

*SUN CORRIDOR METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE BYLAWS*

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**I. NAME**

The official name of the committee shall be the Sun Corridor Metropolitan Planning Organization (Sun Corridor MPO or SCMPO) Transportation Technical Advisory Committee (herein, referred to as Committee).

**II. OBJECTIVE**

This functional committee, as set forth in the Sun Corridor MPO Bylaws, has been created to serve as a technical advisory committee on regional transportation planning and shall make recommendations on transportation related issues to the Sun Corridor MPO Executive Board.

**III. MEMBERSHIP**

A. The Committee shall consist of one member representing Pinal County, City of Casa Grande, City of Coolidge, City of Eloy, and the Arizona Department of Transportation. Committee representatives should have expertise in any of the following transportation subjects:

1. Highways
2. Public Works
3. Engineering
4. Aeronautics
5. Transit Systems
6. Planning

B. Membership should be representative of the Sun Corridor MPO region and its member jurisdictions.

C. Membership shall be recommended to the Committee, as necessary, in any of the following ways:

1. Request for nomination by any member of the Committee.
2. Request for nomination by staff.
3. Request for nomination by any member entity of Sun Corridor MPO.

Nominations originating from a local jurisdiction or ADOT shall be accompanied by a letter from the appropriate city/town/county administrator or appropriate ADOT representative approving of membership to the Committee. Nominations shall be referred by the Committee to the Sun Corridor MPO Executive Board for approval.

*SUN CORRIDOR METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE BYLAWS*

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- D. Members, and their respective jurisdictions, shall be considered inactive after missing two (2) consecutive meetings, unless excused prior to the meetings by notifying the chair or staff. Active status shall be resumed at the next meeting attended by the member. If a member misses the (2) meetings immediately preceding the presentation and approval of the Draft TIP, the member forfeits voting privileges on the draft TIP. If a member must miss a meeting, an alternate may be sent to represent that jurisdiction. A member shall not be considered absent by doing so.
- E. A member may attend and have full voting status via teleconferencing or videoconferencing (where available).
- F. After two (2) consecutive absences, a member shall be sent a letter, with copy to SCMPO Executive Board, reiterating the above policy concerning absences.
- G. One staff person, as designated by ADOT, shall also be a voting member.

**IV. VOTING**

- A. Each member of the Committee or the assigned alternate shall have one (1) vote on agenda items requiring action.
- B. A quorum of Committee members or alternates is necessary to take action on an agenda item. For purposes of determining a quorum, inactive jurisdictions shall not be counted toward the makeup of the total committee. For quorum purposes, 3 members will make a quorum.
- C. An affirmative vote by a majority of all committee members shall be required for the adoption or passage of a formal motion at a meeting in which a quorum has been established.

**V. SUBCOMMITTEES**

The Committee may establish subcommittees, as needed, to investigate and/or provide technical advice on special subjects. Members of subcommittees shall be approved by the Committee Chair and may include Committee members as well as individuals from the region having expertise in the subcommittee subject area. The duration of a subcommittee shall be determined by the Committee.

*SUN CORRIDOR METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE BYLAWS*

---

**VI. MEETING STRUCTURE**

- A. The Committee shall meet a minimum of six (6) times per year. The meeting dates and times of the Committee shall be suggested by Sun Corridor MPO staff and recommended for approval to the Executive Board by majority vote of the committee. Committee members shall be notified of all regularly scheduled meetings with written notices (email) at least one week prior to the meeting. All regularly scheduled meetings shall be held approximately one- and one-half weeks prior to the meeting date of the SCMPO Executive Board meeting.
  
- B. Special meetings may be called at the discretion of the Chair upon the request of the staff or at the request of three or more voting members of the Committee after a 72-hour notice has been given to each member of the pending special meeting.
  
- C. The order of business at Committee meetings shall be:
  - 1. Call to order and introductions
  - 2. Title VI Statement
  - 3. Approval of minutes
  - 4. Standing reports
  - 5. New information only items
  - 6. Action items
  - 7. Local governments update
  - 8. Upcoming meetings
  - 9. Call to the public
  - 10. Future agenda items
  - 11. Scheduling of next meeting
  - 12. Adjournment

The structure of the order of business of the TAC Committee meetings may be updated at the request of the TAC or TAC Chair. Any permanent change will be reflected in the next TAC Bylaws Amendment.

- D. Meeting agendas shall be written and posted to comply with state of Arizona open meeting statutes.
  
