

Bend Metropolitan Planning Organization  
Technical Advisory Committee (TAC)

BYLAWS

**Article I**

Name

This Committee shall be known as the Technical Advisory Committee to the Bend Metropolitan Planning Organization.

**Article II**

Purpose

The purpose of the Technical Advisory Committee is to:

- provide technical expertise in determining work program needs and major regional transportation studies to be undertaken;
- assist in the development of plans, policies, and projects related to the regional transportation system of the BMPO area;
- provide a forum for technical critique and input on the products and processes associated with the regional transportation planning program for the BMPO area; and
- provide a coordinated, interdisciplinary technical perspective to the development and implementation of regional transportation planning activities.

**Article III**

Responsibilities

Responsibilities of the Technical Advisory Committee include:

- A. Annually review work program objectives, assist in development of the Unified Planning Work Program (UPWP) and make a formal recommendation to be forwarded to the Policy Board for adoption.
- B. Review the Metropolitan Transportation Plan (MTP), its amendments and Refinement Plans as required, recommend changes as necessary, and make a formal recommendation to be forwarded to the Policy Board for adoption.
- C. Coordinate and review the development and production of the BMPO Transportation Improvement Program (TIP), identify appropriate amendments as

necessary, and make a formal recommendation to be forwarded to the Policy Board for adoption.

- D. Assist in reviewing work programs and study designs and recommend priorities of technical studies to carry out work programs.
- E. Review technical aspects of plans and studies at key decision points
- F. Direct technical studies as necessary.
- G. Conduct other technical activities as required or requested by the BMPO Policy Board.

## Article IV

### Membership - Voting

- A. The BMPO Technical Advisory Committee shall consist of the following members or their designees:

Bend-La Pine School District - 1 member  
Bend Park and Recreation District – 1 member  
Cascades East Transit (CET) – 1 member  
Central Oregon Community College (COCC) – 1 member  
Citizens (appointed by Policy Board) – 2 members  
Commute Options Central Oregon – 1 member  
City of Bend – 1 member  
Deschutes County - 1 member  
Deschutes County Bike/Pedestrian Advisory Committee – 1 member  
Oregon Department of Transportation (ODOT) – 1 member  
Oregon State University Cascades – 1 member  
Department of Land Conservation and Development (DLCD) – (Nonvoting)  
Federal Highway Administration (Nonvoting)  
Federal Transit Administration (Nonvoting)

All TAC members or designees, except citizen members, shall be staff of the listed entities.

The BMPO Policy Board may appoint nonvoting members that represent alternate travel modes, the business community, freight community, or other interests deemed appropriate. Nonvoting members can participate in all discussions and deliberations of the TAC. Nonvoting members shall have no vote and shall not make or second motions.

Lastly, the following shall also be a member of the Technical Advisory Committee:

Bend MPO Manager (nonvoting)

- B. Citizen Members
  1. The Bend MPO Policy Board shall seek citizen members through an application process.
  2. A subcommittee of the Policy Board shall review the applications and make a recommendation to the full Policy Board for consideration and approval.
  3. Citizen members shall serve staggered 3 year terms and may serve more than 1 term.
  4. A citizen member with four or more total absences during a twelve month period may be removed from the TAC.
  5. Citizen members should reside within the Bend MPO boundary but may reside outside the BMPO boundary if they are from areas that could become part of the BMPO or be directly impacted by projects planned by the BMPO.
- C. A quorum shall consist of a majority of voting members. Upon declaration that a quorum exists, a majority of votes from voting members in attendance at the meeting shall constitute a formal decision of the committee. Phone participation, when possible, will be considered as attendance and therefore count toward the number for a quorum.
- D. The MPO Manager or his/her designee will act as the Chairperson.
- E. The Chairperson of the Technical Advisory Committee shall coordinate with existing committees, appoint subcommittees as required, and specify assignments and deadlines of subcommittee reports.
- F. Voting shall be conducted according to Robert's Rules of Order

## **Article V**

### **Meetings**

Regular meetings shall be held monthly at a date and time established by the TAC members. However, meetings shall be on an "as needed" basis and may be cancelled if agenda items do not justify. Notice of cancellation of or change of meeting date or time shall be at least five (5) days in advance of the regularly scheduled meeting.

## **Article VI**

### **Amendments To The Bylaws**

The Bylaws may be amended at any regular meeting of the Technical Advisory Committee, provided that written notice of, and the proposed amendment, is mailed to

each member of the committee not less than five (5) days prior to such meeting. Amendments to the Bylaws affecting Committee composition must be reviewed and endorsed by the Policy Board of the Bend Metropolitan Planning Organization.