

LAPC Technical Committee Bylaws

November 16, 2011

TECHNICAL ADVISORY COMMITTEE (TAC) to the

LA CROSSE AREA PLANNING COMMITTEE (LAPC)

BYLAWS

I. PURPOSE AND FUNCTION OF THE TECHNICAL ADVISORY COMMITTEE

- A. The Technical Advisory Committee (TAC) advises the LAPC on the technical aspects of transportation planning.
- B. Purpose of the TAC:
 - 1. Review the Planning Work Program, Transportation Improvement Program (TIP), Metropolitan Transportation Plan (MTP), and Public Participation Plan.
 - 2. Determine and evaluate transportation and land use alternatives for the MTP.
 - 3. Review, evaluate and recommend adoption of LAPC policies and plans that are not under the purview of the Transit Coordinating Council or the Bicycle and Pedestrian Advisory Committee.
 - 4. Solicit, evaluate and prioritize STP-Urban and local studies projects.
 - 5. Serve as technical experts.

II. MEMBERSHIP

- A. Membership shall include representatives from each participatory municipality within the MPO planning area boundary. The representatives shall be appointed by the highest elected official of the municipality. Cities, villages, counties and the departments of transportation may designate one or more representatives. Other agencies, transportation modes and the business community may have one or more representative, as approved by a vote of the LAPC upon periodic review of the TAC membership.
- B. Representatives shall serve a two- (2) year term with the possibility of reappointment.
- C. A representative's term may be declared vacant by the LAPC if the representative has unexcused absences for three (3) consecutive meetings or fails to attend more than half of the called meetings per year.
- D. Each committee member shall have one vote. Any action voted upon that has a financial impact shall be ratified by a vote of the LAPC.
- F. A member desiring to resign prior to the end of his/her term shall notify in writing LAPC staff or, if appointed, the community's highest elected official of the intent to resign and the effective date of such resignation.

- G. Vacancies shall be filled by LAPC staff, an LAPC board member, or a participating organization, and appointments approved by the TAC. The new representative shall be appointed to fill the unexpired portion of the term vacated and remain eligible to be re-appointed provided continuous interest is shown. Representatives from municipalities shall be appointed by the highest elected official of the municipality.
- H. Upon acceptance of these bylaws by the LAPC, and at least every two (2) years thereafter, the TAC shall review its current membership and shall present to the LAPC a revised list of representatives who have agreed to serve.

III. OFFICERS

- A. The Director of the La Crosse Area MPO shall be designated as the Chairperson of the TAC. The MPO Transportation Planner shall be designated as the Vice-Chairperson.
- B. The Chairperson will preside at all TAC meetings, sign all official correspondence for the TAC, call and preside at any additional meetings and/or workshops, serve as the representative of the TAC before the LAPC and shall be the official spokesperson for the committee. The Vice-Chairperson shall serve in the place of the chairperson during the chairperson's absence.

IV. MEETINGS

- A. The TAC shall meet in January, March, May, July, September, and November, or as business dictates.
- B. Special meetings may be called by the chairperson, by a majority vote of the TAC members or by request of the LAPC.
- C. Meetings shall be held in facilities or locations readily accessible to all citizens.
- D. A quorum shall consist of five (5) representatives. The TAC must have a quorum to vote on a matter or to approve the minutes. If no quorum is present, the meeting may continue as an *informational meeting only*.
- E. *Robert's Rules of Order (revised)* shall be the authority on parliamentary procedures at all meetings of the TAC.
- F. Meeting Notices shall be mailed at a minimum of one (1) week prior to any regularly scheduled meeting.
- G. Meeting Notices shall be made available to the public as specified in the LAPC Public Participation Plan.
- H. The LAPC's Public Participation Process shall be followed for all TAC activities.

V. AMENDMENT OF BYLAWS

- A. These bylaws of the TAC, as hereby established by the LAPC, shall replace any previous bylaws and, as such, will constitute the sole governance of the TAC. These bylaws shall be implemented by motion of the LAPC.
- B. Upon acceptance of these bylaws by the LAPC, and at least every two (2) years thereafter, the TAC shall review its purpose and function and shall present to the LAPC a revised summary of such purpose and function.
- C. These Bylaws can be amended at any regular meeting of the TAC by voting members (provided there is a quorum) if the proposed amendment has been submitted in writing to the TAC members with the notification of the meeting. All revisions of these Bylaws shall be approved by the LAPC.

