

Bylaws of the  
**Technical Advisory Committee**  
of the  
Continuing Comprehensive Land Use and Transportation Program  
(Richland County Metropolitan Planning Organization)

*Amended*  
**February 2015**  
**July 2017**

## **Section I Title**

The title of the committee shall be the Technical Advisory Committee of the Continuing Comprehensive Land Use and Transportation Program. Commonly referred to as “Technical Advisory Committee” (TAC)

## **Section II Purpose**

The purpose of the TAC shall be as follows:

To direct a 3C (continuing, comprehensive and cooperative) planning process carried out by its membership in concurrence with federal guidelines

To review, analyze, select, and approve Land Use and Transportation Plans

To evaluate and assist in the preparation of basic development policy and objectives to be applied by the MPO

To advise various boards within the MPO on the status of multi modal transportation needs

To facilitate cooperation and coordination between the MPO and the Ohio Department of Transportation

To assist the general public in understanding decisions and policies of the MPO

To act as a forum for cooperative decision making and recommendations by its multi-jurisdictional and multi-disciplined membership

## **Section III Membership**

The TAC shall be made up of a 13 voting member committee  
(5 member nominating committee and 8 appointed voting members)

### *Nominating Committee*

ODOT District 3 – current representative to the MPO (ODOT District 3 appointment)  
Richland County Engineer or designated alternative – County Engineer appointment  
City of Mansfield Engineering Department or designated alternative – Mayoral appointment  
City of Ontario Engineering Department or designated alternative– Mayoral appointment  
City of Shelby Engineering Department or designated alternative– Mayoral appointment

### *TAC Appointments – 3 year terms*

Village Representative  
Regionally significant Economic Development Representative  
Area Transportation Agency Committee (ATAC) Representative  
3 Local Engineering Consulting Firm Representatives  
Regional Parks Representative  
Richland County Health Department or Active Transportation Representative

## **Section IV Attendance at TAC meetings**

Each member is expected to attend all study meetings and attempt to attend all special meetings. Any member of the TAC who is absent for three consecutive meetings without just cause may be removed from membership. The TAC Chair will advise the appointing authority of these absences and it will be suggested a new representative be chosen. The vacated position shall be filled for the unexpired term in the same manner in which it was originally chosen.

## **Section V Officers**

The officers of the Technical Advisory Committee shall consist of

### ***Chair***

The Chair shall preside at all meetings of the TAC. It is the duty of the Chair to see that the transactions of all business are in accordance with all applicable bylaws and procedures. The chair shall perform duties incidental to the office and from time to time such duties may be required or requested of him by the MPO.

### ***Vice Chair***

The Vice Chair shall serve as Chair in the event the chair is absent or the office is vacant.

The nominating committee shall select the initial Chair for the term of one year. The selection of the Vice Chair will be done by the entire committee every 2 years and will consist of a 2 year term as Vice Chair followed by a 2 Year term as Chair. Terms will begin with a new Fiscal Year (FY2018/FY2020/...)

If an office becomes vacant for any reason, the entire committee shall elect a successor to hold the office for the remainder of the term.

## **Section VI Meetings**

### ***Study Meetings***

The TAC shall hold at least 4 meetings per year.

### ***Special Meetings***

Special meetings may be called by the Chair or at the request of the Transportation Technical Director. Members must be advised at least 48 hours in advance of any special meeting

### ***Notification***

The Transportation Technical Director or designated staff of the RCRPC shall notify each TAC member of a Study Meeting in advance, identifying the date, time and tentative agenda.

### ***Quorum***

At any meeting of the TAC a quorum shall consist of a majority of voting members. A majority vote shall control the decisions and/or recommendations of the TAC providing there is a quorum except as described in Section VII. Meetings without a quorum can and will take place from time to time, no votes shall be taken at these meetings.

## **Section VII    Amendments**

These bylaws may be amended at the request of any member of the Committee. Amendment requests shall be on the agenda at any regular Study meeting for discussion and will be placed on the next study meeting agenda for possible approval. Amendments require a quorum and a 2/3 majority approval from all present voting members.

### *Amendment history*

February 2015 – Rewrite/Reaffirmation of Bylaws

*approved 02/25/15 TAC Mtg.*

July 2017 – Amended term of officers from 1 year to 2 year (set schedule to Fiscal Year 2018/2020/...)

*approved 07/11/17 TAC Mtg.*