

Bend Metropolitan Planning
Organization Technical Advisory
Committee (TAC)

AMENDED BYLAWS

Effective August 15, 2025

Article I

Name

This Committee shall be known as the Technical Advisory Committee (“TAC”) to the Bend Metropolitan Planning Organization (“BMPO”). The TAC was established in October 2004.

Article II

Purpose

The purpose of the TAC 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 TAC 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) document, 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 Metropolitan Transportation Improvement Program (MTIP), 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 TAC shall consist of the following members or their designees:

- Bend-La Pine Schools - 1 member
- Bend Park and Recreation District – 1 member
- Cascades East Transit – 1 member
- Community members – 2 members
- Commute Options – 1 member
- City of Bend – 1 member
- Deschutes County – 1 member
- Deschutes County Bicycle and Pedestrian Advisory Committee – 1 member
- Oregon Department of Transportation – 1 member
- Oregon State University-Cascades – 1 member
- BMPO Manager (nonvoting)
- Central Oregon Community College (nonvoting)
- Department of Land Conservation and Development (nonvoting)
- Federal Highway Administration (nonvoting)
- Federal Transit Administration (nonvoting)

All TAC members or designees, except Community members, shall be staff of the listed entities and shall be appointed by the entity. Community members shall be appointed by the BMPO Policy Board.

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.

B. Community members

1. The BMPO Policy Board shall seek Community 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. Subcommittee meetings shall comply with the Oregon's Public Meetings Laws.
3. Community members shall serve staggered 3-year terms ending on June 30 to align with the business years of the BMPO.
4. Community members may be reappointed for a second consecutive term. Policy Board consideration of reappointment of a community member to a second consecutive term does not require completion of the application process.
5. Community members interested in serving more than 2 consecutive terms must participate in the standard application process in order to be considered.
6. During consideration for appointments, the Policy Board may give preference to applicants who also serve, or have applied to serve, as community members on the Budget Committee.
7. A Community member with four or more total absences from regular meetings during a twelve-month period may be removed from the TAC at the discretion of the BMPO Policy Board.
8. Community members should reside within the BMPO boundary. The BMPO Policy Board may, at its discretion, appoint members that 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 BMPO Manager or designee will act as the Chair.

E. The Chair of the TAC shall coordinate with existing committees, appoint subcommittees as required, and specify assignments and deadlines of subcommittee reports.

F. Voting shall be conducted according to the principles of *Robert's Rules of Order*.

Article V

Meetings

Regular meetings shall be held monthly at a date and time established by the majority of the TAC members. However, meetings may be held on an "as needed" basis and may be cancelled if there are insufficient agenda items. Notice of cancellation of or change of meeting date or time shall be at least five (5) business days in advance of the regularly scheduled meeting. All meetings shall be conducted in accordance with Oregon's Public Meetings Law and the principles of *Robert's Rules of Order*.

Article VI

Bylaws Amendments

- A. Amendments to the Bylaws may be considered at any regular meeting of the TAC, provided that written notice of the proposed amendment is delivered, via U.S. mail or email, to each member of the committee not less than five (5) calendar days prior to such meeting.
- B. The TAC shall review the proposed amendments and make a recommendation to the BMPO Policy Board regarding adoption, by a majority vote, of the amended Bylaws, with or without modifications to the proposal.
- C. The Policy Board may adopt the amended TAC Bylaws by simple majority vote, following consideration of the TAC recommendation.