

La Crosse Area Planning Committee

Technical Committees' Bylaws

Adopted April 21, 2004

TCC Bylaws adopted July 21, 2004

Technical Advisory Committee (TAC)

Bicycle/Pedestrian Committee (BPAC)

Transit Coordinating Council (TCC)

**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 all technical aspects of transportation planning. The TAC is the primary review group of all proposals brought before the LAPC and makes final recommendations on all projects and programs.
- B. Review staff work products and make recommendations:
- Review annual *Planning Work Program*.
 - Review annual *Transportation Improvement Program (TIP)* document.
 - Review *Long-Range Transportation Plan (LRTP)*.
 - Review other staff written or contracted documents (ie. Transit Element Update, La Crescent Bike/Ped Plan, Southside La Crosse Study).
- C. Determine and Evaluate transportation and land use alternatives during update of LRTP:
- Assist in verifying current employment and demographic inventory in member municipalities.
 - Assist in verifying current land use maps in member municipalities.
 - Assist in determining land use and growth policies and zoning impacts in forecasting future demographics and employment.
 - Review the forecasts for consistency with municipal objectives.
 - Review deficiencies in system which are forecast by traffic demand model and assist in developing and evaluating alternatives.
 - Review and evaluate public input on proposed alternatives.
 - Review and evaluate costs of proposed alternatives.
 - Select most appropriate alternative for inclusion in LRTP.
- D. Review, evaluate and recommend adoption of LAPC policies and plans; maintain sub-committees as desired:
- Review Environmental Justice policies.
 - Review Public Participation Plan and policies.
 - Review LRTP schedule and public participation activities.
 - Help define overall vision and goals for transportation and land use in the La Crosse Area.
 - Review recommendations from the Bike/Ped Advisory Committee (BPAC) and Transit Coordinating Council.
- E. Solicit, evaluate and prioritize projects for LAPC programs:
- TIP development projects.

- Surface Transportation Program (STP) Urban funding projects.
 - Statewide Multi-Modal Improvement Projects (enhancements)
- F. Serve as technical experts:
- Analyze and review costs for efficiency/appropriateness.
 - Advocate for transportation and land use policy issues.
 - Review interchange designs and make recommendations.
 - Validate technical data.
 - Evaluate impacts of new developments and make recommendations.
 - Work on implementation of the LRTP.
- G. 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.
- H. Upon acceptance of these bylaws by the LAPC, and every two years thereafter, the TAC shall review its purpose and function and shall present to the LAPC a revised summary of such purpose and function.

II. MEMBERSHIP

- A. Membership shall include representatives from each municipality within the MPO planning area boundary which chooses to participate. 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 two representatives. Other agencies, transportation modes and the business community will have one representative. Represented members as of April, 2004 include the following:

C. La Crosse	La Crosse County	WisDOT
C. Onalaska	Houston County	Wisconsin DNR
C. La Crescent	Winona County	La Crosse Airport
V. West Salem	T. La Crescent	MPO Area Freight
V. Holmen	FHWA	MPO Area Major Employers
T. Onalaska	FTA	La Crosse MTU
T. Campbell	MPO Area Education Institutions	LAPC TCC
T. Shelby	La Crosse Harbor Commissions	LAPC BPAC
T. Medary	MnDOT	Mississippi River RPC

- B. Representatives shall serve a two- (2) year term with the possibility of reappointment.
- C. A representative's term shall be declared vacant by the LAPC if the representative has unexcused absences for three (3) consecutive meetings or fails to attend 60% of called meetings per year.

- D. Each LAPC dues paying community, the Wisconsin DOT, and the Minnesota DOT shall have one vote. There will be 12 total eligible votes.
- F. A representative desiring to resign prior to the end of his/her term shall submit a letter of resignation to the TAC stating an effective date of such resignation.
- G. A vacancy on the TAC resulting from termination, resignation or for any other reason may be filled 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 every two years thereafter, the TAC shall review its current membership and shall present to the LAPC a revised list of members, representatives and officers 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 annually establish a regular meeting schedule convenient to the membership.
- 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 representatives with 7 eligible votes. It is necessary for a quorum to be present at a called meeting for a vote to be taken on any matter brought before the TAC.

