

**ACADIANA METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION TECHNICAL COMMITTEE**

**RULES OF POLICY AND PROCEDURE**

**PART I. TRANSPORTATION TECHNICAL COMMITTEE**

**A. Purpose:**

The purpose of the Transportation Technical Committee (TTC) is to provide the Transportation Policy Committee (TPC) with expert recommendations that support the development, coordination, and implementation of multi-modal transportation plans for the Acadiana Metropolitan Planning Area (MPA).

Under agreement between the State of Louisiana and thirteen (13) local governments within the Acadiana Urbanized Area, the Transportation Policy Committee of the Acadiana Metropolitan Planning Organization (AMPO) hereby establishes the Transportation Technical Committee.

**B. Membership:**

The Transportation Technical Committee shall consist of technical professionals appointed by the member jurisdictions, professional engineers, transportation and land use planners, transit system operators, and other representatives of major modes of transportation. The Intergovernmental Agreement establishing the Acadiana Metropolitan Planning Organization specifies that the TTC shall be “comprised of not more than twenty-seven (27) representatives...involved in the work of transportation programs and/or projects. The TPC would like to include “a representative for each of the major modes of transportation and people movers.” Therefore, the membership shall be comprised of the following delegates:

<u>Jurisdiction or Agency</u>	<u>Delegates</u>
Lafayette City-Parish Government	Public Works Appointee
Lafayette City-Parish Government	Planning, Zoning & Development Appointee
Lafayette City-Parish Government	Traffic Engineer Appointee
City of Broussard	City Appointee
City of Breaux Bridge	City Appointee
City of Carencro	City Appointee
City of Scott	City Appointee
City of Youngsville	City Appointee

City of St. Martinville	City Appointee
City of New Iberia	City Appointee
Parish of St. Landry	Parish Appointee
Parish of Acadia	Parish Appointee
Parish of Iberia	Public Works Appointee
Parish of Iberia	Planning Appointee
Parish of St. Martin	Parish Appointee
Parish of Vermilion	Parish Appointee
Lafayette Transit System	Transit Planner or Operator
LA DOTD District 3	Engineer
LA DOTD Multimodal Planning	Planner or Engineer
LA DOTD Public Transportation	Manager or Planner
Lafayette Regional Airport	Director
Freight	Freight Representative
Bicycle & Pedestrian Professional	Engineer/Planner with bike & pedestrian expertise
University of Louisiana at Lafayette	Office of Transportation Services
FHWA (non-voting)	Transportation Planner

It is up to each jurisdiction or agency to determine a process to appoint delegates. Each appointing authority (the jurisdictions and agencies listed above) may appoint an alternate delegate to attend meetings and to cast votes in the absence of the primary delegate. If there is no appointing authority (as with the bicycle & pedestrian professional) the AMPO shall recommend an appointment. All delegates will serve at the pleasure of the appointing authority.

All appointments must be made in writing (by email or regular mail) and shall include the email address, phone number, and mailing address of the delegate/s. Appointment notifications shall be sent to the Acadiana Planning Commission Chief Executive Officer, Monique Boulet, at:  
 MoniqueB@planacadiana.org

Or:  
 Acadiana MPO  
 P. O. Box 3705  
 Lafayette, LA, 70502

Members of the Transportation Technical Committee are expected to regularly attend TTC meetings. The TTC may send a letter to the appointing authority requesting a new

delegate if a primary delegate fails to attend five (5) or more regularly scheduled meetings during a calendar year, even if the alternate delegate attends in the primary delegate's stead.

**C. Meetings:**

The Transportation Technical Committee shall establish a schedule of bi-monthly meetings for the calendar year at its first meeting of the year. Meetings will be conducted in accordance with Louisiana Open Meetings Law.

