



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

PLANNING DEPARTMENT

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MEMORANDUM

To: Rapid City Legal & Finance Committee Members

From: Patsy Horton, Transportation Planning Coordinator

Date: October 9, 2002

Re: Metropolitan Planning Organization Technical Coordinating Committee
Bylaws

Attached are the Technical Coordinating Committee Bylaws, a companion item to the Operations Plan for the Metropolitan Planning Organization, for your review and approval at the October 16, 2002, Legal and Finance Committee meeting. The Technical Coordinating Committee Bylaw changes include reflecting the ability to notify committee members by electronic mail, providing an opportunity for teleconferencing, and updating committee memberships.

The Rapid City Area Metropolitan Planning Organization will consider the proposed changes at its November 14, 2002, when considering the Final Draft of the Operations Plan. Please feel free to contact me if you have any questions or would like additional information.

STAFF RECOMMENDATION: Staff recommends approval of the Metropolitan Planning Organization Technical Coordinating Committee Bylaw changes.

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 on April 17, 2002, November 14, 2002, by the Executive Policy Committee. The following departments, agencies and representatives, each having one (1) vote, shall serve on the Technical Coordinating Committee:

Transportation Planning Process Administration
Rapid City Public Works Department, Engineering Division
Rapid City Public Works Department, Traffic Engineer
Rapid City Public Works Department, Rapid City Street Division
Rapid City Public Work Department, Urban Systems Engineer
Rapid City Community Development Department
Rapid City Regional Airport Administration
Rapid City Police Department, Street Division
Rapid City Planning Department
Pennington County Planning Department
Pennington County Drainage Coordinator
Pennington County Highway Department
Pennington County Sheriff's Department, Traffic Division
City of Box Elder
Ellsworth Air Force Base
Black Hills Council of Governments/Rapid Transit System
SDDOT - Division of Operations: Region Engineer
SDDOT - Division of Planning and Engineering
SDDOT - Division of Air, Rail and Transit
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. A majority, consisting of nine (9) 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 ~~fourteen (14)~~ seven (7) days in advance of the time and place of regular meetings and five (5) days 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 November, 2002.

Chair, Technical Coordinating Committee

Adopted this _____ day of November, 2002.

Chair, Executive Policy Committee