- 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 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 TAC activities.

V. AMENDMENT OF BYLAWS

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.

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

BYLAWS

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

- A. The Bicycle/Pedestrian Advisory Committee (hereinafter referred to as "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 the Bicycle and Pedestrian Plan Element of the La Crosse Urban Area Long-Range Transportation Plan.
- B. Based on the Bicycle and Pedestrian Plan Element of the La Crosse Urban Area Long-Range Transportation Plan, the BPAC shall study, develop, recommend, and advise the LAPC on bicycle and pedestrian issues that shall include, but are not limited to:
 - 1. Review, amend, comment, and recommend a bicycle and pedestrian facilities implementation plan to the LAPC to guide in making road construction and improvement decisions.
 - 2. Study, pursue, and encourage public and private funding for future bicycle- and pedestrian-related projects to further the implementation of the Bicycle and Pedestrian Plan Element of the La Crosse Urban Area Long-Range Transportation Plan.
 - 3. Develop programs based on the five objectives of the National Bicycle and Walking Study Final Report, including organize a bicycle and pedestrian program; plan and construct needed facilities; promote bicycling and walking; educate bicyclists, pedestrians, and the public; and encourage and foster the increased use of bicycling and walking as transportation throughout the La Crosse Urban Area.
 - 4. Assist in the implementation of the Bicycle and Pedestrian Plan Element of the La Crosse Urban Area Long-Range Transportation Plan.
 - 5. Carry out other bicycle and pedestrian related tasks as requested by the LAPC.
- 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 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 LAPC municipalities as well as from the following areas:

- ♦ Business Community
- ♦ Education Community
- ♦ Community youth
- ♦ Community seniors
- ♦ Type A utilitarian cyclists
- ♦ Type B/C recreational riders
- ♦ Pedestrians
- ♦ Civic/Philanthropic interests
- ♦ Environmental interest
- ♦ Recreational interests
- ♦ Government officials
- ♦ Municipal staff
- ♦ Health care professionals
- ♦ Regional planning staff

- 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 TAC if the member has unexcused absences for three (3) consecutive meetings or fails to attend 60% of called meetings per year.
- D. Representatives from LAPC municipalities shall be appointed by the highest elected official of the municipality.
- E. Each dues-paying municipality represented on the BPAC shall have one vote.
- E. A member desiring to resign prior to the end of his/her term shall submit a letter of resignation to the BPAC stating an effective date of such resignation.
- G. A vacancy on the BPAC resulting from termination, resignation or for any other reason may be filled 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 and shall present to the LAPC a

revised list of members and officers who have agreed to serve.

III. OFFICERS

- A. The BPAC shall by May 31 of each year elect a chairperson and a vice-chairperson, by nomination, whose terms of office shall be one (1) year, and until his/her successor is chosen.
- B. The Chairperson shall be duly-appointed member of the BPAC and will 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 annually establish a regular meeting schedule convenient to the membership.
- B. Special meetings may be called by the chairperson, by a majority vote of the BPAC members or by request of the TAC.
- C. Meetings shall be held in facilities or locations readily accessible to all citizens.
- D. A quorum shall consist of representatives with one more than one half of the eligible votes. It is necessary for a quorum to be present at the time a vote is taken by the BPAC on any matter brought before it.
- 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 mailed at a minimum of one (1) week prior to any 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 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.

