

**BYLAWS OF THE
PIMA ASSOCIATION OF GOVERNMENTS
TRANSPORTATION PLANNING COMMITTEE**

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PIMA ASSOCIATION OF GOVERNMENTS
TRANSPORTATION PLANNING COMMITTEE**

Article I

Name, Address and Establishment of the Transportation Planning Committee

The name of this Committee is the Pima Association of Governments Transportation Planning Committee (TPC), hereinafter referred to as the Committee, and its principal place of business shall be the offices of the Pima Association of Governments currently located at 177 N. Church, Suite 405, Tucson, Arizona. TPC was established as a Standing Advisory Committee of the Pima Association of Governments (PAG) in 1975 in order to make recommendations and provide technical assistance regarding regional transportation issues in compliance with the provisions of Federal and State rules, regulations and laws pertaining thereto.

Article II

Nature and Scope of the Committee

TPC responsibilities are to review and make recommendations regarding regional transportation issues to the Executive Director of the Pima Association of Governments for transmittal as needed to the PAG Management Committee and PAG Regional Council. The functions of the Committee include:

- a) Developing recommendations and providing technical review on studies, reports, plans, programs and submittals in support of continuous, comprehensive and cooperative multi-model regional transportation planning and programming within the PAG planning area. These include roadway, transit, truck, rail, aviation, bicycle and pedestrian modes of travel.
- b) Overseeing the development of the short-range (5 year) Transportation Improvement Program and the long-range (minimum 20 year horizon) Regional Transportation Plan.
- c) Reviewing, approving and forwarding recommendations for Transportation and Transit Enhancement Projects.
- d) Providing direction to the standing advisory subcommittees of TPC as well as reviewing, approving and forwarding recommendations as needed from those sub-committees.

Article III

General Membership

Section 1. Member Representatives

The Committee consists of voting members and ex officio members (described in Article III, Section 4). Section 6 of this Article clarifies the how the membership can be modified.

One official member representative is appointed by each of the following jurisdictions and agencies:

PAG Member Jurisdictions

- City of Tucson – Transportation Representative
- Pima County – Transportation Representative
- City of South Tucson – Transportation Representative
- Town of Oro Valley – Transportation Representative
- Town of Marana – Transportation Representative
- Town of Sahuarita – Transportation Representative
- Arizona Department of Transportation – Tucson District Office
- Tohono O'odham Nation – Transportation Representative
- Pascua Yaqui Tribe of Arizona – Transportation Representative

Quorum shall be based on the PAG member jurisdiction representatives listed above – See Article IV Section 4.

Should the PAG Regional Council membership at any time be expanded, that/those member(s) would have immediate voting representation on the TPC as PAG member jurisdictions without the necessity of changing these bylaws.

Other Agencies and Departments

- City of Tucson - Planning
- Pima County – Planning and Development
- Pima County – Planning & Zoning Commission
- Pima County – Department of Environmental Quality (Air Quality Control District)
-
- Sun Tran
- Arizona Department of Transportation – Transportation Planning Division
- Tucson Airport Authority
-
- Citizens Transportation Advisory Committee
- University of Arizona

Section 2. Alternates

The jurisdiction or agency may designate a voting alternate to attend Committee meetings in the absence of the official representative.

Section 3. Proxy Voting

Members, or their alternates, who are unable to attend a scheduled meeting are allowed to send a proxy to vote on their behalf on action items. A quorum should be present for proxies to be used. Identification of the proxy shall be noted in the meeting minutes. It is preferred, but not required, that a proxy present written documentation of their authority to act as a proxy. Any challenges to a proxy will be noted in the minutes and, in these cases, the TPC Chair and/or the PAG staff lead (at the direction of the Committee) may request the jurisdiction, agency or organization ratify the authority of the proxy to vote.

Section 4. Ex-Officio Members

Ex-officio members are non-voting members. Ex-officio members may actively participate in committee discussion but may not formally make motions or vote. Ex-officio members do not count towards a quorum. Ex-officio members of TPC include one representative from each of the following agencies:

- Arizona Department of Environmental Quality
- Federal Highway Administration
- Davis Monthan Air Force Base
- Pima Association Governments - Executive Director or his/her designee

Section 5. Appointment/Term of Office

Members of the Committee are appointed by the jurisdiction or agency they represent and serve until they no longer represent the appointing entity or are replaced by the appointing entity.

Section 6. Expanded Membership

From time to time, the Committee may invite and accept additional voting or ex officio members of existing policy or advisory committees to serve as temporary members for a specified time period when needed to assist the Committee in addressing specific issues. Such invitations shall be extended by the PAG Executive Director or through a majority vote of the TPC.

