

**TULSA TRANSPORTATION MANAGEMENT AREA
TRANSPORTATION POLICY COMMITTEE
BYLAWS**

Revised July 31, 2013

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ARTICLE I. GENERAL INFORMATION

Section 1. Name. This committee shall be known as the Tulsa Transportation Management Area Transportation Policy Committee (TPC).

Section 2. Effective Date. The effective date of these bylaws shall be immediately upon adoption by the TPC.

ARTICLE II. PURPOSE

Section 1. Purpose of the TPC.

- A. The TPC shall serve as the forum for policy development and adoption in the local urban transportation planning process as it relates to present and future intermodal transportation systems within the Tulsa Transportation Management Area;
- B. At a minimum, the TPC shall review:
 - (1) the Long Range Transportation Plan;
 - (2) the Transportation Improvement Program;
 - (3) the Unified Planning Work Program; and
 - (4) any special transportation studies.
- C. The TPC shall receive from the Transportation Technical Committee (TTC) recommendations related to the items listed in Section 1(B), above. If, after its review, the TPC deems unsatisfactory any transportation plan, program, or document, those plans, programs, and/or documents may be returned to the TAC for additional review, analysis, and any additional recommendations.
- D. The TPC, upon their approval, shall forward transportation plans, programs, and documents to:
 - (1) the Indian Nations Council of Governments (INCOG) Board of Directors, acting as the Metropolitan Planning Organization, for endorsement and inclusion in the Comprehensive Plan; and
 - (2) the local governmental units for their information and review.
- E. The TPC shall foster and encourage development of a regional, integrated, intermodal transportation system in the Tulsa Transportation Management Area; and
- F. The TPC shall pursue coordination among federal, state, and local agencies, as required, to ensure a continuous, cooperative, and comprehensive urban transportation planning process.

- G. The TPC, at its discretion, may appoint qualified individuals to voting membership on the TAC.

ARTICLE III. STRUCTURE AND MEMBERSHIP

Section 1. Representation. The TPC membership shall have representation from the following entities:

- (1) City of Bixby
- (2) City of Broken Arrow
- (3) City of Catoosa
- (4) City of Claremore
- (5) City of Collinsville
- (6) City of Coweta
- (7) City of Glenpool
- (8) City of Jenks
- (9) City of Owasso
- (10) City of Sand Springs
- (11) City of Sapulpa
- (12) City of Skiatook
- (13) City of Tulsa, Mayor's Designee
- (14) City of Tulsa, Director of Engineering Services
- (15) Creek County
- (16) Osage County
- (17) Rogers County
- (18) Tulsa County
- (19) Wagoner County
- (20) Cherokee Nation
- (21) Creek Nation
- (22) Osage Nation
- (23) Pedestrians/Bikeways
- (24) Metropolitan Tulsa Transit Authority
- (25) Tulsa Parking Authority
- (26) Railroad
- (27) Trucking
- (28) Tulsa Airport Authority
- (29) Tulsa/Rogers County Port of Catoosa
- (30) Oklahoma Turnpike Authority
- (31) INCOG Air Quality Committee
- (32) Oklahoma Department of Transportation, Planning & Research Division
- (33) Oklahoma Transportation Commission, District 1
- (34) Oklahoma Transportation Commission, District 8
- (35) Indian Nations Council of Governments
- (36) Tulsa Metropolitan Area Planning Commission
- (37) Metropolitan Tulsa Chamber of Commerce *
- (38) Technical Advisory Committee Chairman *
- (39) Federal Aviation Administration *
- (40) Federal Highway Administration *
- (41) Federal Transit Administration *

* Non-voting advisory member

Section 2. Terms of Membership.

- A. Each entity listed in Article III, Section 1, shall appoint a representative to serve as a voting member of the TPC, unless otherwise noted.

- B. Each entity shall submit to INCOG in writing or by email, the designation of its representative.
- C. Each member appointed shall serve on the TPC so long as their unit of government or their modal agency, as appropriate, sustains that appointment.

Section 3. Vacancies. In the event of a vacancy on the TPC, that vacancy shall be filled according to the procedures of Article III, Section 2, above.