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

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

- A. The Transit Coordinating Council (hereinafter referred to as "TCC") is established to study, develop, recommend, and advise the Metropolitan Planning Organization (hereinafter referred to as "LAPC") on a wide range of programs and issues concerning the development and implementation of the Transit Plan Element of the La Crosse Urban Area Long-Range Transportation Plan.
- B. Background: In February 1998, the La Crosse Area Planning Committee adopted the Long-Range Transportation Plan for the La Crosse Area. During the preparation of the Transit Element of the Long-Range Plan, the staff of the La Crosse Area Planning Committee employed the assistance of a Mass Transit Advisory Committee. This committee was charged with shaping the form and content of the Transit component of the Long-Range Transportation Plan and later reformed as the Transit Coordinating Council. With current transit service in La Crosse, La Crescent, Campbell, Onalaska and Holmen, and paratransit service throughout La Crosse County, the La Crosse Area is moving toward a model of regional transit service and regional cooperation both in traditional fixed route service and paratransit service.
- In 2003, an interim update of the Transit Element was completed. The update is called the *Regional Transportation Plan Multi-Modal Transit Element* and recommends a series of goals and objectives which have been used to modify the following original functions of the TCC.
- C. The TCC shall study, develop, recommend, and advise the LAPC on transit issues that shall include, but are not limited to:
1. Review and assist with the implementation of the transit facilities implementation plan.
 2. Study, pursue, and encourage public and private funding for future transit-related projects to further the implementation of the Long-Range Transportation Plan.
 3. Assist in the implementation of the Long-Range Transportation Plan.
 4. Coordinate transit service among communities and among service providers, as specified in the Long-Range Transportation Plan.
 5. Review and comment on all federal and/or state funded transit applications.

6. Serve as an informational resource for local transportation providers regarding ADA requirements.
 7. Review requests by local public entities to be designated as providers of public transportation services for the purpose of becoming eligible for federal transit assistance.
 8. Review transit-related projects to be included in the Transportation Improvement Program.
 9. Recommend and review transit-related program elements in the annual Planning Work Program.
 10. Promote and work to implement a Regional Transit Authority.
 11. 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 every two years thereafter, the TCC 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 LAPC municipalities, transit providers and the transportation challenged. Membership shall consist of the following:
- The following representatives shall be selected by the respective agency, board or committee:
- Representative of the Wisconsin Department of Transportation;
 - Representative of the Minnesota Department of Transportation;
 - Representative of the La Crosse County Board;
 - Representative of the La Crosse Area Planning Committee;
 - Representative of each public agency providing or overseeing public transit services; i.e.

La Crosse County Health and Human Services Committee;
La Crosse County Commission on Aging

La Crosse County Transportation Coordinating Committee;
La Crosse Municipal Transit Utility Board;
Onalaska / Holmen Public Transit (Holmen Representative)

The governmental staff manager, contract administrator or official appointed designee of each public transit service provider; i.e.

Transportation Supervisor for Human Services, La Crosse County
Human Services;
Director of the La Crosse County Aging Unit;
Manager of the La Crosse Municipal Transit Utility;
Manager of the Onalaska / Holmen Public Transit (Onalaska
Representative);
Director of La Crosse County Veteran's Affairs Department

The following members shall be nominated from the La Crosse Area by the TCC with approval by the LAPC:

Representatives (2) of the elderly citizens;
Representatives (2) of the citizens with disabilities;
Representatives (2) of the transit advocates.
Representatives (2) of private transportation providers.

The highest elected official from each LAPC member community shall appoint one representative to the TCC. The representative may be included in the above lists.

- 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 TCC if the member has unexcused absences for three (3) consecutive meetings or fails to attend 60% of called meetings per year.
- D. All TCC members with the exception of the representatives of the private providers shall have one vote.
- E. A member desiring to resign prior to the end of his/her term shall submit a letter of resignation to the TCC stating an effective date of such resignation.
- G. A vacancy on the TCC resulting from termination, resignation or for any other reason shall be filled by the TCC. 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. Representatives from LAPC municipalities shall be appointed by the highest ranking elected official of the municipality.
- H. Members for new systems shall be added when the system initiates service.
- I. Upon acceptance of these bylaws by the LAPC, and 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 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 shall be will 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.

V. MEETINGS

- A. The TCC shall meet quarterly, in the months of January, April, July and October on the Tuesday preceding the third Wednesday of the month. The meetings shall be held at 3:30 PM in the La Crosse County Administration Center.
- 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 5 TCC members in attendance at a TCC meeting. It is necessary for a quorum to be present at the time a vote is taken by the TCC on any matter brought before it.
- 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 mailed at a minimum of one (1) week prior to any 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.

VI. AMENDMENT OF BYLAWS

These Bylaws can 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.