Temporary memberships can be extended and/or made permanent by the Executive Director or through a majority vote of the TPC Jurisdictional Members

Section 7. Membership Criteria

To be considered eligible for permanent voting membership, a group or agency should:

- Be a state or local agency or affiliated with same and demonstrate that:
 - Their primary mission is transportation related, or
 - They operate a transit service
 - Or they are responsible for land use planning for a jurisdiction

Section 8. Attendance

Member representatives should make every effort to attend Committee meetings. However, when a member is unable to physically attend, they may send a designated alternate, participate telephonically or by some other means of simultaneous telecommunication or, if a jurisdiction, send a proxy in their behalf. Member representatives who are unable to attend or send an alternate should notify either the TPC Chair or the PAG staff lead of their expected absence.

If a member representative is absent without notification for four (4) consecutive meetings, a written notice may be sent to the jurisdiction or agency. The notice will seek to determine the status of that jurisdiction or agency's interest in participation in the committee and will inquire if the jurisdiction or agency would like to appoint a new representative.

Section 9. Replacement of Members

When a member no longer represents the jurisdiction, agency or organization and/or no longer serves the jurisdiction, agency or organization in the capacity for which they were initially named to the committee, that member's seat may be identified as vacant and another representative may be sought from the appropriate jurisdiction, agency or organization. Any vacancy will be noted on the membership list until filled. Vacancies are included as part of the full committee membership for purposes of determining quorum.

Jurisdictions, agencies and organizations may at anytime name replacement member representatives and /or alternates.

Article IV

Meetings of the Committee

Section 1. Meetings

TPC's standing meeting date is the first Wednesday of every month. The TPC meeting is typically held in the offices of the Pima Association of Governments. Adequate advance notice of each meeting or of a change or cancellation of any meeting will be provided to the members of the Committee.

Section 2. Special Meetings

Special meetings may be called, as needed, by the TPC Chair, upon written request of a majority of Committee members or by agreement of the full TPC.

Section 3. Notice of Meeting

Notice of all meetings of the TPC should be distributed to each member seven (7) calendar days prior to the meeting. A meeting agenda is sent to each member with each meeting notice.

Notice by mail, e-mail or fax is acceptable.

Section 4. Quorum

At any meeting of the TPC, a majority of the PAG Member Jurisdiction Representatives, as outlined in Article III, Section 1, constitutes a quorum. Attendance by telecommunications is allowed in order to constitute a quorum. No agenda items requiring action of the Committee should be addressed without a quorum present.

Section 5. Voting

Each individual member is entitled to one vote except for ex-officio members who are non-voting. Proxies are permitted for jurisdictional voting as described in Article III, Section 3 above. Voting shall be by voice except when another form is requested by a majority of those present.

Section 6. Roll Call Vote (RCV)

Before or after any vote has been taken, any member of TPC may request a roll call vote.

Section 7. Conflict of Interest

Each TPC Committee member should declare any conflict of interest, as defined by Arizona Revised Statutes, prior to a vote where a conflict of interest may exist. Members should refrain from voting when such a conflict exists.

Article V

Officers

Section 1. Number and Election

Officers of TPC consist of a Chair and Vice-Chair. The TPC officers are nominated and elected annually in February by the Committee. Neither the Chair nor Vice-Chair may be from the same jurisdiction as PAG's Regional Council Chair or Vice-Chair. Officers must be official voting members of TPC or an alternate, not ex-officio members.

Section 2. Term of Office

The term of office begins at the March meeting and continues for one (1) calendar year. Officers may be elected for succeeding terms.

Section 3. TPC Chair

The Chair presides at all Committee meetings. The Chair is responsible, with the assistance of assigned PAG staff, for development of meeting agendas and meeting notices, agenda posting, and providing a record of the activities to the Committee. The Chair is also responsible for conducting the Committee meeting so as to solicit and encourage the active participation of Committee members.

Section 4. Voting Rights of the Chair

The TPC Chair is not precluded from voting by virtue of serving as Chair. The Chair may choose to: 1) refrain from voting; 2) vote only to break a tie; or 3) vote in all instances. The Chair should inform TPC members about his or her preference for voting at the beginning of his or her term and should maintain that preference consistently at all meetings.

Section 5. Vice-Chair

The Vice-Chair assumes the duties of the Chair in the event the Chair is unable to complete them.

Section 6. Secretary/Staff

Assigned PAG staff act as Secretary at all Committee meetings. The Secretary develops minutes of all meetings of the Committee, maintains other files and records, keeps up-to-date rolls of the TPC membership, and performs any other related duties as might be assigned by the TPC Chair or the Committee.

