex-officio member of the committee. The program manager shall be responsible for staff support of the committee, including minute taking and record keeping.

Article VI

Subcommittees

Section 1. Subcommittees

- a. Subcommittees as needed shall be appointed by the chair.
- b. The members of subcommittees shall serve until the work of the subcommittees is completed, or until their successors have been elected or appointed.
- c. Subcommittees must have at least one member who is a member of the full committee.
- d. The chair and the Planning Program Manager shall serve as ex-officio members of all subcommittees.
- e. The committee, by a majority vote, may dissolve subcommittees or remove individual members with or without cause.

Section 2. Subcommittee Meetings

- a. Meetings of each subcommittee may be called by its chair, by the chair of the TAC by any two subcommittee members or by MPO transportation staff on two days notice. A majority of the members of each subcommittee shall constitute a quorum, and an act of the majority of the quorum present at the meeting shall constitute the act of the subcommittee.

Article VII

Amendments to Bylaws

Section 1.

- a. These bylaws may be amended or repealed or new bylaws may be adopted by a Super Majority vote of two-thirds plus one of the members of the committee present at any regular or special meeting called for that purpose. This also includes amending the bylaws to include new members. Written notice of proposed amendments shall be given to the membership of the committee at least thirty (30) days prior to the date of the meeting at which the bylaws are to be considered.

Section 2.

- a. Amendments to the bylaws shall become effective upon approval by the MPO Policy Committee.

Approved by the MPO Policy Committee:


Michael Quilty, Chair

March 27, 2018
Date