**D. Powers and Responsibilities:**

The Acadiana MPO Intergovernmental Agreement and federal law requires that a multi-modal transportation planning process be established and maintained, and that transportation planning in the urbanized area be successfully coordinated and integrated with other comprehensive planning activities at the state and local levels. Furthermore the Intergovernmental Agreement requires the AMPO, including the TTC, maintain the following:

- Unified Planning Work Program (UPWP)
- Transportation Improvement Program (TIP)
- Transportation Programs and Projects Performance Measures (PM)
- Citizen Information and Participation Program (CIPP)
- Travel Demand Management Program (TDM)
- Congestion Management Program (CMP)
- Consolidated Areawide Arterial and Collector Roadway Plan
- Financially Constrained Transportation Plan (20-year horizon)
- Public Transit Plan (20-year horizon)
- Metropolitan Bikeway Plan
- Metropolitan Pedestrian Plan
- Metropolitan Transportation Safety Plan
- Metropolitan Multimodal Transportation Plan
- Metropolitan Transportation Sustainability Plan
- Metropolitan Air Quality Plan

The TTC will also meet any other requirements for metropolitan planning as specified in Section 134 of title 23 and Section 1607 of title 49 of the United States Code and in the rules promulgated by the U.S. Department of Transportation or other federal and state

agencies having authority over transportation planning activities.

The TPC may direct the TTC to present alternatives for its consideration, with accompanying recommendations and supporting rationale.

The Transportation Technical Committee may consider and make recommendations on any transportation-related issue a voting member may wish to discuss.

The TTC shall consider the Citizen Advisory Committee's (CAC) recommendations concerning the urban transportation planning process for the Acadiana MPA, and any transportation issues influencing the planning area.

The TTC shall forward their recommendations and formal actions to the Transportation Policy Committee. The TTC shall not forward their recommendations and or formal actions to any other department, agency, organization, group, government, or individual, whether public or private.

Public statements made by any member of the TTC pertaining to items considered by or under the consideration of the TC must be clearly labeled as personal opinion and not the opinion of the TTC as a whole. The Chair of the TTC shall function as the official spokesperson for the TTC.

## **PART II. FORMAL ACTIONS**

### **A. Quorum:**

A quorum (as established by Louisiana Open Meetings Law, La. R.S. 42:13) of the membership of the Transportation Technical Committee must be present for motions to be adopted. If a quorum is not obtained within 15 minutes after the scheduled meeting time, the chair may adjourn the meeting. In the event that a meeting is adjourned for lack of a quorum, the members present may, by unanimous agreement, select another meeting time and date.

### **B. Motions:**

Motions shall require a simple majority vote of the membership present in favor or in opposition to the motion for adoption.

**C. Items:**

Items for action shall be listed in the meeting agenda when submitted to the chair, in writing, at least seven (7) calendar days prior to the meeting date.

However, in accordance with Louisiana Open Meetings Law, La. R.S. 42:19, upon unanimous approval of the members present, the TTC may take up a matter not on the agenda. Any such matter shall be identified in the motion with reasonable specificity, including the purpose for the addition to the agenda. Prior to any vote to take up a matter not on the agenda, there shall be an opportunity for public comment on any such motion.

**D. Procedures:**

The Transportation Planning Process (see chart below) shall be followed for all formal actions of the MPO. On items upon which a consensus cannot be reached by the MPO Citizen Advisory Committee (CAC), the item will be reconsidered again within thirty-one (31) days. If a consensus is still not achieved the committee shall forward the item, with a recordation of the votes cast, to the MPO Transportation Technical Committee (TTC) without a recommendation. On items in which the TTC cannot achieve consensus, the item will be reconsidered again within thirty-one (31) days. If a consensus is still not achieved the committee shall forward the item, with a recordation of the votes cast, to the AMPO Transportation Policy Committee without a recommendation.

Consensus shall be a vote, affirmative or negative, with regard to any matter brought before the committee which passes by the necessary majority. A lack of consensus shall exist when there is either a deadlock in the voting or an inadequate vote to pass the matter as required by these rules.

**PART III. BYLAWS**

**A. Voting:**

Each delegate gets one (1) vote. Furthermore, each appointing authority may appoint both a primary and an alternate delegate. If the primary delegate is present, the primary delegate shall participate in any call for a vote. The alternate only casts a vote if the primary delegate is absent.

