

**BYLAWS OF THE
TECHNICAL COORDINATING COMMITTEE
OF THE
METROPOLITAN TRANSPORTATION PLANNING PROCESS**

ARTICLE I MEMBERSHIP

Sec. 1. The membership and provisions for the establishment of the Technical Coordinating Committee are provided in the Operations Plan for the Metropolitan Transportation Planning Process adopted by the Executive Policy Committee. The following departments, agencies and representatives, each having one (1) vote, shall serve on the Technical Coordinating Committee:

Rapid City Growth Management Department, Community Planning
 Rapid City Public Works Department, Engineering Division
 Rapid City Public Works Department, Traffic Engineer
 Rapid City Public Works Department, Street Division
 Rapid City Public Works Department, Urban Systems Engineer
 Rapid City Public Works Department, Rapid Transit Manager
 Rapid City Regional Airport Administration
 Rapid City Police Department, Traffic Division
 Rapid City Growth Management Department
 Rapid City School District
 Pennington County Planning Department
 Pennington County Drainage Coordinator
 Pennington County Highway Department
 Pennington County Sheriff's Office
 Meade County Director of Equalization
 Meade County Highway Department
 Meade County Sheriff's Department
 Meade County Transportation Committee
 Meade School District 46-1
 City of Box Elder Planning Department
 City of Box Elder Public Works Department
 City of Box Elder Police Department
 City of Summerset Finance Office
 City of Summerset Mayor
 Douglas School District
 Ellsworth Air Force Base
 SDDOT - Division of Operations: Region Engineer
 SDDOT - Division of Planning and Engineering
 SDDOT – Local Transportation Program
 Federal Highway Administration (non-voting)

- Sec. 2. The Federal Highway Administration (FHWA) shall be a member of the Technical Coordinating Committee, but shall be a non-voting member.
- Sec. 3. Each department or agency having a member on the Committee may also provide for an alternate on the Committee; and in the event of the absence of a member at any meeting of the Committee, their alternate shall, by representation, have all the rights of such absent member.

ARTICLE II MEETINGS

- Sec. 1. The Technical Coordinating Committee shall meet at least six (6) times a year, on a bi-monthly basis, beginning the new calendar year. Regularly scheduled meetings may be rescheduled or canceled by the Chair, or in the Chair's absence by the Vice-Chair.
- Sec. 2. Ten (10) members shall constitute a quorum for transacting the official business of the Committee. The quorum shall constitute voting members of the Committee. For purposes of quorum members participating via telephone or teleconferencing shall be deemed present and the appearance via telephone or teleconferencing shall be noted in the minutes.
- Sec. 3. Special meetings of the Technical Coordinating Committee may be called at any time by the Chair, or in the Chair's absence by the Vice-Chair, or by two (2) or more voting members of the committee.
- Sec. 4. The members of the Technical Coordinating Committee shall be notified by regular mail or electronic mail, at least seven (7) days in advance of the time and place of regular meetings and 24 hours in advance of special meetings.
- Sec. 5. All regular and special meetings of the Technical Coordinating Committee shall be open to the public and the media.
- Sec. 6. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at meetings of the Technical Coordinating Committee.

ARTICLE III OFFICERS

- Sec. 1. The officers of the Technical Coordinating Committee shall consist of a Chair and Vice-Chair. The Vice-Chair has the full powers of the Chair in their absence.

ARTICLE IV ELECTION OF OFFICERS AND APPOINTMENTS

- Sec. 1. The Chair and Vice-Chair of the Technical Coordinating Committee shall be elected annually, during the last regularly scheduled meeting of the calendar year, by the Technical Coordinating Committee.
- Sec. 2. The Chair of the Executive Policy Committee shall appoint a member to fill any vacancy which may occur until the next Executive Policy Committee meeting at which time the vacancy will be filled permanently.

ARTICLE V AMENDMENTS

- Sec. 1. These Bylaws may be amended or new Bylaws adopted at any regular or special meeting of the Technical Coordinating Committee provided notice is given in advance that such business is included on the Committee's agenda. It shall take a majority vote of the Committee membership to amend or adopt these Bylaws

Amendment or adoption of these Bylaws is subject to approval by the Executive Policy Committee.

Recommended for approval this _____ day of August, 2009.

Chair, Technical Coordinating Committee

Adopted this _____ day of August, 2009.

Chair, Executive Policy Committee

APPROVED AS TO FORM:

By: _____
Assistant City Attorney