

SOUTHWEST OKAHOMA REGIONAL TRANSPORTATION PLANNING ORGANIZATION (SORTPO) TRANSPORTATION TECHNICAL COMMITTEE BYLAWS

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ARTICLE I. GENERAL

- Section 1. Name. The SORTPO Transportation Technical Committee (TTC) was established by SORTPO Transportation Policy Board (TPB).
- Section 2. Effective Date. These bylaws shall be effective immediately upon adoption by the SORTPO Transportation Policy Board.
- Section 3. Amendments to Bylaws. These bylaws may be amended by a majority vote of the TPC on their own motion. The TTC may recommend amendments of the bylaws to the TPB.

ARTICLE II. PURPOSE

- Section 1. Purpose of the Transportation Technical Committee. The purpose of the TTC shall include:
- a. To serve in an advisory capacity to the Transportation Policy Board in all technical matters concerning and related to transportation.
 - b. To represent the regional intermodal transportation system interest in implementing these purposes and acting as the technical committee.
 - c. To generate public interest in, and attention to, improvement of the transportation system in the region and to coordinate with other transportation planning groups.
 - d. To assist the TPB in providing planning and coordination with the local governments, Oklahoma Department of Transportation (ODOT), Federal Highway Administration (FHWA), Federal Aviation Administration (FAA), and Federal Transit Administration (FTA).
 - e. To respond to specific requests from the TPB.

ARTICLE III. STRUCTURE AND MEMBERSHIP

- Section 1. Membership will include voting and non-voting members.
- Section 2. Voting Membership:
- a. Oklahoma Department of Transportation – Multimodal & Planning Division Manager or designee.
 - b. Oklahoma Department of Transportation – Districts 3, 5 or 7

- Engineer or designee.
- c. Local Government - Two staff members from local governments, one from the Association of South Central Oklahoma Governments (ASCOG) region and one from the South Western Oklahoma Development Authority (SWODA) region.
- d. ASCOG Executive Director or designee.
- e. Southwest Oklahoma Regional Transportation Planning Organization (SORTPO) Director of Transportation.
- f. Freight, highway.
- g. Citizen residing in the region.
- h. Tobacco Settlement Entitlement Trust, County Representative.
- i. Economic Development - Two staff members from representing economic development entities one from the Association of South Central Oklahoma Governments (ASCOG) region and one from the South Western Oklahoma Development Authority (SWODA) region.
- j. Mobility Navigator
- k. Health Agency or Coalition.
- l. Transit Agency.

Non-Voting or Advisory Membership:

- a. Tribal Governments – Chairman in the SORTPO region or designee.
- b. Federal Bureau of Indian Affairs (BIA) – Delegate or designee.
- c. U.S. Department of Transportation – Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and Federal Aviation and Administration (FAA) delegates or designee. .
- d. Lawton Metropolitan Planning Organization, Chairman, or designee.
- e. Association of Central Oklahoma Governments, Executive Director, or designee.

The TTC may appoint other qualified individuals to full voting membership to utilize their professional expertise and to coordinate the transportation planning process activities with other planning areas such as airports, railroad, pedestrian/bicycling, etc.

The TTC Chair shall be notified in writing of the appointment, reappointment, or replacement of a member agency representative's member.

Section 3. Alternate Members. Alternate representatives may be designated to act on behalf of voting and non-voting members with all the privileges accorded thereto provided the alternate is an official staff member of the member agency. The TTC Chair shall be notified in writing of the appointment, reappointment, or replacement of a member agency representative's alternate. An alternate may vote only in the absence of the regular member he or she represents.

Section 4. Proxies. Each member shall have the power to appoint a proxy who is not already a member or alternate of the TTC to act in the member's capacity at any meeting

in the event the member or alternate cannot attend, if the proxy designation is made:

- a. In writing for a specific period of time, or
- b. By telephone or personal contact with the SORTPO Director of Transportation or designee for one meeting.

A designated proxy, as provided in this section, shall have the right to exercise one vote in all individual proceedings and shall not be permitted to exercise one or more proxies on behalf of other members or alternates.

