



Flint Hills Metropolitan Planning Organization

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Technical Advisory Committee Bylaws

SECTION 1.0 NAME

The Flint Hills Metropolitan Planning Organization (MPO) is the designated Metropolitan Planning Organization for the Manhattan Urbanized Area.

SECTION 2.0 PURPOSE

The Flint Hills MPO was created to be a forum for cooperative, regional transportation decision-making. The purpose of the Technical Advisory Committee (TAC) is to: provide analysis; foster discussions of transportation planning issues; guide and assist MPO staff with drafting MPO documents; formulate and offer recommendations concerning transportation policies to the MPO Policy Board; offer recommendations concerning project selections to the MPO Policy Board; and perform other transportation planning related duties as assigned by the Policy Board.

The TAC is to lead the technical process of transportation planning for the region, and the MPO staff is to work toward completing work tasks directed by the TAC and/or Policy Board and approved in the Unified Planning Work Program (UPWP).

SECTION 3.0 MEMBERSHIP

3.1 TAC COMPOSITION

The TAC contains technical, staff-level representatives from the jurisdictions or agencies the MPO serves. This includes representatives from the local jurisdictions, state and federal agencies, including those that provide a transportation service for the region. The Flint Hills MPO Technical Advisory Committee consists of the following voting members:

- City of Manhattan Community Development Director
- City of Manhattan Public Works Director
- City of Junction City/Geary County Planning and Zoning Director
- City of Junction City Public Works Director
- City of Wamego Public Works Supervisor
- City of Wamego Administrative/Planning Assistant
- Geary County Public Works Director
- Riley County Planning & Development Director
- Riley County Public Works Director
- Pottawatomie County Zoning Administrator
- Pottawatomie County Public Works Director
- Kansas Department of Transportation MPO Liaison

- Flint Hills Area Transportation Agency Executive Director
- Kansas State University Associate Director of Campus Planning & Facilities Management

The ex-officio and non-voting members of the MPO Technical Advisory Committee include:

- Federal Highway Administration (FHWA) Kansas Division Office representative
- Federal Transit Administration (FTA) Region 7 Office representative
- Fort Riley Public Works Assistant Master Planner
- City of Grandview Plaza City Superintendent
- City of Ogden Zoning Administrator
- City of St. George City Operator

Ex-officio and non-voting members shall sit with the same rights and privileges as the TAC voting members (request agenda items, participate in discussions, advise the MPO, receive meeting packets, etc.) except that ex-officio and non-voting members shall not have the right to present resolutions, motion or second, or to vote upon any motions or resolutions of the MPO TAC.

3.2 VACANT POSITIONS

If a vacancy occurs in one of the voting members as listed in Section 3.1, that position will be considered as a non-voting member until the position is filled. This is to help ensure a quorum is reached at the TAC meetings.

3.3 MEMBER SELECTIONS AND TERMINATION

A person's membership on the TAC shall be terminated upon the member leaving his or her position named for membership on the TAC, or by the group represented by the person choosing a replacement representative.

3.4 ALTERNATES

Each TAC member will provide the names of their alternates to the chair. The alternate must be a member of the same body that the TAC member represents. The alternate for voting members will retain the voting privilege.

The alternate does not assume the power of position for the person they are representing (i.e., if the Chairperson sends an alternate to a meeting then that alternate does not act as Chair).

SECTION 4.0 OFFICERS

4.1 ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

The TAC shall elect a chairperson (chair) and vice-chairperson (vice-chair) from among its voting members at a regularly scheduled meeting. Terms for Chair and Vice-chair shall begin immediately upon their election. Their term of office shall be one (1) year. Either position may be re-elected to serve another term, if the TAC so chooses. The Chair and Vice-chair positions are to be filled by voting members of the Flint Hills MPO TAC. The Chair and Vice-chair cannot represent the same government.

In the absence of the Chair and Vice-chair, the TAC shall call for the election of a temporary Chair. This temporary Chair shall run the meeting until either the elected Chair or Vice-chair arrives.

In the event of a vacancy in the office of Chair or Vice-chair, a member shall be elected to serve the remainder of the term of office. Notice of such election shall be placed as an agenda item and the election shall be conducted in the manner provided in this section.

4.2 CHAIRPERSON

The Chairperson shall preside at the MPO TAC meetings.

4.3 VICE-CHAIRPERSON

The Vice-chairperson shall conduct meetings in the absence of the Chairperson.

SECTION 5.0 QUORUM

In order for business to be transacted, there must be a recognized quorum of voting members. A quorum shall consist of a majority of the TAC voting members. A quorum is not lost when a member or members abstain from voting.

Should a quorum not be obtained within fifteen (15) minutes of the scheduled meeting time, those members present may, by unanimous agreement, select to continue the meeting as an informational meeting to discuss items on the agenda that do not require approval or action by the TAC voting members.

In this event, the names of the members present at such public information meeting or workshop and brief minutes of items discussed shall be recorded.

