

Policy 5: Technical Advisory Committee

Roles and responsibilities

The Technical Advisory Committee (TAC) is a standing committee. The role of the TAC is to provide technical advice to the Transportation Policy Board on elements of the transportation planning process. Any changes to this policy are subject to majority approval by the Transportation Policy Board.

At a minimum, the TAC provides technical review and recommendation and/or action on:

- Metropolitan Transportation Plan and amendments
- Transportation Improvement Program and amendments
- Unified Planning Work Program (UPWP) and amendments
- Final reports, technical reports, and technical memoranda resulting from studies undertaken with planning funds programmed in the UPWP

In addition, the TAC provides other technical recommendations as requested by the Transportation Policy Board.

Membership

The voting membership of TAC shall be structured as follows:

Advanced Transportation District	1 representative
Alamo Area Council of Governments:	1 representative
Alamo Regional Mobility Authority	1 representative
Bexar County	1 representative
City of New Braunfels	1 representative
City of San Antonio	3 representatives
City of Seguin	1 representative
Comal County	1 representative
Greater Bexar County Council of Cities	1 representative
Guadalupe County	1 representative
Kendall County Geographic Area	1 representative
MPO Bicycle Mobility Advisory Committee	1 representative
MPO Pedestrian Mobility Advisory Committee	1 representative
Northeast Partnership	1 representative
Private Transportation Providers	1 representative
Texas Department of Transportation	1 representative
VIA Metropolitan Transit	1 representative

The representative(s) and alternate(s) of each governmental agency on the TAC will be designated through each agency's internal procedures. A member of the Transportation Policy Board may not simultaneously serve on the Technical Advisory Committee. The Private Transportation Providers representative will be selected for recommendation by the TAC. The representative from the Northeast Partnership and the Suburban Cities will be nominated through letters to the MPO from the

Transportation Policy Board representative from the Northeast Partnership and the Chairman of the Greater Bexar County Council of Cities, respectively.

Each agency/entity on the TAC will be allowed to designate one alternate from within the same agency or entity for each representative serving on the TAC. If the representative cannot attend the TAC meeting, the designated alternate may attend and vote as the representative of the agency or entity. Proxies will not be allowed. Members (both primary and alternate) may not represent more than one entity at a time.

In addition to the voting and ex-officio members, the TAC recognizes individuals and organizations within the community can provide meaningful input into the transportation planning process. These resources will be informed of TAC meetings and invited to provide input in a non-voting capacity as appropriate.

Ex-Officio Membership

Ex-officio members shall hold non-voting status on the TAC:

Texas Dept. of Transportation - Transportation Planning and Programming Division
Texas Commission on Environmental Quality
Utility Coordination Council

Election of Chair and Vice-Chair

Every two years, the TAC will elect a Chair and Vice-Chair from its current membership. The Chair and Vice-Chair shall be elected by a majority of the members present at the meeting. Elections of Chair and Vice-Chair will occur in June 2014 and then in June of every even year.

Chair and/or Vice Chair Vacancies

Vacancies in Chair and/or Vice-Chair whether created by resignation or otherwise, shall be filled by election of the TAC for the remainder of the unexpired term and election to be held at the next regular TAC meeting.

Quorum

A quorum for meetings will consist of fifty (50) percent plus one or greater of the voting members or designated alternates of the TAC. Vacancies are defined as positions on the TAC that are not filled. Vacancies on the TAC will not count against the quorum.

Sub-committees

The TAC will have the following subcommittees:

A. Bicycle Mobility Advisory Committee

The role of the Bicycle Mobility Advisory Committee (BMAC) is to improve bicycle mobility within the Alamo Area MPO Study Area. BMAC will provide bold and visionary leadership in all matters affecting bicycle mobility in the MPO study area and be expansive in its vision with its mission throughout the entire region. BMAC will adopt Committee By-laws to outline its goals, desired membership and procedures. BMAC by-laws will be approved by the TAC and the Transportation Policy Board.

B. Pedestrian Mobility Advisory Committee

The role of the Pedestrian Mobility Advisory Committee (PMAC) is to improve pedestrian mobility within the Alamo Area MPO Study Area. PMAC will provide bold and visionary leadership in all matters affecting pedestrian mobility in the MPO study area and be expansive in its vision with its mission throughout the entire region. PMAC will adopt Committee By-laws to outline its goals, desired membership and procedures. PMAC by-laws will be approved by the TAC and the Transportation Policy Board.

Both BMAC and PMAC are advisory committees, and subject to this Policy, will directly advise the TAC on technical matters and the Transportation Policy Board on relevant bicycle and pedestrian-related policy issues.