

**BYLAWS OF THE TECHNICAL ADVISORY COMMITTEE OF THE  
METRO TRANSPORTATION PLANNING PROCESS**

*ARTICLE I ORGANIZATION*

Sec.1. Purpose. The Technical Advisory Committee, herein referred to as the TAC, shall operate within the intent and purpose as outlined in the Operations Plan for the Metro Transportation Planning Process.

Sec. 2. Membership and Affiliations. The membership and provisions for the establishment of the TAC are provided in the Operations Plan for the Metro Transportation Planning Process as adopted by the Urbanized Development Commission (herein referred to as the UDC). The voting membership of the TAC shall consist of:

- Sioux Falls City Engineering Department
- Sioux Falls City Engineering Department/Traffic Section
- Sioux Falls City Planning Department
- Minnehaha County Highway Department
- Minnehaha County Planning & Zoning Department
- Lincoln County Highway Department
- Lincoln County Planning & Zoning Department
- Sioux Falls School District
- Sioux Falls Public Transportation
- South Eastern Council of Governments
- Federal Highway Administration (non-voting)
- South Dakota Department of Transportation – Division of Finance and Management (Air, Rail and Transit)
- South Dakota Department of Transportation – Division of Planning and Engineering
- South Dakota Department of Transportation – Division of Operations
- Private or Public Transportation Carrier
- Air Transportation Representative
- Trucking Representative
- Railroad Representative

Sec. 3. Non-Voting Members. A representative of the Federal Highway Administration shall serve as a non-voting advisory member of the TAC.

Sec. 4. Alternates. The voting members identified as being appointed by a governmental entity in Article I, Section 5 may name an alternate to attend any meeting of the TAC, except meetings in which Bylaw changes are considered, and exercise all voting rights of the absent voting member. Alternates shall announce at the

beginning of any meeting for which member they are serving as alternate.

Sec. 5. Process for Appointments. The process of appointments to the TAC positions shall be done in the following manner: Sioux Falls City Engineering Department, Sioux Falls City Engineering Department/Traffic Section, Sioux Falls City Planning Department, Minnehaha County Highway Department, Minnehaha County Planning & Zoning Department, Lincoln County Highway Department, Lincoln County Planning & Zoning Department, Sioux Falls School District, Sioux Falls Public Transportation, South Eastern Council of Governments, South Dakota Department of Transportation – Division of Finance and Management (Air, Rail and Transit), South Dakota Department of Transportation – Division of Planning and Engineering, South Dakota Department of Transportation – Division of Operations, and Air Transportation Representative shall be appointed in a manner determined by such governmental entity.

Individuals that desire to serve on the TAC as a representative for Private or Public Transportation Carrier, Trucking Representative, or Railroad Representative shall complete a “TAC Request to Serve” application. As vacancies occur, the TAC shall appoint individuals to fill those vacancies based on the requisite skills for serving on the TAC, specifically the ability to consider technical aspects of transportation planning products such as costs, construction phasing, engineering design and associated issues. New members selected to serve on the TAC shall be approved by a simple majority of those TAC voting members present with final approval by the Urbanized Development Commission. A membership list of those TAC members identified in this paragraph shall be reviewed by the UDC at its first meeting each year for its concurrence.

The Federal Highway Administration position shall be appointed as determined by the South Dakota Division Office of the Federal Highway Administration.

## *ARTICLE II MEETINGS*

Sec. 1. Time of Meetings. The TAC shall meet at least six (6) times a year, on a bi-monthly basis beginning the new calendar year. Regularly scheduled meetings may be rescheduled or canceled by the Chair, or in the Chair’s absence by the Vice-Chair.

Sec. 2. Quorum and Voting. Except as otherwise provided by statute or by these Bylaws, a minimum of fifty-one percent (51%) of the TAC Members shall be required to constitute a quorum for the transaction of business at any meeting, and the act shall be the act of the Technical Advisory Committee. The quorum shall be comprised of voting members of the TAC. Members participating by teleconference or remote electronic transmission may participate in meetings and may be counted as attending the meeting. For the purposes of quorum, the Chair is considered a voting member. Otherwise, the Chair shall only vote in the event of a tie. In the absence of a quorum, the TAC Members present may proceed with

the meeting until a quorum be had so long as no official action is taken.