The FHWA representative is the only non-voting delegate.

A quorum of a simple majority of the total membership of the TTC (per Louisiana Open Meetings Law R.S. 42:13) shall be established for any actions to be taken by the committee. The usual method of voting will be by voice with the chair announcing the results, and, when requested by the Chair or any member of the committee, confirmed by a show of hands or a roll call vote. The "ayes" will be recorded first; the "nays" second. Members will remain with their hand up until the vote has been recorded.

Voting by proxy ballot is not allowed; TTC delegates may not appoint substitutes to vote in their place.

**B. Officers:**

The committee shall select, from its voting primary delegates, a chair and a vice-chair to serve for a one (1) year term. At the first meeting of each year, the Transportation Technical Committee shall elect a Chair and a Vice-Chair to direct and organize the business of the TTC during the year. Should the Chair resign or be unable to function, the Vice-Chair shall assume the responsibilities of the Chair. In that event, the TTC shall appoint a new Vice-Chair.

Furthermore, if the Chair is unable to attend a meeting, the Vice-Chair shall preside. In the absence of both the Chair and Vice-Chair, the TTC shall appoint a member to serve as Interim Chair by acclamation.

**C. Sub-Committees:**

The Chair may appoint temporary or permanent sub-committees or dissolve such committees, as the sitting Chair deems appropriate.

**D. Membership Review:**

The Transportation Policy Committee shall review the composition of the TTC at least every two (2) years, beginning in 2015, and, if appropriate, amend the delegates appointed as necessary. If a new jurisdiction joins the TPC, that jurisdiction may appoint a primary and alternate delegate to the TTC at that time. The new jurisdiction does not have to wait for the regularly scheduled review.

Notification of changes to TTC appointments will be submitted in writing to the LMPO Manager. Email will suffice.

**E. Meeting Agenda:**

The Chair will approve a meeting agenda at least seven (7) calendar days prior to a regularly scheduled meeting. The approved meeting agenda will be distributed to the committee members at least six (6) calendar days prior to a regularly scheduled meeting.

A public notice agenda, with meeting time, date and location will be posted at the Rosa Parks Transportation Center, 101 E. Jefferson Street, Lafayette, LA, unless and until changed by the TPC. All meeting notices will be in accordance with Louisiana Open Meetings Law (La. R.S. 42:19).

**F. Action Summary:**

An Action Summary shall be recorded for all meetings. The Action Summary shall be included in the next regularly scheduled meeting notice sent to the delegates.

The Action Summary shall include all official actions of the TTC, the names of those members making motions, and the final vote results. Formal written minutes of the committee meetings shall not be required; however, tape recordings of the meetings shall be kept in addition to the adopted written Action Summaries. Attendance records shall also be maintained.

**G. Reports:**

The Transportation Technical Committee shall provide the Transportation Policy Committee with an annual written report of committee activities for the prior year.

Beginning in February 2015 and repeated every February thereafter, the TTC may select a list of transportation improvements and/or projects for monitoring during the year.

Selected transportation projects shall be taken from the adopted Transportation Improvement Program (TIP) and Financially Constrained Transportation Plan (FCTP).

**H. Administrative and Staff Funding:**

Funding for administration of the Transportation Technical Committee will be made available from membership contributions and from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and other funds.

**J. Amendments:**

Amendments or supplements to these *Rules of Policy and Procedure*, except for those items regulated by federal law, state law, or the Intergovernmental Agreement, may be initiated and adopted by the Transportation Technical Committee.

**K. Parliamentary Rules:**

The latest edition of *Robert's Rules of Order* is hereby designated as the official manual of the Committee. In the event of a conflict between *Robert's Rules of Order* and these *Rules of Policy and Procedure*, these *Rules* shall prevail.

**L. Ethics:**

Each member of the Committee shall abide by the State of Louisiana Code of Governmental Ethics, Title 42, Chapter 15.

# ACADIANA MPO TRANSPORTATION PLANNING PROCESS

