

CORVALLIS AREA METROPOLITAN PLANNING ORGANIZATION TECHNICAL ADVISORY COMMITTEE OPERATING GUIDELINES

ADOPTED December 18, 2003

Purpose of the Operating Guidelines

These Operating Guidelines combine the provisions of the CAMPO Intergovernmental Agreement that address the operational parameters of the Technical Advisory Committee with additional operational guidance. In the case of any conflict between the IGA and these operating guidelines, the IGA shall prevail. The additional provisions are intended to refine and augment the provisions of the IGA. (Note: IGA provisions are in the gray text boxes.)

Responsibilities of the Technical Advisory Committee (TAC)

The TAC has authority and primary responsibility to conduct or have conducted technical reviews and analyses regarding all work activities of the approved UPWP, and any related issues as specified by the Policy Board and to advise the Policy Board on appropriate actions to be taken. The TAC works closely with MPO staff, providing guidance and direction for development of the annual UPWP/Budget and work activities defined therein.

The Policy Board and TAC may also conduct outreach to transportation, business, environment, and general community interests in a variety of ways including appointments to standing or special committees and public comment opportunities.

Committees

The Policy Board identifies the need to create a standing committee to be known as the MPO Technical Advisory Committee (TAC). [The initial membership of the TAC is identified in the IGA.] In the future, the Policy Board may add additional organizations, as well as a citizen representative, a business representative or a freight stakeholder, as voting or as ex-officio members.

The Policy Board may create special MPO committees, as it deems necessary. A special committee may be either an ad hoc committee for a specific work task or a standing committee for one or more work tasks. Membership on such a committee will be decided by the Policy Board. Any such special committee will be advisory to the Policy Board and/or the TAC.

The TAC may recommend creation of special committees and recommend individuals it deems qualified to serve on the committees to the Policy Board. The Policy Board will consider such recommendations at its next opportunity.

The TAC may create subcommittees consisting of its own members to investigate particular work tasks or issues relevant to the MPO.

Frequency and Notice of Meetings

The TAC shall meet at least quarterly or more frequently, if needed. An annual calendar of meetings shall be established in January of each year. The TAC may modify this schedule during the course of the year.

Agendas and related materials shall be distributed to TAC members at least seven days prior to a regularly scheduled meeting and in as timely a manner as possible for special or emergency meetings.

Quorum

MPO business may be conducted provided a quorum of the members attends. A quorum consists of at least a majority of the voting members. The TAC members may participate telephonically or by other means of electronic communication, provided the meeting is called to order at a meeting place where the public can attend, hear, understand and/or read the comments of the members participating by telephonic or electronic means and the members so participating can fully hear, understand, and/or read the comments of the other members participating in the meeting.

Procedures for Formulating Recommendations

The TAC shall make decisions following a procedure similar to the procedure used by the Policy Board:

- * The TAC will strive to reach decisions on a consensus basis.
- * If two members of the TAC conclude that consensus cannot be attained, then the TAC shall review *Common Interests in Consensus Decision Making*. See attachment A.
- * After the review of common interests, a vote will be called if requested by three members of the TAC.
- * Decisions made by vote require a majority of the TAC votes.

If a member of the TAC is unable to participate in a TAC meeting, that member may designate an alternate to participate in his/her place. The alternate shall declare their status at the start of the meeting.

Officers

The members of the TAC shall select a Chair at the first meeting of the calendar year. In the absence of the Chair, those in attendance shall select a member to chair the meeting.

The term of office for the Chair shall be one year. In order to facilitate rotation of the Chair among members of the TAC, the Chair is limited to serving one full-year term and any portion of a previous year, if elected to fill the remainder of a term. In no case shall the Chair serve more than two consecutive years.

Development of Meeting Agendas

The Director will consult with the Chair in the drafting of meeting agendas, except in situations where timing does not permit the review or the need for review is waived by the Chair. Opportunity for public comment shall be provided at all TAC meetings.

Review and Amendment of the Operating Guidelines

Organization and management of the TAC shall be according to bylaws adopted by the TAC and approved by the Policy Board.

The TAC will review the Operating Guidelines annually. The purpose of the review is to orient new TAC members to the operating procedures of the MPO and to reaffirm or amend the Guidelines so that they remain current and functional. The Operating Guidelines drafted by the TAC and any subsequent amendments shall be submitted to the Policy Board for review and approval.

The following documents may be consulted for additional information regarding the roles and responsibilities of the MPO, Policy Board and Technical Advisory Committee:

- Intergovernmental Agreement for the purpose of Establishing the Corvallis Area MPO and specifying MPO Cooperation with the State Department of Transportation (*December 2002*)
- Intergovernmental Agreement between Corvallis Area MPO and Oregon Cascades West Council of Governments (*July 2003*)

Attachment A: Common Interests in Consensus Decision-Making

1. Quick/efficient
2. Uses available information (no hidden agendas or information)
3. Takes all players into account
4. High value on decisions that members can support (may be in conflict with #1)
5. One party should not control/prohibit decisions
6. Builds trust among all partners (builds upon #2)