SECTION 6.0 MEETINGS

6.1 REGULAR MEETINGS

The MPO TAC shall hold regular meetings in accordance with a schedule of meeting dates approved each year.

The location and time for regular meetings shall be as agreed to by a majority of the voting members. Locations for regular TAC meetings shall be held at locations accessible by persons with disabilities.

The MPO staff in consultation with the Chair may cancel a regularly scheduled meeting or call an additional meeting as deemed necessary.

The MPO staff shall give public notice of regular meetings not less than seven (7) calendar days prior to the meeting. Changes to meeting time, place or date and any cancellations of regular meetings shall be made as soon as practicable or at least twenty-four (24) hours prior to when such meeting was to have taken place.

Opportunities for public comment shall be provided at each meeting.

6.2 SPECIAL MEETINGS

The Chair, or a majority of the voting members, may call special TAC meetings. The MPO staff shall give public notice of special meetings not less than seven (7) calendar days prior to the meeting.

In the event that the Chair or other caller of the meeting wishes to cancel or change the meeting time of a special TAC meeting, advance notice of such cancellation or change shall be made as soon as practicable and at least twenty-four (24) hours prior to when such meeting was to have taken place. Locations for special TAC meetings must be accessible.

6.3 CONDUCT OF MEETINGS

The meetings of the TAC will be held in accordance with the Kansas Open Meetings Act (KOMA).

6.4 RECORD OF PROCEEDINGS

At all TAC meetings, MPO staff shall record a roll of members, minutes of proceedings, and votes.

The MPO staff shall record the minutes of each meeting as a matter of public record and should present such minutes to the TAC for approval. Approved minutes of the TAC meetings shall be available for public inspection at the office of the MPO and posted on the website.

Since the TAC is an advisory committee of the Policy Board, actions by the TAC to approve items will constitute official committee recommendations to the Policy Board. All approval of items by the TAC shall be noted and placed in the meeting minutes.

6.5 AGENDAS

There shall be an official agenda for every regular meeting of the TAC, which shall determine the order of business conducted at the meeting.

The MPO staff, in consultation with the Chair, shall draft a meeting agenda.

Meeting agendas sent to the TAC members shall include appropriate materials (e.g., staff reports, draft documents, etc.).

Regular meeting agendas shall be distributed to the TAC members at least seven (7) calendar days in advance of the meeting. Upon delivery of the agenda to TAC members, the agenda shall be posted on the web site as soon as possible.

6.6 VOTING AT MEETINGS

Each TAC voting member whose jurisdiction has paid their share of the local match shall have one vote. In the absence of a regular TAC voting member, the designated alternate shall have the voting power.

All items shall be passed with a simple majority vote of a quorum. If a vote results in a tie, the motion fails.

Members or their alternates must be physically present at the meeting to vote unless the Chair authorizes in advance a phone/computer connection to stand in place of their physical attendance.

In certain circumstances, the Chair may allow a phone/computer connection to serve in lieu of a physical meeting of the TAC. If it is determined that a conference call/virtual meeting is the appropriate forum to hold a TAC meeting, all items mentioned in Section 6.0 (above) must still be followed. The agenda should include language regarding a conference call/virtual meeting being used in lieu of an in-person meeting. An MPO staff member must be present at the location publicized on the agenda with the conference call on speakerphone or virtual meeting displayed to allow members of the public opportunity to participate.

Proxy voting is not allowed at TAC meetings.

6.7 CONFLICT OF INTEREST

No member of the TAC shall participate in, discuss or vote on a matter in which he or she has a substantial interest as defined by K.S.A. 46-229 et seq.

Should any member have such a substantial interest on a matter coming before the TAC, the Chair shall declare an abstention for each affected TAC member for that item on the agenda.

SECTION 7.0 SUB-COMMITTEES

The TAC may at any time appoint a sub-committee to further investigate or work on specific subject areas of interest. Any sub-committee created by the TAC should report to the TAC before taking recommendations or information to the MPO Policy Board.

SECTION 8.0 AMENDMENTS TO BYLAWS

These bylaws may be amended by a two-thirds (2/3) vote of the TAC voting membership at any regular meeting, provided that the members have been notified in writing of the proposed change at least seven (7) calendar days in advance and the proposed amendment has been placed on the agenda.

In order to become final, the Policy Board must also approve all amendments to the TAC Bylaws.

After approval by the TAC and Policy Board, all amendments to the bylaws shall be recorded by date and filed at the MPO office. Copies of the revised bylaws shall be delivered to the Policy Board and TAC members (both voting and non-voting) as soon as practical after their approval. The revised TAC bylaws should be posted on the MPO website after being provided to the TAC members and Policy Board.

SECTION 9.0 EFFECTIVE DATE

The above and foregoing bylaws are hereby adopted as the bylaws of the Technical Advisory Committee (TAC). Adopted this 19th day of February 2020.