

**TULSA TRANSPORTATION MANAGEMENT AREA  
TECHNICAL ADVISORY COMMITTEE  
BYLAWS**

**ARTICLE I. GENERAL INFORMATION**

**Section 1. Name**

This committee shall be known as the Tulsa Transportation Management Area Technical Advisory Committee (TAC).

**Section 2. Effective Date**

The effective date of these bylaws shall be immediately upon adoption by the TAC.

**ARTICLE II. PURPOSE**

**Section 1. Purpose of the TAC**

- A. The TAC shall serve the Transportation Policy Committee (TPC) in an advisory capacity on all technical matters concerning present and future intermodal transportation systems within the Tulsa Transportation Management Area;
- B. At a minimum, the TAC shall review the following items prior to TPC action:
  - (1) Long-Range Transportation Plan;
  - (2) Transportation Improvement Program;
  - (3) Unified Planning Work Program;
  - (4) special studies; and
  - (5) Informational requests from the TPC.
- C. Serve as a forum for local governmental units and modal agencies to express their interests in technical matters;
- D. Foster and encourage development of a regional, integrated, intermodal transportation system in the Tulsa Transportation Management area;
- E. Assist the TPC in pursuing coordination among federal, state, and local agencies, as required, to ensure a continuous, cooperative, and comprehensive urban transportation planning process; and
- F. Review proposed amendments to the Major Street and Highway Plan, as contained within the Comprehensive Plan, if deemed appropriate to do so by INCOG.

**ARTICLE III. STRUCTURE AND MEMBERSHIP**

**Section 1. Representation**

- A. The TAC 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) Town of Skiatook
- (13) City of Tulsa, City Traffic Engineering
- (14) City of Tulsa, Transportation Design
- (15) Creek County
- (16) Osage County
- (17) Rogers County
- (18) Tulsa County, County Engineer
- (19) Wagoner County
- (20) Cherokee Nation
- (21) Creek Nation
- (22) Osage Nation
- (23) Pedestrians/Bikeways
- (24) Metropolitan Tulsa Transit Authority
- (25) Railroads
- (26) Trucking
- (27) Tulsa Airport Authority
- (28) Tulsa/Rogers County Port of Catoosa
- (29) Oklahoma Transportation Authority
- (30) INCOG Air Quality Committee
- (31) Oklahoma Department of Environmental Quality
- (32) Oklahoma Department of Transportation, Division VIII Engineer
- (33) Oklahoma Department of Transportation, Transit Branch
- (34) Oklahoma Department of Transportation, Planning & Research Division
- (35) Indian Nations Council of Governments
- (36) Environmental Protection Agency \*
- (37) Federal Aviation Administration \*
- (38) Federal Highway Administration \*
- (39) Federal Transit Administration \*

\* Non-voting advisory member

- B. The TPC, within its sole discretion, may appoint other qualified individuals to voting membership on the TAC.

**Section 2. Terms of Membership**

- A. Each entity listed in Article III, Section 1(A), shall appoint a representative to serve as a voting member of the TAC, unless otherwise noted.
- B. Each entity shall submit its representative designation in writing to the Chair.
- C. Each member appointed shall serve on the TAC 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 TAC, that vacancy shall be filled according to the procedures of Article III, Section 2, above.

**Section 4. Alternates**

- A. Each entity listed in Article III, Section 1(A), 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 an alternate's right to vote in all proceedings.
- B. An Alternate cannot already be a member of the TAC.
- 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 TAC member at a time.

**Section 5. Officers**

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

**Section 6. Subcommittees**

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

**ARTICLE IV. MEETINGS**

**Section 1. Open Meetings**

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

**Section 2. Meeting Time**

- A. Regularly scheduled meetings shall be held on the third Wednesday in the months of January through November of each calendar year.
- B. Regularly scheduled meetings shall begin at 10:00 a.m.

**Section 3. Meeting Notice and Agenda**

- A. Given that INCOG is officed in Tulsa, the TAC's annual meeting dates shall be submitted in writing to the Tulsa County Clerk by December 15th of each calendar year.
- B. The TAC, as well as the Tulsa County Clerk, shall be notified not less than ~~40~~ 7 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 the 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 TAC meeting, with that notice being conveyed in writing, in person, or by telephone.
- E. Public notice of a special TAC 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 shall be provided to all TAC members at least six working days prior to the scheduled meeting date; not less than four working days prior to a specially scheduled meeting.

**Section 4. Conduct of Meetings**

All TAC meetings shall be conducted in accordance with the Robert's Rules of Order (current edition).

**Section 5. Quorum**

- A. The TAC quorum shall consist of six designated voting members from the list of governmental units and modal agencies in Article III, Section 1(A).
- B. Of the six designated voting members present to constitute a quorum, at least two local units of government and at least 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(A), shall have the right to exercise one vote.
- B. Voting on all TAC proceedings shall be based on a simple majority of those voting members present and voting, or their properly designated alternates, and not on a majority of the total committee membership, with an exception for TAC bylaw amendments as cited in Section 6(C) below.
- C. The TAC bylaws must be amended by a two-thirds vote of the TAC members present and voting, or their properly designated alternates.

**Section 7. Meeting Minutes**

INCOG shall prepare minutes for each TAC 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.

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**REVISED SEPTEMBER 19, 2001**