TRANSIT COORDINATING COUNCIL (TCC)
OF THE
LA CROSSE AREA PLANNING COMMITTEE (LAPC)
BYLAWS

NOVEMBER 16, 2011

I. PURPOSE AND FUNCTION OF THE TRANSIT COORDINATING COUNCIL (TCC)

- A. The Transit Coordinating Council (TCC) is established to study, develop, recommend, and advise the La Crosse Area Planning Committee (LAPC) on a wide range of programs and issues concerning transit service, coordination, funding, and operations in the La Crosse and La Crescent area.
- B. Purpose of the TCC:
1. Review and assist with the implementation and updates of the Metropolitan Transportation Plan, the MTU Transit Development Plan, and other transit plans in the metropolitan planning area.
 2. Study, pursue, and encourage public and private funding for future transit-related projects to further the implementation of the Metropolitan Transportation Plan, the MTU Transit Development Plan, and other transit plans in the metropolitan planning area.
 3. Coordinate transit service among communities and among service providers, as specified in the Metropolitan Transportation Plan, the MTU Transit Development Plan, and other transit plans in the metropolitan planning area.
 4. Serve as a clearinghouse for transit-related publications and regulations.
 5. Provide technical assistance to local providers of public transportation services who are applying for federal or state transit assistance.
 6. Recommend and review transit-related program elements in the annual LAPC Planning Work Program.
 7. Work to create an integrated and self-supporting regional transit system.
 8. Carry out other transit-related tasks as requested.
- D. These bylaws of the TCC, as hereby established by the LAPC, shall replace any previous bylaws and, as such, will constitute the sole governance of the TCC. These bylaws shall be implemented by motion of the LAPC.
- E. The TCC, as hereby established by the LAPC, shall present its recommendations and reports to the LAPC for integration with recommendations and reports from committees working on other transportation modes.
- F. Upon acceptance of these bylaws by the LAPC, and at least every two (2) years thereafter, the TCC shall review its purpose and function and shall present to the LAPC a revised set of bylaws.

II. MEMBERSHIP

The committee membership shall strive to reflect the larger regional community and

include a mix of representatives from LAPC municipalities, transit providers, and those dependent on transit for transportation.

- A. The highest elected official from each LAPC member community shall be asked to appoint one representative to the TCC.
- B. Members shall serve a two- (2) year term with the possibility of reappointment.
- C. A member's term may be declared vacant by the TCC if the member has unexcused absences for three (3) consecutive meetings or fails to attend more than half of called meetings per year.
- D. Each committee member shall have one vote. Any action voted upon that has a financial impact shall be ratified by a vote of the LAPC.
- E. A member desiring to resign prior to the end of his/her term shall notify in writing LAPC staff or, if appointed, the community's highest elected official of the intent to resign and the effective date of such resignation.
- F. Vacancies shall be solicited from the community at large and appointed by the TCC, LAPC staff, and/or the LAPC Policy Board. A new member shall be appointed to fill the unexpired portion of the term vacated and remain eligible to be re-appointed provided continuous interest is shown.
- G. Members for new transit systems shall be added when the system initiates service.
- H. Upon acceptance of these bylaws by the LAPC, and at least every two years thereafter, the TCC shall review its current membership and shall present to the LAPC a revised list of members and officers who have agreed to serve.

III. OFFICERS

- A. The TCC shall at the May meeting of each even year elect a chairperson and a vice-chairperson, by nomination, whose terms of office shall be two (2) years, and until his/her successor is chosen.
- B. The Chairperson shall preside at all TCC meetings, sign all official correspondence for the TCC, call and preside at any additional meetings and/or workshops, serve as the representative of the TCC before the LAPC and shall be the official spokesperson for the committee. The Vice-Chairperson shall serve in the place of the chairperson during the chairperson's absence.

IV. MEETINGS

- A. The TCC shall meet in January, March, May, July, September, and November, or as business dictates.
- B. Special meetings may be called by the chairperson, by a majority vote of the TCC members or by request of the LAPC.
- C. Meetings shall be held in facilities or locations readily accessible to all citizens.
- D. A quorum shall consist of five (5) TCC members. The TCC must have a quorum to vote on a matter or to approve the minutes. If no quorum is present, the meeting may continue as an *informational meeting only*.
- E. *Robert's Rules of Order (revised)* shall be the authority on parliamentary procedures at all meetings of the TCC.

- F. Meeting Notices shall be sent at least seven (7) working days prior to a regularly scheduled meeting.
- G. Meeting Notices shall be displayed in public places as determined from time-to-time by the committee.
- H. The LAPC's Public Participation Process shall be followed for all TCC activities.

V. AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular meeting of the TCC by voting members (provided there is a quorum) if the proposed amendment has been submitted in writing to the TCC members with the notification of the meeting. All revisions of these Bylaws shall be approved by the LAPC.

BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC)
to the
LA CROSSE AREA PLANNING COMMITTEE (LAPC)
BYLAWS

November 16, 2011

I. PURPOSE AND FUNCTION OF THE BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC)

- A. The Bicycle/Pedestrian Advisory Committee (BPAC) is established to study, develop, recommend, and advise the LAPC on a wide range of programs and issues concerning the development and implementation of bicycle and pedestrian plans.
- B. The BPAC shall study, develop, recommend, and advise the LAPC on bicycle and pedestrian issues and shall:
 - 1. Develop and recommend the bicycle and pedestrian elements of the Metropolitan Transportation Plan.
 - 2. Work to implement LAPC and member community bicycle and pedestrian modal plans.
 - 3. Study, pursue, and encourage public and private funding for future bicycle- and pedestrian-related projects.
 - 4. Develop programs to promote bicycling and walking; to educate bicyclists, pedestrians, and the public; and to encourage and foster the increased use of bicycling and walking as transportation throughout the La Crosse area.
 - 5. Review the Transportation Improvement Program for the inclusion of bicycle and pedestrian facilities in roadway projects.
 - 6. Carry out other bicycle and pedestrian related tasks as requested by the LAPC.
 - 7. Solicit public input.
- C. These bylaws of the BPAC, as hereby established by the LAPC, shall replace any previous bylaws and, as such, will constitute the sole governance of the BPAC. These bylaws shall be implemented by motion of the LAPC.
- D. The BPAC, as hereby established by the LAPC, shall present its recommendations and reports to the LAPC for integration with recommendations and reports from committees working on other transportation modes.
- E. Upon acceptance of these bylaws by the LAPC, and every two (2) years thereafter, the BPAC shall review its purpose and function and shall present to the LAPC a revised summary of such purpose and function.

II. MEMBERSHIP

- A. The committee membership shall strive to reflect the larger regional community and include a mix of representatives from all LAPC municipalities. Further,

bicycle and pedestrian advocacy groups, safety officials, departments of transportation, and other stakeholders are also encouraged to participate.

- B. Members shall serve a two- (2) year term with the possibility of reappointment.
- C. A member's term shall be declared vacant by the BPAC if the member has unexcused absences for three (3) consecutive meetings or fails to attend more than half of called meetings per year.
- D. Representatives for LAPC municipalities shall be appointed by the highest elected official. The goal is to have representation by all LAPC municipalities.
- E. Each committee member shall have one vote. Any action voted upon that has a financial impact shall be ratified by a vote of the LAPC.
- F. A member desiring to resign prior to the end of his/her term shall notify in writing the community's highest elected official, if appointed, and LAPC staff of the intent to resign and the effective date of such resignation.
- G. Vacancies shall be nominated by LAPC staff, an LAPC board member, or a participating organization, and by the BPAC. The new member shall be appointed to fill the unexpired portion of the term vacated and remain eligible to be re-appointed provided continuous interest is shown.
- H. Upon acceptance of these bylaws by the LAPC, and every two years thereafter, the BPAC shall review its current membership, solicit by letter each municipality for a representative member, and present to the LAPC a revised list of members and officers who have agreed to serve.

III. OFFICERS

- A. The BPAC shall at the May meeting of each even year elect a chairperson and a vice-chairperson, by nomination, whose terms of office shall be two (2) years, and until his/her successor is chosen.
- B. The Chairperson shall preside at all BPAC meetings, sign all official correspondence for the BPAC, call and preside at any additional meetings and/or workshops, serve as the representative of the BPAC before the LAPC and shall be the official spokesperson for the committee. The Vice-Chairperson shall serve in the place of the chairperson during the chairperson's absence.
- C. A vacancy in the office of chairperson or vice-chairperson shall be filled by a vote of the membership of the BPAC.

IV. MEETINGS

- A. The BPAC shall meet monthly or as business dictates.
- B. Special meetings may be called by the chairperson, by a majority vote of the BPAC members or by request of the LAPC.
- C. Meetings shall be held in facilities or locations readily accessible to all citizens.
- D. A quorum shall consist of five (5) representatives. The BPAC must have a

quorum to vote on a matter or to approve the minutes. If no quorum is present, the meeting may continue as an *informational meeting only*.

- E. *Robert's Rules of Order (revised)* shall be the authority on parliamentary procedures at all meetings of the BPAC.
- F. Meeting Notices shall be sent at least seven (7) days prior to a scheduled meeting.
- G. Meeting Notices shall be displayed in public places as determined from time-to-time by the committee.
- H. The LAPC's Public Participation Process shall be followed for all BPAC activities.

V. AMENDMENT OF BYLAWS

These Bylaws can be amended at any regular meeting of the BPAC by voting members (provided there is a quorum) if the proposed amendment has been submitted in writing to the BPAC members with the notification of the meeting. All revisions of these Bylaws shall be approved by the LAPC.