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# BATON ROUGE TRANSPORTATION TECHNICAL ADVISORY COMMITTEE

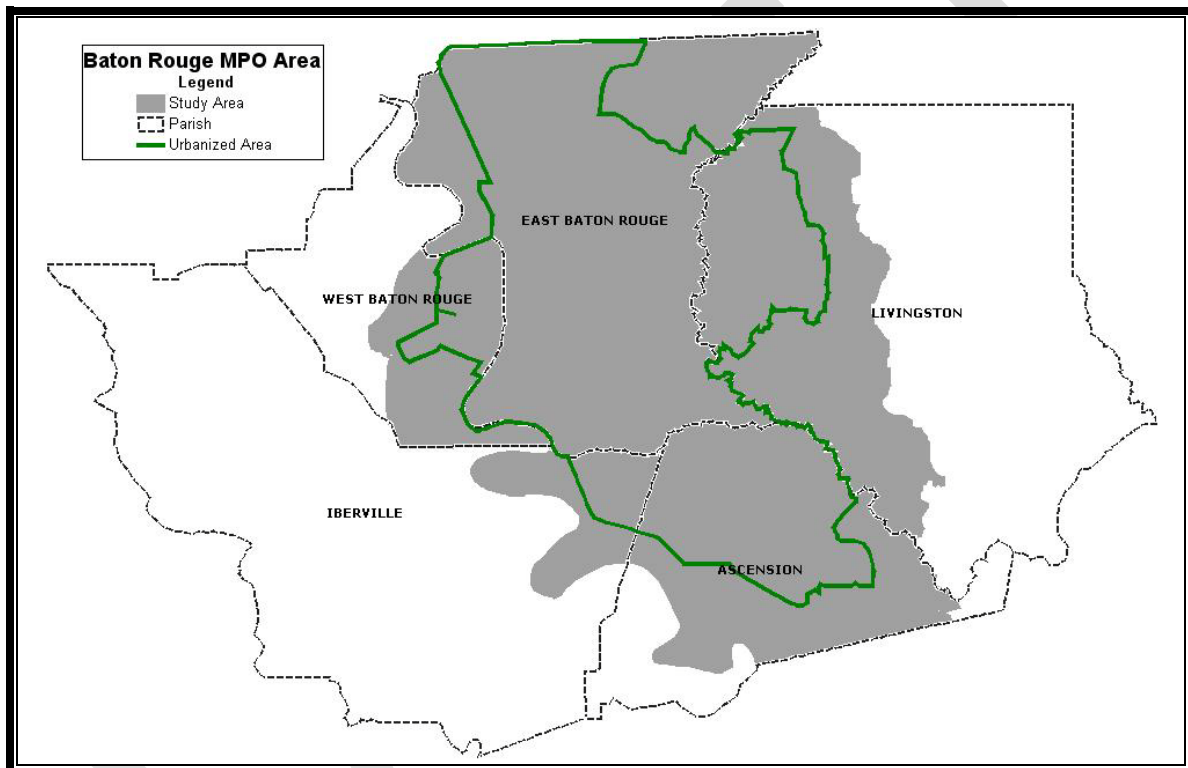
## BYLAWS

Adopted: April 21, 1995

Amended:

February 9, 1999

Proposed December 8, 2009



*Serving the Local Governments in the Baton Rouge  
Transportation Management Area*

*Prepared by:*

**Capital Region Planning Commission (CRPC)**

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**BYLAWS  
OF THE  
BATON ROUGE  
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE**

**PART I. TRANSPORTATION TECHNICAL ADVISORY COMMITTEE**

A. Purpose:

The purpose of the Area-wide Transportation Technical Advisory Committee (TAC) in the Baton Rouge Transportation Management Area is to provide technical guidance for the development, coordination and implementation of a multi-modal Transportation Plan for the Baton Rouge Metropolitan Area. Under agreement between the State of Louisiana and the local governments, the Area-wide Transportation Technical Advisory Committee is hereby established by the Capital Region Planning Commission, acting in its capacity as the designated "Metropolitan Planning Organization" for the officially designated metropolitan area.

