

BY-LAWS OF THE
OZARK FOOTHILLS REGIONAL PLANNING COMMISSION
TRANSPORTATION ADVISORY COMMITTEE
ADOPTED MAY 10, 2012
REVISED JULY 27, 2017

ARTICLE I

Description of the Committee

- 1.1 Name: The Committee shall be known as the Transportation Advisory Committee hereafter referred to as the “TAC.”
- 1.2 Planning Partners: The TAC is organized in cooperation with the Missouri Department of Transportation (MoDOT) and district offices as the primary planning partner in the MoDOT Planning Framework Process.

ARTICLE II

General Powers

- 2.1 The TAC shall exercise and discharge its powers as delineated below:
- a. Identify transportation needs throughout the five-county region
 - b. Establish transportation priorities for the region
 - c. Serves as the liaison between the Ozark Foothills Regional Planning Commission and the local citizens
 - d. Educate the public regarding identified needs and their status in the MoDOT Planning Framework Process
- 2.2 Planning Services will be extended to all communities throughout the Ozark Foothills Regional Planning Commission’s jurisdiction. It is the responsibility of each TAC member to actively engage the citizenry and participate in the MoDOT Planning Framework Process.

ARTICLE III

Membership

- 3.1 Title VI: Pursuant to Title VI of the 1964 Civil Rights Act no person shall be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity on the grounds of race, color, national origin, gender, religion, political affiliation, or sexual orientation.

- 3.2 Voting Members: The TAC shall consist of twenty-five (25) members representing local units of government from each Missouri county of the region, which includes Butler, Carter, Reynolds, Ripley, and Wayne, who are current with their dues.
- 3.3 Selection of Voting Members: The TAC shall consist of three (3) members representing units of government within each county and two (2) members representing the general public. If elected officials are not willing to serve, the presiding commissioner(s) shall appoint representatives from among the general public.
- 3.3.1 Nominations for TAC members will be submitted by the presiding commissioner and mayors of incorporated municipalities within each county to the Transportation Planning Coordinator.
- 3.4 Terms of Voting Members: TAC members shall be appointed by the presiding commissioner from the county they represent, and serve for a four-year term with no limit on reappointment.
- 3.5 Meeting Attendance: If a TAC member fails to attend two (2) meetings over a one (1) year period, they may be determined inactive and replaced by the presiding commissioner of the county the TAC member represents.
- 3.5.1 Nominations to fill TAC vacancies will be requested by the presiding commissioners from mayors of incorporated municipalities within the county having representation vacated.
- 3.5.2 Vacancies will be filled for full four (4) year terms by the presiding commissioner despite the tenure of the vacating representative.
- 3.6 Alternates: TAC members shall be allowed to send an alternate to a TAC meeting if they are unable to attend. Attendance of a substitute will count as an absence for the appointed TAC member. Alternates must be pre-registered before attending and will have all the rights and privileges of that member.

ARTICLE IV

Meetings

- 4.1 Meetings: The TAC shall meet regionally a minimum of four (4) times during the year. To the best of the TAC's ability, the meetings will be quarterly.
- 4.2 Local Meetings: Local informative meetings shall be held at least once in each county prior to submitting the prioritized needs to the MoDOT district offices. During these meetings, local TAC members shall serve as the liaison between the general public and the TAC. The general public should be informed of the role of the voting member(s) in the MoDOT Planning Framework Process.

- 4.3 Quorum: A quorum will consist of all voting members present.
- 4.4 Notice: Written/electronic notice of the date, time, and place of the meetings of the TAC shall be given to each member at least seven (7) days in advance. In addition, meeting advertisements shall be placed on the Ozark Foothills Regional Planning Commission website located at www.ofrpc.org and issued through public postings.
- 4.5 Minutes: The minutes of each meeting shall be prepared and distributed to the TAC members by the Transportation Planning Coordinator. The minutes of each meeting and any corrections thereof, shall be duly adopted by the TAC members at the next scheduled meeting.

ARTICLE V

Voting Regulations

- 5.1 All TAC members shall be eligible to vote. Alternates, in the absence of a TAC member, shall have the full voting rights of that member.
- 5.2 Electronic Voting/Action Without Meeting: For purposes of taking action without meeting, when emergency action is required before the next scheduled meeting, solicitation and voting via electronic means shall be permitted. Such procedure shall be initiated by the electronic distribution of all related materials for consideration by the TAC at the time of such distribution. Thereafter, members shall be permitted to cast their votes electronically in response to the distributed material. The deadline for receipt of such electronic votes cast by the members shall be no less than one (1) week from the date of electronic mailing of the voting materials, as set forth therein. Once the deadline has passed, any member that has not returned their votes electronically will forfeit their ability to take action on the item. The voting procedure will be the same as if the vote was held in person.
- 5.3 Tie: In case of a tie, voting will continue until the issue has received a majority vote.

ARTICLE VI

Officers

- 6.1 Officers: The officers of the TAC shall be Chair and Vice-Chair.
- 6.2 Election of Officers: The voting members of the TAC shall elect the chair and vice-chair to serve four (4) years in any one office. Elections will be held at the last meeting of election years with new terms beginning with the first meeting after. Members shall be eligible to serve an unlimited number of terms.

- 6.3 Duties of the Chair: The Chair presides over all meetings of the TAC. The Chair shall execute all instruments for and on behalf of the TAC. The chair shall have a vote in all matters before the TAC.
- 6.4 Duties of the Vice-chair: The Vice-chair shall, in absence of the Chair, perform the duties, exercise the power of the Chair, and shall perform such other duties, as the TAC shall from time-to-time prescribe.

ARTICLE VII

The Duties of the Transportation Planning Coordinator

- 7.1 The Transportation Planning Coordinator shall ensure that the preceding By-laws are enacted and upheld.
- 7.2 The Transportation Planning Coordinator shall facilitate the scheduling and organization of the local and regional meetings. He/She shall ensure that the general public, as well as TAC members, are aware of the proceedings and expectations of the MoDOT Planning Framework Process.

ARTICLE VIII

Procedure for Revision of By-laws

- 8.1 Amendments: The By-laws of the Transportation Advisory Committee of the Ozark Foothills Regional Planning Commission may be amended and revised at any time by a majority vote of the members present at any regular meeting of the TAC or at any special meeting thereof at which members are present, provided that the notice of such regular or special meeting shall include a reference to the proposed change.
- 8.2 Adoption: These By-laws become effective by majority vote of the members of the Transportation Advisory Committee, constituting a quorum present and voting with the vote totals for and against recorded in the minutes of the meeting attesting thereto showing the date of ratification.