

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**

**TECHNICAL ADVISORY COMMITTEE**

**BYLAWS**

**ADOPTED: March 14, 2000**

**REVISED: January 12, 2009**

**November 10, 2014**

**March 22, 2021**

**SOUTH JERSEY TRANSPORTATION PLANNING ORGANIZATION**  
**TECHNICAL ADVISORY COMMITTEE**

**PURPOSE**

The Technical Advisory Committee (TAC) shall advise the Policy Board on technical matters related to the development and implementation of transportation plans and programs consistent with the SJTPO Bylaws and Mission Statement.

**MEMBERSHIP**

TAC membership shall consist of thirteen (13) = voting members as follows: one (1) individual appointed by each member of the Policy Board, and one (1) representative from each of the Delaware River Bay Authority and the New Jersey Turnpike Authority. The Federal Highway Administration, Federal Transit Administration, South Jersey Economic Development District (SJEDD), and Cross County Connection Transportation Management Association (CCCTMA) shall each have one (1) non-voting representative.

Each TAC member shall exercise the duties of his/her membership in good faith and shall attend the regular meetings of the TAC on a consistent basis.

**QUORUM**

A quorum for the purposes of transacting business at any TAC meetings shall consist of a majority of total voting membership.

**OFFICERS**

The TAC voting membership shall appoint a Chairperson, and a Vice-Chairperson as officers. Officers shall serve without compensation.

The Chairperson and Vice-Chairperson shall be elected by the TAC at its annual meeting in January for a one-year term commencing on that date and ending when their successors are elected. Any vacancy in these positions shall be filled by the TAC through a special election.

**OFFICER RESPONSIBILITIES**

The Chairperson shall preside at all TAC meetings and shall have the power to appoint subcommittees, to designate subcommittee Chairpersons, to call meetings, and to perform other such actions as are normally performed by a committee chairperson.

The Chairperson or Vice Chairperson shall attend Policy Board meetings and provide the Board with a report on the previous TAC meeting.

The Vice-Chairperson shall act in the absence of the Chairperson and shall perform such duties as assigned to him or her by the Chairperson.

In the event both the TAC Chairperson and the Vice-Chairperson are absent from a meeting, a temporary Chairperson will be selected by the TAC members to preside over that meeting.

The TAC officers shall serve no more than two (2) consecutive terms in the same office. In the event that a TAC officer serves four (4) consecutive terms in any position, he or she will not be eligible to hold office for a period of at least one year.

## **MEETINGS**

The annual meeting for election of officers shall be held at the regularly scheduled January meeting.

A regular meeting schedule will be established annually to correspond with the SJTPO Policy Board meeting cycle. Adjustments to the regular meeting schedule shall be made on an as-needed basis by the Chairperson. Unless otherwise stated in these Bylaws, meetings shall be held in-person. When unable to attend a meeting in-person, one or more TAC members may participate in a meeting via telephonic or other form(s) of remote technology. When required for reasons related to public health emergencies, inclement weather, or other exceptional circumstances, meetings may also be held remotely, where all or the majority of TAC members attend via telephonic or other remote technology, as long as prior notice of the remote meeting is provided to the public.

The TAC Chairperson shall coordinate with the SJTPO on all matters to be included on the TAC agenda.

SJTPO staff shall make the TAC meeting agenda and meeting materials available to all TAC members no later than five (5) days prior to the meeting.

Special meetings may be called by the Chair. The meeting announcement will be circulated to all TAC members no later than five (5) days prior to the meeting. SJTPO staff will be responsible for sending meeting notices to members.

Any TAC member may bring an item up for discussion and possible action that is not on the meeting agenda. Whenever possible, information on this item shall be provided to all TAC members no later than five (5) days prior to the meeting.

## **VOTES**

When a quorum is present, action may be taken and motions and resolutions adopted by the TAC at any meeting by the affirmative vote of a majority of the voting members present. Unless otherwise noted by the Chairperson, votes will be taken by Collective vote. All motions and resolutions are provided in an advisory capacity, except where they pertain to activities internal to the functioning of the TAC.

## **MINUTES**

SJTPO staff shall provide secretarial functions including the recording and preparation of minutes. Meeting minutes shall be included in the following months agenda package at least five days prior to the meeting.

## **SUBCOMMITTEES**

The TAC may establish subcommittees to handle specific issues as needed. The members shall be appointed by the Chairperson. The subcommittees will report their findings to the full TAC for review and approval.

## **STAFF SUPPORT**

The chairperson can request SJTPO staff for technical support to assist the TAC in carrying out its responsibilities.

## **AMENDMENTS**

The TAC Bylaws may be amended, repealed, or revised by an affirmative vote of two-thirds of the voting members present at any TAC meeting provided that the meeting notice contains a copy of the proposed change and members were given adequate advance notice of the meeting.

## **RELEVANT LAW**

All Members and officers shall comply with all relevant Federal and State laws, regulations and directives governing MPOs and member agencies under U.S. Title 23, USC 134, and Section 8 of the Federal Transit Act, as amended and Section 174 of the Clean Air Act of 1990 as amended.

## **MEETING PROCEDURES**

Unless otherwise specified in these Bylaws, the latest annotated version of Roberts' Rules of Order will govern the procedural conduct for all TAC meetings.

## **EFFECTIVE DATE**

These bylaws shall go into effect on March 22, 2021.