B. Membership:

By agreement between the State of Louisiana and the local governments, the membership of the Area-wide Transportation Technical Advisory Committee is determined by the Capital Region Planning Commission (CRPC), with the concurrence of the Louisiana Department of Transportation and Development (LADOTD). The Transportation Technical Advisory Committee membership is to be comprised principally of representatives of general purpose government who manage the day to day technical aspects of the transportation system infrastructure or their designee. In order to broaden the base of technical expertise available to the committee, and meet Chapter I, Title 23 CFR Part 450 subpart C 450.306 (i), the requirements of the membership of the TAC includes representatives from several affected transportation modes and community organizations. The membership of the TAC is as follows and the map of the geographical area is attached as Attachment A:

**MEMBERS**

**REPRESENTING**

- |                             |   |
|-----------------------------|---|
| 1. Technical Representative | East Baton Rouge Parish Public Works        |
| 2. Technical Representative | East Baton Rouge Parish Planning Commission |
| 3. Technical Representative | City of Baker                               |
| 4. Technical Representative | Town of Brusly                              |
| 5. Technical Representative | City of Denham Springs                      |
| 6. Technical Representative | City of Port Allen                          |
| 7. Technical Representative | Town of Walker                              |

- |                                |  |
|--------------------------------|--|
| 8. Technical Representative    | City of Zachary                        |
| 9. Technical Representative    | Livingston Parish                      |
| 10. Technical Representative   | Ascension Parish                       |
| 11. Technical Representative   | West Baton Rouge Parish                |
| 12. Technical Representative   | Capital Region Planning Commission     |
| 13. Technical Representative   | Baton Rouge Chamber of Commerce        |
| 14. Technical Representative   | Baton Rouge Metro Airport Staff        |
| 15. Technical Representative   | Capital Area Transit System            |
| 16. Technical Representative   | Paratransit Operator                   |
| 17. Technical Representative   | Port of Greater Baton Rouge            |
| 18. Technical Representative   | City of Central                        |
| 19. Technical Representative   | City of Gonzales                       |
| 20. Technical Representative   | American Automobile Association        |
| 21. Technical Representative   | LA Motor Transportation Association    |
| 22. Technical Representative   | Railway Association ( <u>Vacant</u> )  |
| 23. Technical Representative   | LA Transportation Research Center      |
| 24. Technical Representative   | Baton Rouge Green                      |
| 25. Metropolitan Planning Rep. | LA DOTD                                |
| 26. Dist./Design/Eng. Rep.     | LA DOTD                                |
| 27. Public Transportation Rep. | LA DOTD                                |
| 28. Technical Representative   | Federal Highway Administration         |
| 29. Technical Representative   | LA Department of Environmental Quality |
| 30. Technical Representatives  | Private Sector                         |
| 31. Technical Representative   | Town of Sorrento                       |

C. Meetings:

The Transportation Technical Advisory Committee shall meet as deemed necessary by the MPO or Chairperson. Agendas will be mailed to the Committee members at least six days prior to the scheduled meeting date except in special meetings.

D. Powers and Responsibilities:

A State/Local Agreement between the State and affected local governments designates the Capital Region Planning Commission (CRPC) as the Metropolitan Planning Organization (MPO) for the Baton Rouge Metropolitan Area. This agreement requires that the Capital Region Planning Commission establish a committee structure that will be responsible for the overall technical and policy guidance of the MPO.

The Transportation Technical Advisory Committee may consider and make recommendations on any transportation-related issue a voting member may wish to

discuss. Public statements made by any member of the TAC must be clearly labeled as personal opinion and not the opinion of the TAC as a whole. The Chairperson of the TAC shall function as the official spokesperson for the TAC.

## **PART II.**

### Quorum:

A quorum (as established in Part III.A) of the membership of the Transportation Technical Advisory Committee must be present for motions to be adopted. A quorum shall be established with a minimum of twelve voting members present for a meeting of the committee.

### Motions:

Motions shall require a simple majority vote of the membership present cast in favor of the motion for adoption.

### Items:

Normally items for action by the Transportation Technical Advisory Committee shall be listed on the meeting agenda when submitted to the Chair, in writing, at least thirty days prior to the scheduled meeting date or as required in the Public Participation Plan or federal regulations. Items, issues, etc. or new business raised during a meeting of the committee may be discussed at the same meeting provided that the agenda is formally amended by a unanimous vote of the members present.

Special meetings may be called by the Chair.

