

INTERMODAL TRANSPORTATION TECHNICAL COMMITTEE (ITTC)

BYLAWS

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ARTICLE I. GENERAL

- Section 1. Name. The technical advisory committee, as established by the Memorandum of Understanding, Section II, shall be known as the Intermodal Transportation Technical Committee (ITTC).
- Section 2. Effective Date. These bylaws shall be effective immediately upon adoption by the Intermodal Transportation Policy Committee (ITPC).
- Section 3. Amendments to Bylaws. These bylaws may be amended by a majority vote of the ITPC on their own motion. The ITTC may recommend amendments of the bylaws to the ITPC.

ARTICLE II. PURPOSE

- Section 1. Purposes of the Intermodal Transportation Technical Committee. The purposes of the ITTC shall include:
 - a. To serve in an advisory capacity to the Intermodal Transportation Policy Committee in all technical matters concerning and related to transportation.
 - b. To represent the regional intermodal transportation system interest in implementing these purposes and acting as the technical advisory committee.
 - c. To generate public interest in, and attention to, improvement of the intermodal transportation system of the transportation study area, and to coordinate with other transportation planning groups.

- d. To assist the ITPC in providing planning and coordination with the local governments, Oklahoma Department of Transportation (ODOT), Federal Highway Administration (FHWA), Federal Aviation Administration (FAA), and Federal Transit Administration (FTA).
- e. To respond to specific requests from the ITPC.

ARTICLE III. STRUCTURE AND MEMBERSHIP

Section 1. Representation. The ITTC membership shall be as follows:

Voting:

- a. Oklahoma Department of Transportation – Local Government Division Manager or designee.
- b. Oklahoma Department of Transportation - Transit Programs Division Manager or designee.
- c. Local Government - Two official staff members from each of the member local governments, one designated as City or County Planner and one designated as City or County Engineer. In the absence of a staff member who is an engineer or planner, the Chief Executive Officer may serve; no consulting engineer or planner may serve on the committee.
- d. Association of Central Oklahoma Governments (ACOG) - Executive Director or designee.
- e. Central Oklahoma Transportation and Parking Authority (COTPA) - Administrator and one (1) delegate or designee.
- f. Cleveland Area Rapid Transit – Director and one (1) delegate or designee.
- g. Oklahoma City Department of Airports - Director and one (1) delegate or designee.
- h. Oklahoma Aeronautics Commission - Director or designee.
- i. Oklahoma Department of Environmental Quality - Director or designee.

Non-Voting:

- j. Areawide Aging Agency - Executive Director or designee.
- k. Capitol-Medical Zoning Commission - Director or designee.
- l. Oklahoma Department of Transportation – Local Government Division Engineer or designee.
- m. Oklahoma Railroad Association - Director or designee.
- n. Oklahoma Turnpike Authority - Chief Engineer or designee.
- o. Oklahoma Trucking Association - Director or designee.
- p. Tinker Air Force Base - Deputy Base Civil Engineer or Base Comprehensive Planner or designee.
- q. Tribal Governments - Representatives in the OCARTS area or their designees.
- r. Federal Bureau of Indian Affairs (BIA) - Delegate or designee.
- s. U.S. Department of Transportation - Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and Federal Aviation Administration (FAA) delegates or designees.

The technical advisory committee may appoint other qualified individuals to full voting membership in order to utilize their professional expertise and to coordinate the transportation planning process activities with other planning areas such as airports, parking, bicycling, etc.

The ITTC Chair shall be notified in writing of the appointment, reappointment or replacement of a member agency representative's member.

Section 2.

Alternate Members. Alternate representatives may be designated to act on behalf of voting and non-voting members with all the privileges accorded thereto provided the alternate is an official staff member of the member agency. The ITTC Chair shall be notified in writing of the appointment, reappointment or replacement of a member agency representative's alternate. An alternate may vote only in the absence of the regular member he or she represents.

Section 3. Proxies. Each member shall have the power to appoint a proxy who is not already a member or alternate of the ITTC to act in the member's capacity at any meeting in the event the member or alternate cannot attend, if the proxy designation is made:

- a. In writing for a specific period of time, or
- b. By telephone or personal contact with the ACOG Executive Director or designee for one meeting.

A designated proxy, as provided in this section, shall have the right to exercise one vote in all individual proceedings and shall not be permitted to exercise one or more proxies on behalf of other members or alternates.

Section 4. Terms. Voting members shall be designated for appointment for an indefinite term by the governing body or chief executive of their agency and may serve as long as qualified under Section 1 above.

