

Bylaws of the Northwest Transportation Advisory Committee



Adopted: June 28, 2010

Amended: August 31, 2018

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Bylaws
Northwest Transportation Advisory Committee

ARTICLE I
Introductory

- 1.1 Name:** The name of this organization shall be the Northwest Transportation Advisory Committee (TAC).
- 1.2 Purpose:** The TAC has been established to ensure quality and progress in transportation planning issues and projects throughout the five-county region of Pennsylvania that consists of Clarion, Crawford, Forest, Venango, and Warren counties.
- a) The transportation planning process is to include the identification and support of projects on the Statewide Transportation Improvement Program (STIP) and the Twelve-Year Program (TYP)--projects that promote the safe passage of people and goods, support economic development, and preserve the character and livability of our communities.
 - b) Develop a staged, multi-modal, long-range transportation improvement plan.
 - c) Program strategically and establish transportation priorities for the five-county region.
 - d) Implement processes and procedures that enhance fiscal constraint with regard to long-range planning and short-range programming.
 - e) Select transportation improvements with the greatest benefit to the Commonwealth and individual counties/region, and to more effectively choose the best selection of projects that meet the varied needs.
 - f) Constrain projects in the rural Transportation Improvement Program (TIP) by year, phase, and within available funding limits.
 - g) Reach consensus with all involved parties.
 - h) Conduct meaningful and effective public involvement procedures throughout the planning and programming process.

ARTICLE II
Transportation Advisory Committee

2.1 Members: The TAC is comprised of representatives from throughout the region interested in improving the overall transportation system. The committee with up to twenty-four members represents government agencies, private sector, elected officials, and the Pennsylvania Department of Transportation. These twenty-four members are referred to as the Advisory Committee and are the sole voting members of the TAC. Overall, the TAC establishes policy and ensures that project programming is consistent with the Long Range Transportation Plan (LRTP) and fiscal constraints. Voting Members include:

- Three (3) Representatives from each member county of which one would be the Director of Planning
- One (1) Representative from PennDOT District 1-0
- One (1) Representative from PennDOT District 10-0
- One (1) Representative from PennDOT Central Office
- One (1) Representative from Rail
- One (1) Representative from Transit
- One (1) Representative from Aviation
- One (1) Representative from Freight
- Up to Two (2) At-large Representatives

Ex-Officio Member: An FHWA representative serves as an ex-officio member. In this capacity, the member can be involved in conversation, motions and issues, advise, guide, etc., but will remain a **non-voting member** in all matters.

2.2 Selection of Membership: Three representatives and one alternate from each county (Clarion, Crawford, Forest, Venango, and Warren) are appointed by the counties' commissioners. New at-large members, modal representatives, or organizations may be nominated by current members and approved or removed by a majority of all voting members.

2.3 Term of Member: Voting members shall be retained from year to year unless a member submits a written notice of resignation or he/she is removed by the entity appointing him/ her to the TAC.

2.4 Open Advisory Committee Seats: The Northwest Regional Planning and Development Commission (Northwest Commission) will notify the respective appointing county when a voting vacancy occurs and/or if an appointment is not participating in a majority of meetings over the course of a year.

2.5 Meetings: The TAC will meet quarterly, or as needed, at the PennDOT District 1-

0 office or at a location determined by the NW RPO Board. All meetings will be advertised and open to the public. Meeting notices and materials which will include the meeting date, time, and location shall be provided to the TAC not less than five working days prior to the meetings. The staff of the Northwest

Commission will provide a recording secretary to record accurate meeting minutes. Minutes shall be maintained and distributed to the TAC within 15 working days after meetings.

- 2.6 Special Meetings:** Special Planning Committee meetings may be called upon request by the Chair of the TAC. Notification of special meetings will be sent to Committee members via mail, email, or fax. Meetings may be held at various locations throughout the region.
- 2.7 Voting:** Actions of the TAC shall be by a majority vote of the members present and entitled to vote. Members shall be deemed as present at any meeting if a telephone or similar communication equipment by means of which all persons participating in the meeting can hear each other at the same time is used. The chairperson shall be permitted to vote. If a vote ends in a tie, then a re-vote may be requested. If a re-vote fails to break the tie, the Chairperson will poll (via-email) the entire TAC voting membership following the meeting to arrive at a resolution. If this still results in a tie situation, the matter under consideration is dead. On occasions when formal actions need to be expedited without convening a meeting, an electronic e-mail ballot may be conducted. An email ballot will be considered valid with a majority vote of all voting members of the TAC.
- 2.8 Public Participation:** It is the policy of the TAC to have a proactive involvement process that provides complete information, timely public notice, and full public access to TAC activities at all key stages in the decision making process. It is also TAC policy to involve the public early in the planning process and to actively seek out the involvement of communities most affected by particular plans or projects. Details for public participation may be found in the Northwest RPO Public Participation Plan.
- 2.9 TIP Approval:** The Northwest Rural Planning Organization TAC will provide final approval on the Transportation Improvement Program before submission to the Pennsylvania Department of Transportation.

ARTICLE III
Officers

3.1 Officers: The officers of the TAC consist of a Chair and a Vice-Chair serving annual terms.

- a) Election of Officers-The Chair shall appoint up to three (3) members of the TAC to serve as the Nominating Committee.
- b) Election will occur during the last regularly scheduled meeting of the year.

3.2 Duties of Officers:

- a) **Chair-**The Chair shall call meetings of the TAC to order and shall act as Chair of such meetings.

The Chair shall see that all orders and action items, including amendments, are carried into effect.

The Chairperson or the Transportation Partner at the Northwest Commission will be the official spokesperson of the TAC and will respond to the public.

- b) **Vice-Chair –**The Vice-Chair shall conduct the duties of the Chair in the event of the Chair's absence.
- c) The Northwest Commission's staff collects data, provides information, offers GIS service, and administers the transportation planning program for the TAC.

ARTICLE IV
Committees

- 4.1 Advisory Committee:** A committee of the whole consisting of the twenty-four voting members as identified under Section 2.1. It is the Advisory Committee's responsibility to review, evaluate, and prioritize projects to ensure that project programming is consistent with the LRTP and fiscal constraints.

ARTICLE V
Procedures

- 5.1 TIP Modification and Amendments:** The Federal Statewide and Metropolitan Planning Regulations, which govern the provisions concerning the Statewide Transportation Improvement Program and the individual Transportation Improvement Programs, make a distinction between TIP/STIP amendments and other actions taken to modify the program. The intent of this distinction is to streamline the procedures for implementing projects. Furthermore, the federal planning regulations permit the use of expedited procedures to accomplish certain modifications if prior agreements have been established.

To expedite formal actions, telephone, e-mail, or fax ballots can and will be used to take action on amendments. These actions will be reaffirmed at the next regularly scheduled meeting.

- 5.2 Bylaw Amendments:** Proposed amendments to these bylaws or any bylaw changes shall be provided in writing at least 30 days in advance of any action at a scheduled meeting or through e-mail ballot to all voting members. Written notice shall identify the specific sections of the bylaws that are under consideration and the proposed changes thereto. Approval of an amendment requires the affirmative vote of at least two-thirds of the voting members in attendance at a scheduled meeting or two-thirds of all voting members for an email ballot.

* * * * *

Adopted this 28 day of June 2010.

A T T E S T:



Daniel Glotz, Chairman
NWRPOTAC



C. J Tisi, Vice Chair
NWRPOTAC

AMENDMENT:

No. 1: January 18, 2012

No.2: August 31, 2018

No.3: _____