- Sec. 3. Special Meetings. Special meetings of the TAC may be called at any time by the Chair, or in the Chair's absence by the Vice-Chair, or by two (2) or more voting members of the TAC.
- Sec. 4. Notice of Meetings. The members of the TAC shall be notified at least seven (7) calendar days in advance of the time and place of regular meetings and twenty four (24) hours in advance of special meetings. A copy of such notice shall be served, either personally or by telephone, facsimile, e-mail or mail, upon each member of record.
- Sec. 5. Attendance. A TAC Member serving as a representative for Private or Public Transportation Carrier, Trucking Representative, or Railroad Representative shall be deemed to have removed him or herself from office if he or she is absent from four (4) regularly scheduled meetings in any calendar year of the Sioux Falls Metropolitan Planning Organization. If a TAC Member so removes him or herself, the TAC membership position shall be filled in accordance with Article I, Section 5 of these Bylaws at the next regularly scheduled meeting.
- Sec. 6. Open Meeting Format. All regular and special meetings of the TAC shall be open to the public and the media, except matters exempted by South Dakota open meeting laws.
- Sec. 7. Parliamentary Procedure. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at all meetings of the TAC.

### *ARTICLE III ELECTION OF OFFICERS AND APPOINTMENTS*

- Sec. 1. Establishment of Officers. The officers of the TAC shall consist of a Chair and a Vice-Chair. In the absence of the Chair, the Vice-Chair has full powers.
- Sec. 2. Election and Terms of Office. The Chair and Vice-Chair of the TAC shall be elected annually at the last regularly scheduled meeting of the calendar year, from the existing TAC membership as identified in Article I Section 2 of these Bylaws. Nominations shall originate from the floor, with both the Chair and the Vice-Chair being elected by a simple majority ballot vote of the voting members of the TAC present at the meeting in which the election is held.

The Chair and Vice-Chair of the TAC shall assume their duties at the first meeting of the new calendar year. The term of office for both the Chair and Vice-Chair shall be one year, with no limitation of re-election.

Vacancies in the office of the Chair or Vice-Chair shall be filled at the next regular or special meeting of the TAC following the vacancy.

*ARTICLE IV DUTIES OF OFFICERS*

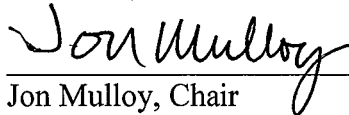
- Sec.1. Duties of the Chair. The Chair shall call and preside at all meetings of the TAC. He or she shall represent the TAC in the usual duties of this office.
- Sec.2. Duties of the Vice-Chair. The Vice-Chair shall perform the duties of the Chair in his or her absence and shall perform other duties as the Chair may assign.
- Sec.3. Temporary Chair. A temporary chair shall be selected by the members present in the absence of the Chair and Vice-Chair.

*ARTICLE V AMENDMENTS*

- Sec. 1. Protocol for Amendments and Revisions. These Bylaws may be amended or new Bylaws adopted at any regular or special meeting of the TAC provided notice is given in advance that such business is included on the TAC's agenda. No amendment shall be acted upon unless the full text of such proposed amendment has been included in the TAC's agenda. It shall take a two-thirds (2/3) vote of the TAC membership to amend or adopt these Bylaws. Amendment or adoption of these Bylaws is conditioned on approval by the UDC.

These Bylaws shall be reviewed as necessary to ensure that they are both current and germane to the Metro Transportation Planning Process.

Recommended for approval this 19<sup>th</sup> day of November, 2015.



Jon Mulloy, Chair  
Technical Advisory Committee

Adopted this 19<sup>th</sup> day of November, 2015.



Steve Meth, Chair  
Urbanized Development Commission

ATTEST:



Dale Long, Vice-Chair  
Urbanized Development Commission