

# **West Central Indiana Economic Development District Transportation Policy Committee Bylaws**

## **Section 1: Purpose**

The purpose of the West Central Indiana Economic Development District (WCIEDD) Transportation Policy Committee, herein after referred to as the Transportation Policy Committee (TPC), will be to serve as the official policy and decision-making body responsible for carrying out the continuing, cooperative and comprehensive (3C) multimodal transportation planning process required by 23 CFR – Part 450 for the Terre Haute Urbanized Area (UA) and the Vigo County Metropolitan Planning Area (MPA).

## **Section 2: Responsibilities**

- 2.1 Give overall guidance to the metropolitan transportation planning process.
- 2.2 Approve and adopt a Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP), Metropolitan Transportation Plan (MTP), Public Participation Plan, Air Quality Conformity Determinations, amendments and revisions to these plans and documents, and any other newly established Federal programs and documents.
- 2.3 Exercise overall responsibility for review and approval of other plans and programs, which are developed through or in support of the metropolitan transportation planning process.
- 2.4 Organize and appoint members of the WCIEDD Transportation Technical Committee, herein after referred to as the Transportation Technical Committee (TTC).
- 2.5 Establish and appoint other committees and task forces necessary to carry out a successful metropolitan transportation planning process.
- 2.6 Insure established public participation goals and objectives are achieved in carrying out the metropolitan transportation planning process.

## **Section 3: Membership**

### 3.1 Transportation Policy Committee Members:

- 1) Mayor, City of Terre Haute – Voting Member
- 2) President, Vigo County Board of Commissioners – Voting Member
- 3) President, Terre Haute City Council – Voting Member
- 4) President, Vigo County Council – Voting Member
- 5) President, Vigo County Area Planning Commission – Voting Member
- 6) President, Terre Haute International Airport Authority Board – Voting Member
- 7) Vigo County Auditor – Voting Member
- 8) INDOT Crawfordsville District Office Representative – Voting Member
- 9) President, West Terre Haute Town Board – Voting Member
- 10) President, Seelyville Town Board – Voting Member
- 11) FHWA, Indiana Division Representative – Advisory Member
- 12) FTA Region 5 Representative – Advisory Member

- 3.2 Voting members of the TPC serve terms on the committee coinciding with the terms of their respective offices.
- 3.3 Each member may name an alternate, in writing, who may exercise full member powers during the member's absence. The term of the alternate will expire upon expiration of the member's term or upon written notice by the member. The member will be responsible for notifying the alternate of meetings.

#### **Section 4: Officers**

- 4.1 Officers of the TPC shall be chosen from among the voting members of the committee.
- 4.2 The chair shall be elected by a majority vote of the members in a duly constituted meeting.
- 4.3 A vice-chair shall be elected by a majority vote of the members, in a duly constituted meeting, to serve in the chair's absence or in case the chair vacates his/her office.
- 4.4 Election of officers shall be at the first regular committee meeting in January of each year.
- 4.5 The WCIEDD Chief Transportation Planner will serve as the committee's recorder and prepare and distribute a summary of committee meeting minutes.

#### **Section 5: Meeting Procedures**

- 5.1 The rules of order herein contained shall govern deliberations and meetings of the TPC. Any point of order applicable to the deliberations of this committee and not contained herein shall be governed by *Roberts Rules of Order*.
- 5.2 In general, TTC meetings shall precede TPC meetings, alternating on bi-monthly cycles. It should herein be noted that though it is prudent to first consult with TTC about the technical aspects of transportation issues and projects, there are some decisions that do not require a TTC recommendation (such as INDOT INSTIP/TIP amendments that have already been approved in the past but may have a budgetary revision that only INDOT is responsible for, or other unforeseen scenarios). If an issue to be acted upon by the TPC requires a TTC recommendation, the TPC meeting shall be preceded by a meeting of the TTC.
- 5.3 In order to comply with Indiana's Public Access Laws, the MPO staff will publish an annual schedule of all regular committee meetings and distribute this schedule to all TPC members and major media outlets in Terre Haute and Vigo County no later than January 10<sup>th</sup> of each year.
- 5.4 Five days prior to every regularly scheduled meeting, the MPO staff will remind TPC members about the upcoming meeting via an e-mail and distribute the meeting agenda. The content of the committee meeting agenda will be developed by the Chief Transportation Planner and coordinated with the Committee Chair.