### Procedures:

Formal actions of the Transportation Technical Advisory Committee shall be forwarded to the Transportation Policy Committee for consideration at the next regularly scheduled meeting of the TPC.

## **PART III. BYLAWS**

### A. Voting:

The Transportation Technical Advisory Committee is comprised of the membership as defined in PART I of this document. All members shall be considered voting members, with the exception of the FHWA representative and LADOTD District 62 Administrator. A quorum shall be established with a minimum of twelve voting members present for a meeting of the committee. The usual methods of voting will be by voice with the Chairperson announcing the results, and, confirmed by a show of hands or a roll call vote when requested by the Chairperson or any member of the committee. The "Ayes" will be recorded first; the "Nays" second. Members will remain with their hand up until the vote has been recorded. Voting by proxy ballot shall not be allowed.

B. Officers:

The officers of the Transportation Technical Advisory Committee shall consist of the Chairperson and Vice-Chairperson to be elected at a January meeting. The terms of office shall be for two years or until a replacement is elected. The CRPC staff shall serve as the secretary and be responsible for meeting notices and actions summaries.

C. Sub-Committees:

The Chair may appoint temporary or permanent subcommittees, as deemed necessary.

D. Membership Review:

The Transportation Policy Committee shall review the representation and composition of the Transportation Technical Advisory Committee every two years.

Members of the Transportation Technical Advisory Committee may appoint an individual to represent them on the TAC. Such an appointment shall be identified as a "designated representative" with the following qualifications:

A committee member appointing a designated representative to represent him/her on the TAC shall do so in writing. The written appointment shall be provided to the Chair of the Transportation Technical Advisory Committee. Alternates can be designated at any time.

The committee member shall state, in his/her communication of the appointment, the understanding that the designated representative will vote for the member in his/her absence.

The committee member shall, in his/her communication of appointment, note the term of the designated representative's appointment (i.e., one month, one year, committee members term, until further written notice, etc.).

A committee member, who has appointed a designated representative, and is in attendance at a meeting of the committee, will assume his/her seat on the committee.

E. Meeting Agenda:

The Chair will approve a meeting agenda prior to a regularly scheduled meeting of the Transportation Technical Advisory Committee. The approved meeting agenda will be distributed to the committee members at a minimum of six working days prior to a regularly scheduled meeting.

F. Action Summary:

An Action Summary of all Transportation Technical Advisory Committee meetings shall be prepared within ten working days following a meeting of the committee. Copies of the Action Summary shall be included in the next regularly scheduled meeting notice of the committee.

The Action Summary shall include all official actions of the Transportation Technical Advisory Committee and include the names of those members making motions as well as the final vote results. Formal written minutes of the committee meetings shall not be required; however, tape recordings of the meetings shall be kept in addition to the Action Summary. Attendance records shall also be maintained.

G. Administrative Funding:

Funding for the administration of the Transportation Technical Advisory Committee shall be provided through the Capital Region Planning Commission, and shall utilize funds obtained from FHWA, FTA, and other sources as authorized by the Capital Region Planning Commission.

H. Staffing:

Administrative staff for the management of the TAC shall be provided by the Capital Region Planning Commission.

I. Amendments:

Amendments, changes, alterations, etc. to these "Rules of Policy and Procedure" may be initiated by the Transportation Technical Advisory Committee, the Capital Region Planning Commission, or Transportation Policy Committee.

J. Parliamentary Rules:

The latest edition of "Roberts Rules of Order" is hereby designated as the official manual of the Committee. In the event of a conflict between "Roberts Rules of Order" and these "Rules of Policy and Procedure," these rules shall prevail.

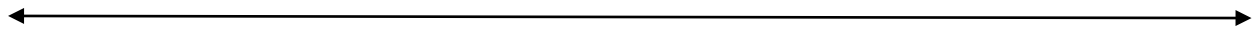
K. Ethics:

Each member of the Committee shall abide by the State of Louisiana Code of Governmental Ethics, R.S. 1950, Title 42, Chapter 15, as amended.

**Oct. 27, 2009 Amendments:**

1. Design of Title page; Added adoption and amendment time records;
2. Revised the membership;
3. Attached the member list;
4. Revised Part II, Quorum to increase from eight to twelve members present.
5. Revised Part II, Items to incorporate Public Participation Plan requirements.

DRAFT



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Attachment A