Section 5. Terms. Voting members shall be designated for appointment for an indefinite term by the governing body or chief executive of their agency and may serve as long as qualified under Section 1 above.

Section 6. Vacancies. In the event of a vacancy on the TTC, said vacancy shall be filled according to the procedures of Article III, Section 4 above.

Section 7. Membership Attendance. Any member, alternate or his/her designated proxy who has not attended three (3) consecutive regular monthly meetings may be contacted by the SORTPO Director of Transportation to discuss attendance at subsequent meetings either by the member, alternate or proxy.

If the member, alternate or proxy fails to attend a subsequent meeting, this may be reported to the TPC.

Section 8. Members' Obligation. The members of the TTC are charged with the duty to conduct themselves as representatives of the transportation system as a whole with the purpose of improving transportation in the transportation planning region.

Section 9. Chairman. The Chairman of the TTC shall be the SORTPO Director of Transportation or designee.

Section 10. Subcommittees. The TTC shall have the power to create subcommittees of a temporary or permanent nature.

Section 11. Subcommittee Membership. appointment of members to TTC subcommittees shall be by the TTC.

ARTICLE IV. MEETINGS

Section 1. Meeting Time. The regular monthly meeting date and time of the TTC shall be established by the TTC with concurrence by the TPC. The schedule of meetings shall be posted according to state law.

Section 2. Meeting Time. The SORTPO Director of Transportation or designee will send out a meeting notice to all members one week in advance of the meeting. Staff will include all agenda items for discussion at the meeting in the meeting notice. Addendums to the agenda shall be prepared in accordance

with the requirements of the Oklahoma Open Meeting Act. Minutes shall be prepared for each meeting and subcommittee meeting. Such minutes shall accurately reflect the conduct of the meeting, all activities and relevant discussion occurring at the meeting and a record of all votes taken. Recordings of all meetings shall be preserved for 12 months from the date of the meeting and be available for review by any interested party.

- Section 3. Quorum. A quorum of the TTC shall consist of one-third (5) of the voting membership.
- Section 4. Open Meetings. All meetings of the TTC shall be conducted with no restrictions on the attendance of observers, citizens, or the press, and shall comply with all requirements of the Oklahoma Open Meetings Act.
- Section 5. Voting. All voting members, as specified in Article III, Section 1, their alternates or proxies shall have the right to exercise one vote per designated representative.
- a. Voting on all proceedings of the TTC shall be based on the majority of those regular members, alternates or proxies present and voting, not a majority of total membership.
 - b. No entity shall make and second its own motion.

ARTICLE V. FUNCTION AND ROLE OF THE TTC

- Section 1. Function. The function of the TTC shall be:
- m. To act as an advisory committee to the TPB and provide for the TPB technical review, recommendations, and information.
 - n. To serve as a committee which reviews and recommends to the TPBC annually, a draft Planning Work Program (PWP) prepared by the SORTPO Director of Transportation in coordination with ODOT Multimodal & Planning Division. This shall include review and recommendation of the scope, content, and work products of the PWP; this shall also include an oversight function during the progress of the year.
 - o. To serve as a committee which reviews and recommends to the TPB a draft Transportation Improvement Program (TIP), plans, and policy statements.
 - p. To act as a technical resource to review and comment on the procedures used during the performance of work elements and during preparation of reports.
 - q. To review the federal aid allocation procedures and methodology and present recommendations to the TPB as required.

ARTICLE VI. GENERAL TRANSPORTATION ADVISORY ROLE

- Section 1. Advisory Function. The TTC may, upon its own motion, bring important matters relative to transportation to the attention of the TPB. Such advice and/or recommendations may be accompanied by a request from the TTC for formal TPB action.

ARTICLE VII. SEVERABILITY CLAUSE

Section 1. Severability. If any section, subsection, sentence, clause, phrase, or portion of these bylaws is for any reason held invalid by the TPB, said portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of these bylaws.

Bylaws amended and approved by the Transportation Policy Board.