

APPENDIX 2

Transportation Technical Subcommittee Bylaws

Revised – January 26, 2005
Approved – February 2, 2005

ARTICLE I - Introduction

Section I. Name. The name of this organization is the Northern Arizona Council of Governments Transportation Technical Subcommittee (hereinafter referred to as the Technical Subcommittee).

Section II. Status. The Technical Subcommittee was established by the Northern Arizona Council of Governments Regional Council, and reports to the Northern Arizona Council of Governments Transportation Policy Advisory Committee concerning transportation issues and planning programs.

ARTICLE II - Objectives

Section I. The Technical Subcommittee has been created to serve as a technical advisory committee on transportation issues to the Northern Arizona Council of Governments (NACOG) Transportation Policy Advisory Committee (TPAC).

Section II. The specific functions of the Technical Subcommittee shall include the following:

A. The Technical Subcommittee shall advise the NACOG TPAC and other elected or appointed officials on any transportation issue referred to the committee by the TPAC.

B. The Technical Subcommittee shall develop criteria for recommending priorities on transportation projects in the NACOG Region to the TPAC.

C. The Technical Subcommittee shall review project requests and make recommendations to the TPAC for the annual Local Government Program.

D. The Technical Subcommittee shall review project requests and make recommendations to the TPAC for the State Five Year Construction Program.

E. The Technical Subcommittee shall review requests for changes in Federal Aid Urban and Secondary routes.

F. The Technical Subcommittee shall monitor, control and report to the TPAC on project costs for the Local Government Program.

ARTICLE III - Membership

Section I. Membership Criteria

A. Voting membership shall be one member from each jurisdiction with routes on the State or Federal Aid system. Jurisdictions are counties, cities, towns and tribes.

B. The ADOT Regional Planner assigned to the NACOG Region, by ADOT's Transportation Planning Division, shall be a voting member.

C. ADOT's Flagstaff, Holbrook, Globe, Kingman and Prescott District Engineers shall be advisory members of the committee.

D. There may be an alternate for every voting member. The alternates can be nominated by each member and approved by the Technical Subcommittee upon presentation of a letter of proxy.

E. Voting members shall be appointed by the jurisdiction. Jurisdictions are encouraged to appoint engineers or other individuals with technical expertise.

Section III. Those voting members present shall constitute a quorum for the transaction of business at all Technical Subcommittee meetings.

Section IV. Voting shall meet the following standards:

A. Each member or alternate shall have one vote.

B. An affirmative vote of at least a majority of those present is required for the adoption or passage of a formal motion.

ARTICLE IV - Meetings

Section I. Meetings are governed by the Open Meeting Law of the State of Arizona.

Section II. Meetings shall be held on an as-needed basis. Regular meetings shall be called by the NACOG Transportation Planning staff.

A. A Biennial meeting shall be held in September of each odd numbered year at which time officers for the coming two years shall be seated.

B. Written notices of meetings shall be sent to all members at least two weeks prior to regular meetings.

C. The notification will indicate the meeting time, place and tentative agenda.

D. Special meetings may be called by the Chairperson upon 72 hours notice to each member and the NACOG Staff. Any member may petition the Chairperson for calling of a special meeting.

Section III. The following operating procedures shall govern the transaction of business.

A. The order of business at meetings shall be:

1. Call to order and introductions.
2. Minutes of the previous meeting.
3. Public input.
4. Old business.
5. New business.
6. Recommendations to the TPAC.
7. Adjournment.

B. Staff shall set the meeting agenda in consultation with the Chairperson.

C. Robert's Rules of Order Revised shall be the authority for all procedures not specifically outlined in these bylaws.

D. A roster of members present at all meetings shall be kept.

E. Written minutes will be kept of all Technical Subcommittee meetings and the Planning Director of NACOG, or his/her designee, shall serve as secretary to the Committee.

ARTICLE V - Officers of the Technical Subcommittee

Section I. The officers of the Technical Subcommittee shall be a Chairperson and Vice-Chairperson. Their terms of office shall be two years or until their successors are elected. No member shall be elected to the same office for more than two consecutive terms. No member shall hold more than one office at any time.

Section II. Nominations for officers shall be made at the last regular meeting before the annual meeting. Voting shall take place at the annual meeting. Officers shall be seated at the annual meeting.

Section III. If a vacancy occurs in any office, the Technical Subcommittee shall elect at its next regular meeting a person to fill the vacancy for the unexpired term.

Section IV. The Chairperson shall preside at all meetings, shall appoint any committees or task forces the Technical Subcommittee deems necessary and have general supervision of the work of the organization. The Chairperson shall also be an ex-officio member of all committees and task forces of the Technical Subcommittee.

Section VI. The Vice-Chairperson shall preside in the absence of the Chairperson.

ARTICLE VI - Committees and Task Forces

Section I. The Technical Subcommittee may form subcommittees and task forces as it deems necessary to facilitate the operation of the Technical Subcommittee and achievement of its objectives.

Section II. All sub-committees and task forces created by the Technical Subcommittee shall exist at the pleasure of the Technical Subcommittee and shall report directly to the Technical Subcommittee.

ARTICLE VII - Amendments

Section I. Proposed changes in these by-laws shall be submitted to the Chairperson of the Technical Subcommittee and to the Planning Director of NACOG not less than thirty days prior to the time of a regular meeting at which discussion of the proposed changes is to be held. Said Proposed changes shall be sent to the entire Technical Subcommittee membership with the agenda at least two weeks prior to the regular meeting at which they will be discussed.

Section II. An affirmative vote of at least a majority of the voting membership of the Technical Subcommittee shall be required for adoption of a change in the by-laws.

Section III. By-laws changes shall be submitted to the TPAC for ratification and shall become effective the date and time they are ratified by the TPAC.