Section 5. Vacancies. In the event of a vacancy on the ITTC, said vacancy shall be filled according to the procedures of Article III, Section 4 above.

Section 6. Membership Attendance. Any member, alternate or his/her designated proxy who has not attended three (3) consecutive regular monthly meetings may be contacted by the ACOG staff to discuss attendance at subsequent meetings either by the member, alternate or proxy.

If the member, alternate or proxy fails to attend a subsequent meeting, this may be reported to the appropriate ITPC member or Chief Executive making such designation for appointment.

Section 7. Members' Obligation. The members of the ITTC are charged with the duty to conduct themselves as representatives of the transportation system as a whole with the purpose of improving intermodal transportation in the transportation planning area.

Section 8. Chairman. The Chairman of the ITTC shall be the ACOG Executive Director or his/her designee.

Section 9. Subcommittees. The ITTC shall have the power to create subcommittees of a temporary or permanent nature.

Section 10. Subcommittee Membership. Appointment of members to ITTC subcommittees shall be by the Chairman. Chairman of the various subcommittees shall be appointed by the Chairman of the ITTC. Subcommittee chairmen must be members of the ITTC.

ARTICLE IV. MEETINGS

- Section 1. Meeting Time. The regular monthly meeting date and time of the ITTC shall be established by the ITTC with concurrence by the ITPC. The schedule of meetings shall be posted according to state law.
- Section 2. Meeting Notice; Minutes. The ACOG Transportation Planning and Data Services staff will send out a meeting notice to all members one week in advance of the meeting. Staff will include all agenda items for discussion at the meeting in the meeting notice. Agenda items for regularly scheduled monthly meetings shall be submitted to the ACOG staff no later than two weeks before each meeting. Addendums to the agenda shall be prepared in accordance with the requirements of the Oklahoma Open Meetings Act. Minutes shall be prepared by ACOG staff for each meeting and subcommittee meeting. Such minutes shall accurately reflect the conduct of the meeting, all activities and relevant discussion occurring at the meeting, and a record of all votes taken. Tape recordings of all meetings shall be preserved at least 12 months from the date of the meeting and be available for review by any interested party.
- Section 3. Quorum. A quorum of the Intermodal Transportation Technical Committee shall consist of one-third of the most current appointments from designated voting membership including representatives from at least four member cities or counties; however, business conducted in the absence of a quorum shall be forwarded to the ITPC in the same manner as business conducted with a quorum, except the number of cities and counties represented shall be noted (in the minutes and in the transmittal to the ITPC) along with the statement that a quorum was not present.
- Section 4. Open Meetings. All meetings of the ITTC shall be conducted with no restrictions on the attendance of observers, citizens or the press, and shall comply with all requirements of the Oklahoma Open Meetings Act.
- Section 5. Voting. All voting members, as specified in Article III, Section 1, their alternates or proxies shall have the right to exercise one vote per designated representative. For entities that have two representatives, both representatives are eligible to vote if they are present.
- a. Non-voting members shall retain the right to advisory comments on all proceedings, which shall be recorded and reflected in all minutes and reports to the ITPC.
 - b. Voting on all proceedings of the ITTC shall be based on the majority of those regular members, alternates or proxies present and voting, not a majority of total membership.
 - c. No entity shall make and second its own motion.

ARTICLE V. FUNCTION AND ROLE OF THE ITTC

Section 1. Function. The function of the ITTC shall be:

- a. To act as an advisory committee to the ITPC and provide for the ITPC technical review, recommendations and information.
- b. To serve as a committee which reviews and recommends to the ITPC annually, a draft Unified Planning Work Program (UPWP) prepared by the ACOG staff in cooperation with participating entities. This shall include review and recommendation of the scope, content, and work products of the UPWP; this shall also include an oversight function during the progress of the year.
- c. To serve as a committee which reviews and recommends to the ITPC a draft Transportation Improvement Program (TIP), plans, and policy statements prepared in cooperation with the ACOG staff.
- d. To act as a technical resource to review and comment on the procedures used during the performance of work elements and during preparation of reports.
- e. To review the federal aid allocation procedures and methodology and present recommendations to the ITPC as required.

ARTICLE VI. GENERAL TRANSPORTATION ADVISORY ROLE

Section 1. Advisory Function. The ITTC may, upon its own motion, bring important matters relative to transportation to the attention of the ITPC. Such advice and/or recommendations may be accompanied by a request from the ITTC for formal ITPC action.

ARTICLE VII. SEVERABILITY CLAUSE

Section 1. Severability. If any section, subsection, sentence, clause, phrase or portion of these bylaws is for any reason held invalid by the ITPC, said portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of these bylaws.