

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, planning, and policy review and recommendations and/or action on:

- Metropolitan Transportation Plan and amendments
- Transportation Improvement Program and amendments
- Unified Planning Work Program (UPWP) and amendments
- Transportation Conformity Determination document
- 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
(Note: the CoSA Planning Department will have, at a minimum, one alternate representative serve on TAC)	
City of Seguin	1 representative
Comal County	1 representative
Greater Bexar County Council of Cities	1 representative
Guadalupe County	1 representative
Joint Base San Antonio	1 representative
Kendall County Geographic Area	1 representative
MPO Active Transportation Advisory Committee	2 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 entity on the TAC will be designated in writing through each agency's/entity's internal procedures. The Private Transportation Providers representative and alternate will be selected by the TAC through an application process. The representative from the

Northeast Partnership and the Greater Bexar County Council of Cities will be appointed through letters to AAMPO 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.

A primary member of the Transportation Policy Board may not serve simultaneously on the TAC or any TAC committee; however, this rule regarding committees will apply to any new committee appointment and not the committee makeup at the time of adoption of this Policy amendment. Alternate Transportation Policy Board members may serve on the TAC.

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.

Committees

The TAC will have the following committees:

A. Active Transportation Advisory Committee

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

ATAC is an advisory committee, and subject to this Policy, will directly advise the TAC on technical matters and the Transportation Policy Board on relevant bicycle, pedestrian, and micromobility-related policy issues.

B. Land Use and Regional Thoroughfare Planning Committee

The role of the Land Use and Regional Thoroughfare Planning Committee is to oversee the development and monitoring of the selected land use (growth) scenario for use in the development of the Metropolitan Transportation Plan and will provide input into the development of a Regional Thoroughfare Plan. The committee will operate on an informal basis and will meet as needed.

C. Freight, Rail, and Transit Committee

The role of the Freight, Rail, and Transit Committee is to review and provide input on regional freight, passenger rail, and transit initiatives as requested. The committee will operate on an informal basis and will meet as needed.

D. TSMO/TIM Committee

The role of the TSMO/TIM (Transportation Systems Management and Operations / Traffic Incident Management) Committee is to review and provide input into a regional TSMO framework and to consider input from the regional TIM group, provide direction as necessary, incorporate TSMO/TIM into regional transportation planning practices, and to foster partnerships and agreements where possible. The committee will operate on an informal basis and will meet as needed.

F. Transportation Demand Management (TDM) Committee

The role of the Transportation Demand Management Committee is to review and provide input on transportation demand management (TDM) programs, projects, and plans in the AAMPO study area, and to foster partnerships and collaboration where possible. The committee will operate on an informal basis and will meet as needed.