

Bend Metropolitan Planning Organization
Technical Advisory Committee (TAC)

BYLAWS

Article I

Name

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

Article II

Purpose

The purpose of the Technical Advisory Committee is to:

- provide technical expertise in determining work program needs and major regional transportation studies to be undertaken;
- assist in the development of plans, policies, and projects related to the regional transportation system of the BMPO area;
- provide a forum for technical critique and input on the products and processes associated with the regional transportation planning program for the BMPO area; and
- provide a coordinated, interdisciplinary technical perspective to the development and implementation of regional transportation planning activities.

Article III

Responsibilities

Responsibilities of the Technical Advisory Committee include:

1. Annually review work program objectives, assist in development of the Unified Planning Work Program (UPWP) and make a formal recommendation to be forwarded to the Policy Board for adoption.
2. Review the Metropolitan Transportation Plan (MTP), its amendments and Refinement Plans as required, recommend changes as necessary, and make a formal recommendation to be forwarded to the Policy Board for adoption.
3. Coordinate and review the development and production of the BMPO Transportation Improvement Program (TIP) identify appropriate amendments as

necessary, and make a formal recommendation to be forwarded to the Policy Board for adoption.

4. Assist in reviewing work programs and study designs and recommend priorities of technical studies to carry out work programs.
5. Review technical aspects of plans and studies at key decision points
6. Direct technical studies as necessary.
7. Conduct other technical activities as required or requested by the BMPO Policy Board.

Article IV

Membership - Voting

- A. The BMPO Technical Advisory Committee shall consist of the following members or their designees:

City of Bend – 2 members
Deschutes County - 1 member
Oregon Department of Transportation (ODOT) – 1 member
Cascades East Transit – 1 member
Central Oregon Intergovernmental Council (COIC) – 1 member
Central Oregon Community College (COCC) – 1 member
Commute Options Central Oregon – 1 member
Deschutes County Bike/Pedestrian Advisory Committee – 1 member
Bend Park and Recreation District – 1 member
Department of Land Conservation and Development (DLCD) – 1 member
Citizens (appointed by Policy Board) – 2 members
Oregon State University Cascades – 1 member
Bend-La Pine School District (Non-Voting)
Federal Highway Administration (Non-Voting)
Federal Transit Administration (Non-Voting)

The BMPO Policy Board may appoint non-voting members that represent alternate travel modes, the business community, freight community, or other interests deemed appropriate. Non-voting members can participate in all discussions and deliberations of the TAC. Non-voting members shall have no vote and shall not make or second motions.

Lastly, the following shall also be a member of the Technical Advisory Committee

Bend MPO Manager (non-voting)

- B. A quorum shall consist of a majority of voting members. Upon declaration that a quorum exists, a majority of votes from voting members in attendance at the meeting shall constitute a formal decision of the committee. It is to the discretion of the TAC Chairperson to determine if email or phone correspondence will be considered as attendance and therefore count toward the number for a quorum.
- C. The MPO Manager or his/her designee will act as the Chairperson.
- D. The Chairperson of the Technical Advisory Committee shall coordinate with existing committees and appoint subcommittees as required and specify assignments and deadlines of subcommittee reports.
- E. Voting shall be conducted according to Robert's Rules of Order

Article V

Meetings

Regular meetings shall be held monthly at a date and time established by the TAC members. However, meetings shall be on an "as needed" basis and may be cancelled if agenda items do not justify. Notice of cancellation of or change of meeting date or time shall be at least five (5) days in advance of the regularly scheduled meeting.

Article VI

Amendments To The Bylaws

The Bylaws may be amended at any regular meeting of the Technical Advisory Committee, provided that written notice of, and the proposed amendment, is mailed to each member of the committee not less than five (5) days prior to such meeting. Amendments to the Bylaws affecting Committee composition must be reviewed and endorsed by the Policy Board of the Bend Metropolitan Planning Organization.