- 5.5 At the discretion of the MPO staff and with the approval of the Committee Chair, a regularly scheduled meeting can be canceled or rescheduled. Notification of any canceled or rescheduled meeting will be provided to TPC members via e-mail at least 48 hours (excluding Saturdays, Sundays and legal holidays) prior to the scheduled meeting. An appropriate notice will also be posted at the meeting location at least 48 hours (excluding Saturdays, Sundays and legal holidays) prior to the scheduled meeting, at the West Central Indiana Economic Development District (WCIEDD) office, located at 1718 Wabash Ave., Terre Haute, IN 47808 and on the Transportation Meeting Page of the WCIEDD website ([http://www.westcentralin.com/transport\\_meetings.htm](http://www.westcentralin.com/transport_meetings.htm)).
- 5.6 The Chief Transportation Planner and/or WCIEDD Executive Director, are delegated the authority to call a special meeting of the TPC to act on any item that cannot be held over to the next regularly scheduled bi-monthly TPC meeting. Notice of a special meeting will be provided to TPC members via e-mail at least 48 hours (excluding Saturdays, Sundays and legal holidays) prior to the meeting. An appropriate notice will also be posted at the meeting location at least 48 hours (excluding Saturdays, Sundays and legal holidays) prior to the scheduled meeting, at the West Central Indiana Economic Development District (WCIEDD) office, located at 1718 Wabash Ave., Terre Haute, IN 47808, on the Transportation Meeting Page of the WCIEDD website ([http://www.westcentralin.com/transport\\_meetings.htm](http://www.westcentralin.com/transport_meetings.htm)), and be provided electronically to any media outlets or individuals who have submitted an annual request to receive meeting notices.
- 5.7 All regular and special meetings of TPC are open to the public and public participation is encouraged. Reasonable accommodation will be made for those with disabilities.
- 5.8 A quorum shall consist of six of the ten voting members of the TPC or their alternates. No action shall be taken by the TPC without a quorum. If a quorum is not present at a regular or special meeting, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.
- 5.9 Voting shall take place by a simple majority voice vote, unless a committee member entitled to a vote requests a roll call vote. In the event of a tie vote, the motion before the Policy Committee shall be tabled.
- 5.10 In the event of a tie vote, where **all** Policy Committee members are not present, a new meeting time shall be set up that will provide for all committee members to be present and vote.
- 5.11 In the event of a tie vote, when a motion before the committee has been tabled, and all TPC members have voted, a previously agreed upon impartial party will be solicited to break the tie with his or her vote. A new meeting time shall be set up with all the appropriate background information provided to the agreed-upon individual who will break the tie, and the initial vote will be retaken.

## **Section 6: Order of Business**

The business of the committee shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by the unanimous consent:

- 1) Call to order by chair
- 2) Roll Call
- 3) Approval of minutes of previous meeting
- 4) Communications from the presiding officer
- 5) Report of officers and/or committees
- 6) Old business
- 7) New business
- 8) Invitation to interested parties wishing to be heard on matters not included in the agenda
- 9) Adjournment

## **Section 7: Amendment of Bylaws**

Policy and Technical Committee bylaws may be amended by a 2/3 vote at the first meeting of the year or by an 8 of 10 vote at any time thereafter.

Adopted: January 4, 2007

Record of Amendments: January 15, 2008

Record of Reviews: January 20, 2009  
January 26, 2010