

Resolution updating the Technical Advisory Committee Operating Procedures –
STAFF REPORT

LAKE ERIE WEST REGIONAL COUNCIL
MPO POLICY BOARD
MARCH 18, 2026

The MPO Policy Board was established in Article IV of the TMACOG Bylaws approved as amended on January 19, 2024. The Technical Advisory Committee was established in Article X of the MPO Policy Board Operating Procedures. The operating procedures identify the purpose, duties and responsibilities, board composition, term of office, quorum, functional responsibilities, parliamentary authority, etc., of the Technical Advisory Committee.

The Technical Advisory Committee approved changes to the operating procedures at the March 4, 2026 meeting. Throughout the operating procedures, the agency name was updated from Toledo Metropolitan Area Council of Governments, or TMACOG, to Lake Erie West Regional Council. Additional changes were made to the following Articles:

- Article III. Duties and Responsibilities
- Article V. Members Term of Office

Approval is requested to accept updates to the Technical Advisory Committee operating procedures. An approving resolution and the Technical Advisory Committee Operating Procedures are attached.

Updated 19.February.2026

**A RESOLUTION
APPROVING UPDATED OPERATING PROCEDURES
FOR THE LAKE ERIE WEST REGIONAL COUNCIL
TECHNICAL ADVISORY COMMITTEE**

WHEREAS, the Lake Erie West Regional Council is a voluntary association of local governments in northwest Ohio and southeast Michigan, organized on May 31, 1968, and established under Chapter 167 of the Ohio Revised Code and the Michigan Public Act No. 7 (EX-SESS); and

WHEREAS, the Lake Erie West Regional Council is designated as the Metropolitan Planning Organization (MPO) by the Governor through the Ohio Department of Transportation in cooperation with local elected officials and is authorized to carry out the continuing, cooperative, and comprehensive transportation planning process (Process) for the Toledo area that results in plans and programs that consider all transportation modes and supports community development and social goals; and

WHEREAS, the MPO has been designated by the U.S. Department of Transportation and the Ohio Department of Transportation (ODOT) to direct, coordinate, and administer the Process in the Toledo area as mandated by the Congress in Titles 23 and 49 U.S.C.; and

WHEREAS, the Technical Advisory Committee (TAC) is established in Article X of the MPO Policy Board Operating Procedures and must establish its own Operating Procedures; and

WHEREAS, the Technical Advisory Committee has fully reviewed its Operating Procedures; and has requested to update its operating procedures; and

WHEREAS, the committee recommended updating the operating procedures to reflect the name change from TMACOG to Lake Erie West Regional Council and updates to Article III. Duties and Responsibilities, and Article V. Members Term of Office; and

WHEREAS, this amendment was recommended for approval and adoption by the Technical Advisory Committee on March 4, 2026.

NOW, THEREFORE, BE IT RESOLVED by the Lake Erie West Regional Council MPO Policy Board:

THAT the Operating Procedures for the Technical Advisory Committee, as revised (attached to this resolution), be approved.

Yeas _____, Nays _____, Abstain _____

Date of Adoption: _____

Mike Pniewski, Chair
MPO Policy Board, Lake Erie West Regional Council

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Attest:

I, **Jennifer Allen**, Lake Erie West Regional Council Executive Assistant, do hereby certify that this is a true and accurate copy of Resolution No. 2026-05, adopted on _____.

Jennifer Allen, Executive Assistant

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Operating Procedures
Lake Erie West Regional Council
Metropolitan Planning Organization Technical Advisory Committee
(MPO TAC)

Article I. Committee Authorization

The MPO TAC is established in Article X of the Metropolitan Planning Organization Policy Board's (MPO Policy Board) Operating Procedures.

Article II. Purpose

The Technical Advisory Committee (TAC) will review transportation plans, policies and procedures and advise as well as recommend action to the MPO Policy Board on matters requiring their approval.

Article III. Duties and Responsibilities

The TAC is responsible for and has authority to make recommendations on programs, policies and procedures that will inform the decision making of the MPO Policy Board.

The TAC has the following responsibilities:

- Review plans, reports, policies, procedures and other relevant materials from the Transportation Advisory Groups and make recommendations to the MPO Policy Board.
- Approve staff recommended solicitations for Lake Erie West-managed Transportation Improvement Program (TIP) projects for all locally managed program funds and score, rank and recommend projects for funding to the MPO Policy Board.
- The Technical Advisory Committee has the authority to approve TIP Administrative Modifications.
- Recommend the creation of ad hoc committees or task forces for specific initiatives or projects to the MPO Policy Board.

