

**TECHNICAL ADVISORY COMMITTEE BYLAWS
NORTHWEST ARKANSAS REGIONAL
TRANSPORTATION STUDY (NARTS)**

Adopted on May 28, 2014

The Northwest Arkansas Regional Planning Commission (NWARPC) as the area Metropolitan Planning Organization (MPO), facilitates and coordinates a continuing, comprehensive, and cooperative (3C) transportation planning process pursuant to United States Department of Transportation regulations and in accordance with Titles 23 and 49 of the U.S. Code.

A Technical Advisory Committee (TAC) has been established to advise the NWARPC Policy Committee regarding the issues and actions that comprise the 3C process. These TAC Bylaws will govern the membership, voting, and actions of the committee:

ARTICLE I - TECHNICAL ADVISORY COMMITTEE

1. The NARTS TAC shall elect a Chairman and Vice-Chairman biannually at the first meeting of the calendar year in odd numbered years. The Chairman and Vice-Chairman shall be from different jurisdictions. Nominations will be received from the floor and seconded until nominations are closed.
2. The Chairman shall preside at all meetings and public hearings of the TAC, shall decide all points of order or procedure, and shall certify plans, reports, and recommendations approved by the TAC.
3. The Vice-Chairman shall presume the duties of the Chairman in the absence of the Chairman.
4. In the event that the Chairman is unable to serve, the Vice-Chairman shall assume the office of Chairman and call a special election at the next meeting to fill the office of Vice-Chairman for the remaining portion of the term. Should the Vice-Chairman be unable to serve, the Vice-Chairman shall call a special election at the next meeting to fill the office of Chairman for the remaining portion of the term. If both Chairman and Vice-Chairman are unable to serve, the Study Director shall call a special election at the next meeting to fill these vacancies for the remaining portion of the term.
5. The TAC shall meet as frequently as necessary to perform its functions.
6. Meetings of the TAC shall be called at the initiative of the Chairman, or by any three members of the TAC, who shall instruct the Study Director to convene the Committee.

7. It shall be the duty of the Study Director to send written notices of meetings, which shall state the date, time, place, including an agenda, copies of minutes of the previous meeting, copies of proposed resolutions and reports, to all members of the Committee. Such notices shall be distributed by mail, fax, or email by the Study Director to reach members of the Committee not less than five working days in advance of the meeting. The Study Director shall arrange a place for the meeting and shall assure that the time, place, and date of the meeting shall be convenient for the members.

8. The Study Director shall arrange for adequate public notice of meetings of the TAC according to the Public Participation Plan and in accordance with the Freedom of Information Act.

9. The TAC shall be comprised of officially designated representatives of member jurisdictions. Representation will be based on the following formula according to the most recent decennial census population:

Population	Number of Members
1-15,000	One member
15,001-25,000	Two members
25,001 and above	Three members

There shall be a maximum of three voting members representing any participating entity. Each jurisdiction shall have a total number of votes, based on the population as shown above. In the case of jurisdictions with two or three votes, one representative may carry the total amount of votes, without a proxy from the other member(s).

The following participating agencies shall have one member with one vote each: University of Arkansas; Razorback Transit; Ozark Regional Transit, Inc.; Missouri Department of Transportation; McDonald County, Missouri; the City of Pineville, Missouri; and Beaver Water District.

The Arkansas State Highway and Transportation Department (AHTD) shall have three voting members on the TAC. One member shall represent District Four or Nine. The other two members shall be from the Transportation Planning and Policy Division; one shall be from the Metropolitan Planning Coordination Office and one from the Public Transportation Programs Section.

In case of absence, each designated voting member may be represented by an official proxy. A majority vote of the authorized membership or designated proxy shall be sufficient to authorize any action to be taken on behalf of the Committee.

10. The TAC shall serve as a study team composed of technical and professional personnel from local governments, and participating agencies. The TAC shall guide all

technical aspects of the 3C planning process. The TAC will conduct all business and submit recommendations as requested by the NWARPC/Policy Committee and/or the Study Director.

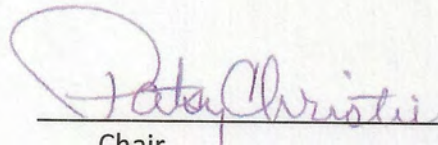
11. All meetings and records of the TAC shall be open to the public.

12. The Study Director shall keep a record of the proceedings of the Committee and conduct correspondence and necessary administrative duties.

ARTICLE II - AMENDMENTS

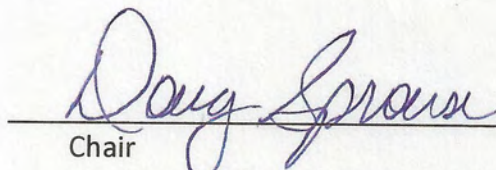
These Bylaws may be amended by a two-thirds affirmative vote of the authorized membership or designated proxy of the TAC and of the NWARPC/Policy Committee, provided that official notice of the proposed amendment is included in the notice of the meeting.

May 22, 2014
Date Adopted



Chair
Technical Advisory Committee

May 28, 2014
Date Adopted



Chair
Northwest Arkansas Regional Planning Commission/Policy
Committee