- E. Staff shall set the meeting agenda in consultation with the Chair.
  
- F. All proposals by local jurisdictions which must receive Committee action and/or Executive Board consideration must be submitted to staff at least two weeks in advance for review and dissemination to Committee members

*SUN CORRIDOR METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE BYLAWS*

---

- G. An annual meeting shall be held each year at which time officers for the coming year shall be seated.
- H. A roster of Committee members present at all meetings shall be kept by staff.
- I. Staff shall be responsible for keeping minutes of all Committee meetings; all minutes shall be made available to the public and be posted on the SCMPO web site.

**VII. PROCEDURES AND FUNCTIONS**

- A. It is the responsibility of the Committee to advise staff in all subject areas of regional transportation planning including, but not limited to:
  - 1. State highway system
  - 2. Public transit programs
  - 3. Local federal-aid systems
  - 4. State primary and secondary airport systems
  - 5. Special Transportation
- B. The Committee shall provide technical advice to staff in several topical areas:
  - 1. The Committee shall review project requests and make recommendations based on Committee approved criteria to the Executive Board for the annual SCMPO Transportation Improvement Program (TIP).
  - 2. The Committee shall review project requests and make recommendations to the Executive Board for the State Five-Year Construction Program.
  - 3. The Committee shall review requests for changes regarding functional classification of roadways on the federal-aid system.
  - 4. The Committee shall review the SCMPO Regional Transportation Plan.
  - 5. The Committee shall review the Annual Unified Planning Work Program.
- C. The Committee shall provide, whenever appropriate, coordination and assistance to local, state, and federal agency programs or projects.

*SUN CORRIDOR METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE BYLAWS*

---

- D. The Committee shall assist staff in obtaining necessary roadway data to fulfill State and Federal agency reporting of Highway Performance Monitoring System information.
- E. The Committee shall perform other duties and functions as assigned to them by the SCMPO Executive Board.
- F. The Committee shall be the initial contact for all transportation programs and planning activities in the SCMPO area.

**VIII. OFFICERS**

A. Chair

- 1. The Chair shall be selected from the city and county representatives by a majority vote of the Committee.
- 2. Elections shall be held in the last expected meeting prior to January of each year, so the Chair shall serve for one year beginning in January.
- 3. The Chair shall preside over all meetings of the Committee and may call such special meetings as may be necessary to conduct the business of the Committee after consultation with staff. A 72 hour notice shall be given to provide sufficient notification to all Committee members.
- 4. The Chair shall act as liaison for the Committee to staff and the SCMPO Executive Board.
  - a. If the Chair should be unable to complete the present term, the Vice-Chair shall automatically succeed as Chair serving the remainder of the term. In this circumstance, the Chair having filled the vacant position may be selected to continue serving as Chair at the next regular election.

B. Vice-Chair

- 1. The Vice-Chair shall be elected and approved in the same manner as the Chair. The Vice-Chair shall hold all duties, responsibilities and obligations in the absence of the Chair.

**SUN CORRIDOR METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE BYLAWS**

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2. If the Vice-Chair should be unable to complete the current term, another member of the Committee will be selected to fill the remainder of the term by the same method as the original election.

**IX. STAFF**

- A. The Committee shall rely upon the Sun Corridor Metropolitan Planning Organization staff to perform necessary functions.
- B. Staff shall recommend policies and procedures and furnish necessary planning input to the Committee as may be directed by Sun Corridor Metropolitan Planning Organization or the Committee.

**X. AMENDMENTS TO BYLAWS**

These Bylaws will be reviewed, at minimum, every two years by the TAC and may be amended by the majority vote of the membership of the Committee and shall be ratified by the SCMPO Executive Board at the next regularly scheduled meeting.

**XI. PARLIAMENTARY AUTHORITY**

The rules for parliamentary procedure as found in Robert's Rules of Order shall govern all proceedings of the Committee. In the case of conflict between Robert's Rules and these Bylaws, or between Robert's Rules and a special rule adopted by the Committee, the Bylaws or special rule shall prevail.

These Bylaws were reviewed and approved by the Sun Corridor MPO Transportation Technical Advisory Committee on February 25, 2021 and the Sun Corridor MPO Executive Board on March 9, 2021.



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Duane S. Eitel, P.E., Chair  
SCMPO Technical Advisory Committee

March 9, 2021

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Date



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Supervisor Stephen Q. Miller, Chair  
Sun Corridor MPO Executive Board

March 9, 2021

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Date