Section 4. Alternates.

- A. Each entity shall have the power to appoint an alternate, or alternates, to act in behalf of its designated voting member should that member be unable to attend, including alternate's right to vote in all proceedings.
- B. An Alternates cannot already be a member of the TPC.
- C. Alternate designations must be made in writing to the Chair, prior to acting on behalf of the designated voting member.
- D. Alternates shall not be allowed to serve on behalf of more than one TPC member at a time.

Section 5. Officers.

- A. The Chair of the TPC:
 - (1) shall be a member of the TPC;
 - (2) shall be elected by the voting members of the TPC; and
 - (3) shall preside over the TPC meetings.
- B. The Vice-Chair of the TPC:
 - (1) shall be a member of the TPC;
 - (2) shall be elected by the voting members of the TPC; and
 - (3) shall assume full duties during the Chair's absence.
- C. Election of the Chair and Vice-Chair shall be held annually at the TPC's June meeting, with responsibilities of the office to be effective the date of the July meeting.

Section 6. Subcommittees.

- A. The TPC shall have the power to create temporary or permanent subcommittees.
- B. The Chair shall appoint subcommittee chairs and members.
- C. Subcommittee chairs shall be TPC members.

ARTICLE IV. MEETINGS

Section 1. Open Meetings. All TPC meetings shall be conducted in accordance with the Oklahoma Open Meeting Law 25 O.S. 1981 §§ 301-314.

Section 2. Meeting Date.

A. Regularly scheduled meetings shall be held on the last Wednesday of months January through November of each calendar year.

Section 3. Meeting Notice and Agenda.

A. Given that INCOG is officed in Tulsa, the TPC's annual meeting dates shall be submitted in writing to the Tulsa County Clerk by December 15th of each calendar year.

B. The TPC, as well as the Tulsa County Clerk, shall be notified not less than 10 days prior to a regularly scheduled meeting date should there be a change in the date, time, or place of that regularly scheduled meeting, or if the regularly scheduled meeting is to be cancelled due to lack of business items.

C. Public notice of the meeting date, time, place, and agenda shall be posted 24 hours prior to such meeting in prominent public view at the INCOG offices and at Tulsa County Clerk's Office. The 24 hour notice requirement shall exclude Saturdays, Sundays, and holidays declared by the State of Oklahoma.

D. Public notice of date, time, and place shall be given to the Tulsa County Clerk at least 48 hours prior to a special TPC meeting, with that notice being conveyed in writing, in person, or by telephone.

E. Public notice of a special TPC meeting date, time, place, and agenda shall be posted 24 hours prior to such meeting in prominent public view at the INCOG offices and at the Tulsa County Clerk's Office. The 24 hour notice requirement shall exclude Saturdays, Sundays, and holidays declared by the State of Oklahoma.

F. The meeting agenda and supporting materials shall be distributed to all TPC members at least three working days prior to the scheduled meeting date; not less than two working days prior to a specially scheduled meeting.

Section 4. Conduct of Meetings. All TPC meetings shall be conducted in accordance with the Robert's Rules of Order (current edition).

Section 5. Quorum.

A. The TPC quorum shall consist of seven voting members from the list of governmental units and modal agencies in Article III, Section 1(A).

B. Of the seven voting members present to constitute a quorum, at least two local units of government and two modal agencies must be present.

Section 6. Voting.

A. Each of the voting members, or their properly designated alternates, for the governmental units and modal agencies listed in Article III, Section 1, shall have the right to exercise one vote.

- B. Voting on all TPC proceedings shall be based on a simple majority of those members present and voting at a meeting, or their properly designated alternates, and not on a majority of the total committee membership, with an exception for TPC bylaw amendments as cited in Section 6(C) below.
- C. The TPC bylaws shall be amended by a two-thirds vote of those voting members present and voting at a meeting.

Section 7. Meeting Minutes. INCOG shall prepare minutes for each TPC meeting and those meeting minutes shall accurately reflect the conduct of the meeting, all activity and discussion relevant to the agenda items, and a record of all votes cast.