The Technical Advisory Committee shall meet eight (8) times a year (no meetings scheduled in January, April, July, and October) to undertake its regular business.

Members of the Technical Advisory Committee will annually review the committee's purpose statement and its achievements, and report to the MPO Policy Board regarding its progress and accomplishments.

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Article IV. Composition of the Committee

Members of the Technical Advisory Committee shall be appointed by the MPO Policy Board. Membership of the committee shall be constructed to provide opportunity for Lake Erie West members to participate and provide input on programs, policies or procedures that are undertaken by the Transportation Advisory Groups.

Lake Erie West member units which pay a metropolitan planning organization transportation assessment will nominate a representative to serve on the Technical Advisory Committee. Representatives from townships and villages will be nominated by the Technical Advisory Committee to serve.

The committee membership shall consist of the following:

1. A representative from each of the County Engineer's Offices or County Road Commission within the metropolitan planning organization area
2. A representative from the majority of Lake Erie West member units which pay a metropolitan planning organization transportation assessment
3. One (1) representative from the Ohio Department of Transportation
4. Three (3) township and two (2) village representatives within the metropolitan planning organization area
5. One (1) representative from the Toledo Area Regional Transit Authority (TARTA)
6. One (1) representative from the Toledo-Lucas County Port Authority and (1) representative from the Wood County Port Authority
7. One (1) representative from the Metroparks Toledo and one (1) representative from the Wood County Park District

Article V. Members Term of Office

The term for each member of the Technical Advisory Committee will begin following the appointment of the Technical Advisory Committee roster by the MPO Policy Board at their last meeting of the year and will conclude at the first meeting of the MPO Policy Board following appointment. A member may be reappointed by the MPO Policy Board.

In the event a vacancy occurs within Article IV.1, said County will nominate a replacement for approval by the MPO Policy Board.

In the event a vacancy occurs within Article IV.2, Lake Erie West member units which pay a metropolitan planning organization transportation assessment, said member unit will nominate a replacement for approval by the MPO Policy Board.

In the event a vacancy occurs within Article IV.3, Ohio Department of Transportation (ODOT), ODOT will nominate a replacement for approval by the MPO Policy Board.

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In the event a vacancy occurs within Article IV. 4,5,6, and 7 the TAC will nominate a replacement for approval by the MPO Policy Board.

Article VI. Quorum

Fifty (50) percent of the Technical Advisory Committee shall constitute a quorum required to conduct the business of the Technical Advisory Committee. A motion shall be considered to have passed upon affirmative vote of a simple majority of members present at any duly called and scheduled meeting of the Technical Advisory Committee.

Article VII. Board Officers

The chair and vice chair of the Technical Advisory Committee will be selected by the Technical Advisory Committee members.

Article VIII. Duration of Board

The Technical Advisory Committee is a standing committee of the Lake Erie West Regional Council.

Article IX. Accountability

The Technical Advisory Committee reports to and is responsible to the MPO Policy Board.

Article X. Functional Responsibilities

The chair of the Technical Advisory Committee is hereby authorized to communicate the recommendations of proposed committee task forces on an ad hoc basis as may be desirable to carry out the purpose of the Technical Advisory Committee; these recommendations are reviewed and approved by the MPO Policy Board. Such tasks forces shall have a discrete, defined objective and shall cease to exist upon completion of that objective or at the pleasure of the chair of the MPO Policy Board and must operate within the overall policies of Lake Erie West Regional Council.

Article XI. Parliamentary Authority

Except where otherwise specified in these procedures or agreed to by a unanimous vote of the Technical Advisory Committee members present at a meeting, the rules contained in the most recent edition of Robert's Rules of Order shall govern Technical Advisory Committee proceedings in all cases where they are applicable and not inconsistent with the Lake Erie West Bylaws.

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Article XII. Amendments

These procedures may be amended by a majority vote of the Technical Advisory Committee at a regular meeting or at a meeting specifically called for this purpose. Any such amendments shall become effective only after ratification by the MPO Policy Board.

MPO Policy Board Chair

TMACOG Executive Director