

Operating Procedures  
~~Toledo Metropolitan Area Council of Governments~~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 ~~TMACOG~~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 ~~monthly during the~~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.

Updated ~~19 February 2024~~ 2026

Updated: ~~April 21, 2025~~February 23, 2026

## 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 ~~TMACOG-Lake Erie West~~ members to participate and provide input on programs, policies or procedures that are undertaken by the Transportation Advisory Groups.

~~TMACOG-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 ~~TMACOG-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 ~~first-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, ~~TMACOG-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.

Updated 19 February 2026

Updated: ~~April 21, 2025~~ February 23, 2026

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 ~~Toledo Metropolitan Area Council of Governments~~ 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 ~~TMACOG~~ 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 ~~TMACOG~~ Lake Erie West Bylaws.

Updated 19 February 2026

Updated: ~~April 21, 2025~~ February 23, 2026

## **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

Updated 19 February 2026

Updated: ~~April 21, 2025~~ February 23, 2026