

Transportation Model Advisory Committee
BYLAWS
(Approved as Amended January 23, 2006)

Article I

Name

1. The name of this organization shall be the Transportation Model Advisory Committee, hereafter referred to as a COMMITTEE of the Community Planning Association (COMPASS).

Article II

Composition/Membership

1. The COMMITTEE shall be composed representatives of entities as shown in Table 1. Members should have transportation/air quality modeling and/or land use technical experience. A quorum shall consist of a simple majority of the voting representatives listed in this section. 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.

Table 1 – Membership in the Transportation Model Advisory Committee		
Agency	Number of Members	Voting Status
Ada County Highway District	2	Voting
Ada County (Planning)	1	Voting
Boise City (Planning)	1	Voting
City of Meridian	1	Voting
Canyon County Small Cities Representative	1	Voting
Canyon County (Planning)	1	Voting
Canyon County Highway Districts' Representative	1	Voting
City of Nampa	1	Voting
Idaho Transportation Department	2	Voting
Idaho Department of Environmental Quality	1	Voting
Appointed Transportation/Land Use/Air Quality Professionals	4	Voting
Valley Regional Transit Representative	1	Voting
COMPASS Public Participation Committee (PPC)	1	Voting
Community Planning Association	2	Non-voting
Total	20	(18 Voting)

The COMPASS Board may confirm all COMMITTEE members no less than once per calendar year.

2. In accordance with Title VI, COMPASS member agencies appointing COMMITTEE representatives are encouraged to select women and minorities.
3. COMPASS Member Agency Representatives.
 - a. COMPASS member representatives on the COMMITTEE are made up of staff or other appointees from COMPASS member agencies listed in Table 1.
 - b. Nominations of the COMPASS member agencies' representatives shall be made by the member agency and submitted in writing to COMPASS staff.
4. Transportation/Land Use/Air Quality Professionals.
 - a. Transportation/land use/air quality professionals are individuals with expertise in the field of transportation, travel demand modeling, air quality modeling, and/or land use issues in Ada County or Canyon County.
 - b. Existing transportation/land use/air quality professional representatives may propose candidates, but are not allowed to vote on the selection of transportation/land use/air quality professional representatives.
 - c. All transportation/land use/air quality professional candidates must formally apply for membership to the COMMITTEE. Solicitations for membership will be accepted at any time during the calendar year. However, formal solicitations for membership will be sent out between October-December announcing available membership openings beginning January the following year.
 - d. The applicant(s) must complete the application form in Exhibit 1. Incomplete forms will not be considered. Additional material submitted in support of the candidate's application will not be considered. Selection will be based solely on a completed application form and by vote of the public agency members of the COMMITTEE.
 - e. Transportation/land use/air quality professional members may be recommended for successive terms. The application process, however, will still apply.
5. Terms.
 - a. The transportation/land use/air quality professional members will serve staggered rotating two (2) year terms. The rotation will occur as follows:
 - i. 1st & 2nd transportation/land use/air quality professionals: rotate December odd years
 - ii. 3rd & 4th transportation/land use/air quality professionals: rotate December even years
 - iii. A transportation/land use/air quality professional representative serves voluntarily on the COMMITTEE and without compensation. Therefore, he/she may terminate his/her membership at any time during the specified term.
 - b. COMPASS member agency representative(s) are at the discretion of the agency, and in accordance with Article V, paragraph 3.
 - c. The term of the COMPASS Public Participation Committee representative shall be determined by the COMPASS Public Participation Committee bylaws.

Article III
Duties

1. The COMMITTEE shall provide oversight on travel demand model development, maintenance, and policy for the COMPASS Board. The COMMITTEE responsibilities include, but are not limited to:
 - a. Development and maintenance of the model's speed/capacity matrix, including analyzing capacities and speeds using current highway capacity software, and collecting and evaluating similar nationwide research.
 - b. Review and approve base model assumptions and other pertinent model input data. Recommend improvements to the modeling process. The basis of evaluation will be the adequacy of the model with regard to regional planning activities.
 - c. Provide technical assistance when requested for purpose of assisting COMPASS or member agencies in modeling projects.
 - d. Review and/or comment on model results for major development proposals, capacity related questions, and other special studies as needed.
 - e. Assist COMPASS staff in the education of neighborhood groups, policy boards, and other public citizens groups about the model.
 - f. Other model/technical activities as assigned by the COMPASS Board.

Article IV
Organization

1. Voting members of the Committee shall elect a chairman from the voting membership at their last scheduled meeting of each calendar year.
2. The COMPASS staff shall coordinate the activities of the COMMITTEE.
3. Subcommittees may be established by action of the COMMITTEE.

Article V
Meetings

1. The COMMITTEE shall meet at least quarterly and at the call of the Chairman.
2. Reasonable advance notice of all meetings shall be given by the Chairman to all members. All meetings shall be open to the public.

3. If a member has three successive unexcused absences, a notice of member inactivity can be sent to the director of that represented agency, with a copy mailed to the member, requesting an active replacement. If no response is received from the agency, that representative will be replaced.

Article VI
Amendments to BYLAWS

1. 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 the scheduled meeting of the COMMITTEE; however, voting shall be deferred until the next scheduled meeting at which the BYLAWS change was proposed.

TMAC Application for Membership

Name:

Title:

Firm/Employer:

Firm Activities:

Responsibilities of Applicant:

Experience

Please list experience in the following four areas. Keep the focus of your discussion relevant to how the TMAC might benefit by your participation. ***Use separate pages to expand on experience if necessary.***

Examples of experience include (but are not limited to): (1) model software packages used, (2) use of models and/or data from a model in specific projects, (3) specific experience in capacity analyses and tools used, (4) relevant traffic impact analyses, and (5) traffic operations.

I. Transportation Modeling:

II. Air Quality Modeling:

III. Land Use Issues:

IV. Capacity Analysis and Traffic Operations:

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