

Walla Walla Valley Metropolitan Planning Organization

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WWV-MPO Technical Advisory Committee Charter

This Charter establishes the role of the WWV-MPO Technical Advisory Committee (TAC), its operational bylaws, the obligations of each TAC member, and the obligations of WWV-MPO staff in support of the committee.

Role and Responsibility of Technical Advisory Committee (TAC)

- The TAC makes recommendations to the Policy Board and/or WWV-MPO staff on matters as requested by the Director, or the Policy Board.
- Generally, guidance of the TAC will be sought on the following issues:
 - Issues related to establishing regional transportation priorities;
 - Key technical or procedural issues related to developing and updating the Metropolitan Transportation Plan.

Operational Bylaws

- At the first meeting of the TAC each year, the TAC will appoint a Chair, and a Vice-Chair, each for a one-year term, January – December.
- The TAC strives for consensus, but operates as a democratic, majority rule committee; all votes will pass by simple majority of those present.
- Each WWV-MPO member jurisdiction is allowed one (1) vote on any decision before the TAC.
- The Chair will call for, tally and report back to the group the result of all votes.
- All decisions and TAC recommendations will be recorded in a meeting summary (minutes).
- The TAC will normally meet on the third Tuesday of each month. A meeting agenda will be developed and distributed by WWV-MPO staff one week prior to each TAC meeting.

Technical Advisory Committee Member Obligations

- All TAC members are obligated to support the outcome of a TAC decision and all TAC recommendations to the Policy Board. It is expected that TAC members will provide technical expertise to their respective jurisdiction, but will not lobby other policy board members.
- Missing a scheduled TAC meeting is not justification to oppose a TAC decision or recommendation.
- TAC members are expected to represent the interests of their respective jurisdictions, but must recognize the primary goal of achieving outcomes that maximize regional benefit.
- TAC members must recognize that WWV-MPO staff are obligated to evaluate transportation options without specific consideration of jurisdictional or political boundaries, or weighting potential outcomes to member jurisdictions within the WWV-MPO planning area, and are obligated to make recommendations to the Policy Board accordingly.

WWV-MPO Staff Obligations to Technical Advisory Committee

- Provide adequate notice for TAC meetings.
- Provide a meeting agenda and, when appropriate, background materials prior to TAC meetings.

- Record all key discussion points and actions taken at TAC meetings; write and distribute meeting summaries.
- Include TAC members in notices to the Policy Board regarding legislative issues, etc.
- Provide TAC members with an agenda and relevant supporting materials prior to Policy Board meetings.
- Provide staff support and adequate notice when TAC member participation in workload is required.
- WWV-MPO staff are not obligated to advocate recommendations of the TAC to the Policy Board, but are obligated to accurately convey recommendations of the TAC.

TG

2nd draft – Approved by the TAC, 19 Mar 2013