

*REGIONAL TECHNICAL ADVISORY COMMITTEE
BYLAWS
(Approved as Amended January 28, 2008)*

*ARTICLE I
NAME*

The name of this organization shall be the Regional Technical Advisory Committee (RTAC) of the Community Planning Association (COMPASS). The RTAC shall advise the COMPASS Board on regional transportation and related planning issues.

*ARTICLE II
COMPOSITION AND VOTING*

1. The members of the RTAC shall be composed of key staff or otherwise qualified representatives of COMPASS' member agencies, preferably having a transportation-related technical background.
2. A quorum shall consist of the presence of a simple majority of the sum of the votes of qualified RTAC members at the time of the meeting. Presence may be established by physical attendance at the meeting or by attendance via telephone, Internet or other remote technologies. All meetings must occur in a physical place to allow public attendance.
3. Voting privileges shall be accorded to those current representatives from COMPASS member governments. Each RTAC member representing a COMPASS member government shall have the same weight of votes as enjoyed by that member on the COMPASS Board under the Joint Powers Agreement. Members authorized under these bylaws and not representing a COMPASS member shall be entitled to one (1) vote. When entitled to more than one vote, the member's votes may be exercised by separate persons or by one or more persons representing the member government.
4. The COMPASS Public Participation Committee (PPC) shall be entitled to appoint one of its members to sit on RTAC. The PPC representative shall have one vote.
5. Intra-County Voting may be used according to the provisions of this section when any matter properly before the RTAC pertains overwhelmingly within the borders of one county. Examples of such matters include, but are not limited to:
 - a. Setting transportation project priorities when all such projects are within the borders of one county;
 - b. Approving a Transportation Improvement Program when the program applies only within the borders of one county;
 - c. Approving a long-range transportation plan when the plan applies only within the borders of one county;
 - d. Approving an expenditure of funds when the funds are both generated and expended within the borders of one county; and
 - e. Adopting air quality recommendations or strategies for inclusion in official State Implementation Plans when the recommendations or strategies apply only within the borders of one county.

The Chair may optionally determine, before distributing an agenda for any regular or special meeting of RTAC, whether any item on the agenda is likely to qualify for intra-county voting and shall so designate on the agenda. In addition any voting member may, at any meeting of RTAC, request consideration of intra-county voting for any item on the agenda.

In either case, before such a matter may properly be placed before the RTAC, the Chair shall determine in a manner provided by Roberts Rules of Order whether to invoke intra-county voting. In the event intra-county voting is used:

- a) The Chair will announce that intra-county voting will be used to resolve the matter before the RTAC and designate which county's voting members may vote.
 - b) Only voting members present and representing General and Special Purpose Members in that county may cast a vote on the matter.
 - c) A simple majority of votes from that county is required to approve the matter before the RTAC.
6. Appointments to the RTAC may be made by members through a written notice specifying the name(s) of the appointee(s) and any alternates as well as the duration of the appointment(s) when applicable. When no duration is provided, the appointment shall remain valid until written notice of a change is made to COMPASS.
 7. Ex-officio members may be appointed to represent transportation, environmental, land use, or other areas of expertise deemed to be relevant to the duties of the RTAC. Ex-officio members are non-voting but are entitled to full participation in RTAC. Ex-officio memberships must be approved by vote of the RTAC or the COMPASS Board and are subject to annual review/confirmation by the COMPASS Board.
 8. If a member has three (3) successive unexcused absences a "notice of member inactivity" may be sent to the director of that represented agency, with a copy mailed to the member, requesting an active replacement. If no action is taken by the agency, that representative will be dropped with a written notice signed by the Executive Director of COMPASS to the director of the agency and a copy to the Board member of the agency, when applicable. Reinstitution of membership may be granted only upon written request by the agency and appointment of a specific person(s) as RTAC members. Until such time as an appointment has been made in writing, the vote of the terminated member shall not be considered in determining a quorum.

ARTICLE III DUTIES

1. The RTAC shall have major responsibility in the development of the Unified Planning Work Program (UPWP). Work in this area includes the description of project tasks, estimates of manpower requirements, time completion schedules and task priority evaluations. Recommendations concerning work program activities shall be submitted to the COMPASS Board in a timely manner to facilitate the finalization of the COMPASS Unified Planning Work Program Budget.
2. The RTAC should present a realistic perspective of the program needs of the various implementing and planning agencies so the COMPASS Board can give appropriate priority to transportation planning projects as part of the finalized Work Program Budget.
3. The RTAC shall have major responsibility in the development of the Transportation Improvement Program (TIP). Work in this area includes the review and recommendations of priorities for federal funding requests, review of the TIP and related documents, development of project criteria, and review of TIP schedules. Recommendations concerning TIP activities shall be submitted to the COMPASS Board in a timely manner to facilitate the finalization of the COMPASS Work Program Budget.
4. The RTAC shall have major responsibility in the development and review of the regional long range transportation plan. During periods of an update, a subcommittee may meet frequently in order to provide timely input into the development process. Amendments and other necessary review will be completed by the committee as a whole.

5. The RTAC shall periodically review the status of work program activities and report to the COMPASS Board as part of an established quarterly status reporting system.
6. The RTAC shall follow the approved work program and schedule of activities. If any agency identifies a need to deviate from the adopted work program or initiate any special studies that have any bearing on the present or proposed transportation system, it will be the responsibility of the agency to bring this to the attention of the RTAC for consideration, action and/or information.
7. The COMPASS Board may use the RTAC to review and comment on a variety of special transportation related projects, Comprehensive Plan Amendments, major zoning reviews, public and/or private development/redevelopment projects, etc. Work in this area is anticipated to be of a short-term nature and shall be authorized by the COMPASS Board prior to the RTAC and staff involvement.
8. RTAC members constitute a primary communications link between COMPASS and its members. As such RTAC members are expected to represent their respective agencies' at the meetings and to communicate to their agencies information regarding COMPASS plans, studies, and other activities.

ARTICLE IV
ORGANIZATION

1. Voting members of the RTAC shall elect a chair and vice chair at their first scheduled meeting of each calendar year. COMPASS staff members shall not serve as chairperson.
2. COMPASS shall be the coordinating staff for the RTAC.
3. Subcommittees may be established by action of the Committee.

ARTICLE V
MEETINGS

1. The RTAC shall meet at regularly scheduled monthly meetings to be held at least one week prior to the subsequent regularly scheduled COMPASS Board meeting. The time and place of meetings shall be established by the RTAC.
2. COMPASS staff shall give notice of all meetings to all members reasonably in advance of a called meeting. All meetings shall be open to the public.

ARTICLE VI
AMENDMENTS TO BY-LAWS

These Bylaws may be amended by an affirmative vote of a simple majority of the voting members present at a meeting subject to approval by the COMPASS Board. A Bylaws change shall be presented for consideration at a regularly scheduled meeting of the Committee; however, voting shall be deferred until the regularly scheduled meeting following the meeting at which the Bylaws change was proposed.