Article VI

Subcommittees

Section 1. Establishment of Subcommittees

The TPC Chair may, from time to time, with approval of or direction from the Committee, establish various Subcommittees. A listing of the current standing advisory subcommittees that report to TPC shall be incorporated into the annual update of the PAG Committee Manual.

The subcommittees typically parallel specific PAG program areas to address on-going activities within PAG's overall work program. The need and purpose of such subcommittees should be reviewed annually in conjunction with review of the overall work program.

Section 2. Purpose

TPC provides direction to its standing subcommittees, including review, approval and forwarding of recommendations to the PAG Executive Director. TPC may identify tasks and projects specific to each subcommittee. Each subcommittee should have a purpose statement that is reviewed annually in conjunction with development of PAG's annual Overall Work Program.

Section 3. Membership

The membership of the Subcommittees may be established by TPC or the PAG Executive Director as appropriate. Membership of TPC standing advisory subcommittees may include staff from each member jurisdiction, tribal nations, ADOT and a transit representative. Other agency, state and/or federal, or citizen representatives may be included as appropriate.

Subcommittee members typically have specific knowledge relevant to the specific tasks or program area assigned to the subcommittee.

Section 4. Guidelines for Subcommittees

Subcommittees follow the standard procedures and/or guidelines developed by the PAG Executive Director. Subcommittees are encouraged, but are not required, to adopt by-laws, guidelines or operating procedures specific to their purpose and makeup.

Article VII

Steering Groups, Task Forces and Working Groups

Section 1. Establishment of Steering Groups, Task Forces and Working Groups

The TPC Chair may, from time to time, with approval of or direction from the TPC, establish various Steering Groups, Task Forces or Working Groups. Steering Groups are typically named from existing TPC membership. The membership of each new Task Forces or Working Group may be established by TPC or the PAG Executive Director as appropriate.

Section 2. Purpose

The typical purpose of Steering Groups, Task Forces and/or Working Groups is to address single specific issues and develop recommendations for TPC consideration on matters that may require additional technical or focused study. These groups are established on a temporary basis only.

- a) At the time of establishment, an anticipated time period for duration should be identified, after which period the group is disbanded unless otherwise deemed necessary by the Committee, the TPC Chair, and/or the PAG Executive Director.
- b) PAG staff members serve as non-voting, Technical/Administrative support staff to such groups unless otherwise designated.

Section 3. TPC Steering Group

The Committee may establish a working group of its own membership known as the TPC Steering Group. The TPC Steering Group may be created on a case-by-case, temporary basis to facilitate discussion of specific issues or policies in greater depth. All TPC Steering Group Activities are reported through, and acted upon, by the TPC.

Steering Groups follow the standard procedures and/or guidelines developed by the PAG Executive Director. Steering Groups are not required to adopt guidelines or operating procedures specific to their purpose and makeup.

Section 4. TPC Task Forces

TPC may establish Task Forces to make recommendations and provide oversight on specific tasks or projects. These advisory Task Forces typically disband after the task or project is completed. They may reconvene or be re-established at some later date, at TPC's discretion, when the task or project is updated or re-visited.

- a) Task Force membership is dependent upon the task or project at hand. All jurisdictions may or may not be represented. The Task Force membership may focus on a sub area as appropriate. Typically, at least one TPC member representative is appointed by TPC to the Task Force.

- b) All Task Force activities and recommendations are reviewed, reported through, and acted upon by TPC.
- c) Task Forces will follow the standard procedures and/or guidelines developed by the PAG Executive Director. Task Forces are not required to adopt guidelines or operating procedures specific to their purpose and makeup.

A listing of the Task Forces that are currently established to reflect activities included in PAG's overall work program and report to TPC or to the Subcommittees that report to TPC shall be incorporated into the annual update of the PAG Committee Manual.

Section 5. TPC Working Groups

TPC may establish a working group to address short term or one time needs. The focus of these Working Groups is on timely completion of a short-term assigned task. These working groups may also be structured as forums, seminars, or workshops.

- a) The TPC Chair and/or the Committee will assign a lead to direct the group and to report results back to the TPC.
- b) TPC Working Group activities are reviewed, reported through, and acted upon, by the TPC.
- c) Working Groups will follow the standard procedures and/or guidelines developed by the PAG Executive Director. Working Groups are not required to adopt guidelines or operating procedures specific to their purpose and makeup.

Article VIII

Amendment of Bylaws

These Bylaws may be amended by majority vote of the Committee, and forwarded to the PAG Executive Director for Management Committee and Regional Council review and approval as needed.

Article IX

Rules of Order

In areas not mentioned by these bylaws, Robert's Rules of Order will prevail.