

West Central Indiana Economic Development District Transportation Technical Committee Bylaws

Section 1: Purpose

The purpose of the WCIEDD Transportation Technical Committee is to provide the WCIEDD Transportation Policy Committee with technical support and to provide a linkage between planning and implementation.

Section 2: Responsibilities

- 2.1 Recommend technical methods, procedures, and standards to the WCIEDD Policy Committee to further the planning process.
- 2.2 Help coordinate work of operating departments and agencies participating in the transportation planning process.
- 2.3 Discuss options and make recommendations on transportation plans and programs to the WCIEDD Policy Committee.
- 2.4 Comment on and make recommendations to the WCIEDD Policy Committee on the Transportation Improvement Program (TIP) and other plans and reports.

Section 3: Membership

- 3.1 WCIEDD Transportation Technical Committee Members:

Voting Members

- 1) Terre Haute City Engineer
- 2) Vigo County Engineer
- 3) Exec. Director, Vigo County Area Planning Dept.
- 4) Director, Terre Haute Transit Utility
- 5) Director, Terre Haute International Airport
- 6) Director, Vigo County Air Pollution Cntrl. Board
- 7) INDOT District Office Representative
- 8) INDOT Central Office Representative

Advisory Members

- 9) Exec. Director, Terre Haute Redevelopment Dept.
- 10) Supt. of Parks & Recreation, City of Terre Haute
- 11) Supt. of Parks & Recreation, Vigo County
- 12) INDOT Public Transportation Representative
- 13) FHWA, Indiana Division Representative
- 14) Town Manager/Street Supt., Town of Seelyville
- 15) President, West Terre Haute Town Board
- 16) Chief Transportation Planner, WCIEDD

- 3.2 Additional members may be appointed by the WCIEDD Transportation Policy Committee, as deemed necessary.
- 3.3 Each member of the Technical Committee may name an alternate, in writing, from the same agency, jurisdiction, or organization that the member represents. The alternate may exercise full member powers during the absence of the member. The member will be responsible for notifying the alternate of meetings.
- 3.4 Each member of the Technical Committee may name a proxy, in writing, for a particular meeting or vote. The proxy must be from the same agency, jurisdiction or organization,

which the member represents. The proxy's power must be delineated in the written notice. The member is responsible for notifying the proxy of meetings.

Section 4: Officers

- 4.1 A chair shall be elected by the committee.
- 4.2 A vice-chair shall be elected by the committee to serve in the chair's absence.
- 4.3 The chair and vice-chair shall be elected by the majority of members in a duly constituted meeting.
- 4.4 Election of officers shall be in January of each year, for the following year.
- 4.5 A WCIEDD staff member will serve as the secretary of the committee or in any other capacity assigned by the committee.

Section 5: Meeting Procedure

- 5.1 The rules of order herein contained shall govern deliberations and meetings of the WCIEDD Transportation Technical Committee. Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by *Roberts Rules of Order*.
- 5.2 In general, Technical Committee meetings shall precede Policy Committee meetings, alternating on bi-monthly cycles. Regarding issues of the Policy Committee that require the Technical Committee's expertise, the Policy Committee shall be preceded by a meeting of the Technical Committee. It should herein be noted that though most transportation issues are recognized as prudent to first consult with the Technical Committee about, there are some decisions that do not require Technical Committee 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).
- 5.3 In the case of pressing issues that would be addressed normally by a regular bi-monthly Technical Committee Meeting, WCIEDD, as the duly designated MPO for Terre Haute and Vigo County, shall have the authority to coordinate and schedule a meeting of the WCIEDD Transportation Technical Committee, by contacting all committee members, via phone, email or any other effective means, to coordinate an acceptable meeting time.
- 5.4 When the Technical Committee meets to discuss options, methods, procedures, plans and documents related to transportation policy, it shall make recommendations to the Policy Committee in the form of a majority vote, for or against the particular issue at hand.
- 5.5 A quorum shall consist of five of eight voting members, their alternates or proxies. No action shall be taken by the WCIEDD Transportation Technical Committee 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.

5.6 All meetings of the Technical Committee shall be open to the general public.

5.7 At the discretion of WCIEDD and with the approval of the chair of the committee, a regularly scheduled meeting can be canceled. Notification of the cancellation shall be made at least three days prior to the date of the scheduled meeting.

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 persons wishing to be heard on matters not included in the agenda
- 9) Adjournment

Section 7: Amendment of Bylaws

Technical Committee bylaws may be amended by a 2/3 vote of the WCIEDD Transportation Policy Committee at the first meeting of the year or by a 6 of 8 vote at any time thereafter.

Adopted: January 4, 2007

Record of Amendments:

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