

**OPERATING PROCEDURES FOR THE TRANSPORTATION IMPROVEMENT
PROGRAM (TIP) COMMITTEE
of the Toledo Metropolitan Area Council of Governments (TMACOG)**

ARTICLE I. COMMITTEE AUTHORIZATION

The TIP Committee is established in Article X of the Transportation Council Operating Procedures.

ARTICLE II. PURPOSE

The TIP Committee is a subcommittee of the Transportation Council and oversees and manages the preparation of the TMACOG Transportation Improvement Program. The Committee develops and recommends policies and procedures to validate and prioritize projects competing for federal transportation funding in the TMACOG MPO area, and monitors project development to insure project schedules are met.

ARTICLE III. DUTIES AND RESPONSIBILITIES

The TIP Committee is a standing committee of the TMACOG Transportation Council. The activities and recommendations of the committee will be reported regularly to the Transportation Council for review, consideration and appropriate action.

The Transportation Improvement Program Committee has the following functions and responsibilities:

- A. Members of the TIP Committee will work with the Ohio Department of Transportation (ODOT), the Michigan Department of Transportation (MDOT), SEMCOG and TMACOG staff to develop and manage the Transportation Improvement Program and related projects.
- B. The basic process by which this committee will operate will include, but not limited to the following steps:
 - 1. Develop and manage a system for project/program applications and ranking for the TIP on a bi-annual cycle for recommendations to the Transportation Council.
 - 2. Review and rank project/program amendments and make recommendations to the Transportation Council.
 - 3. Periodically review with ODOT project/program progress of the TIP Committee and take appropriate action to insure utilization of TMACOG federal funding in a timely manner. Provide assistance to major non-TMACOG federal funded projects and report such activities to the Transportation Council.

4. When requested, coordinate and prioritize major new projects for presentation to the Transportation Council and Transportation Review Advisory Review Council (TRAC).
5. Oversee the progress of special TMACOG and SEMCOG projects and programs funded with Federal/ODOT funds through the TIP and for projects and programs not reporting to a Transportation Council Standing Committee such as.
6. Act as a resource to the Public, ODOT, MDOT, TMACOG staff, the Transportation Council and other Transportation Council Standing and Adhoc committees on technical and funding matters.

ARTICLE IV. MEMBERSHIP

- A. There may be up to 24 members on this committee and the committee will elect annually a chair, and a vice-chair.
- B. The TIP Committee will request annual appointments from the following organizations and jurisdictions:
 - X City of Toledo and Bowling Green,
 - X Lucas County and Wood County Engineer s offices,
 - X Monroe County Road or Plan Commission,
 - X ODOT, TARTA and TAGNO,
 - X Air Quality Task Force,
 - X Toledo Chamber of Commerce
 - X The Toledo-Lucas County Port Authority, and
 - X Transportation Council Chair of the Pedestrian/Bikeway Committee.
- C. Annually at the February Transportation Council meeting, TIP Committee members will be appointed to staggered three (3) year terms from the following categories:
 - X Wood County Cities (1)
 - X Lucas County Suburban Cities (1)
 - X County Plan Commissions (1)
 - X Standing and Adhoc Transportation Council Committees (3 - includes both Standing and Adhoc)
 - X At-Large TMACOG Members
- D. The TIP Committee will annually review appointed members and may make–At Large appointments to balance public and area representation as long as the total membership is 24 members or less.
- E. The Chair of this committee will be a member of the Transportation Council.

- F. The Chair or Vice Chair of the Committee will ordinarily conduct the affairs of the meeting. However, in the absence of the Chair and Vice Chair, if a quorum is present, the members of the Committee shall appoint a Chair, pro-tem, by a majority vote of those present.

ARTICLE V. QUORUM

Fifty (50) percent of the committee shall constitute a quorum required to conduct the business of the 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 Committee.

ARTICLE VI. FUNCTIONAL RESPONSIBILITIES

The Committee Chair is hereby authorized to appoint additional subcommittees on an ad hoc basis as may be desirable to carry out the mission and purposes of the Committee. Such subcommittees shall have a discrete, defined objective and shall cease to exist upon completion of that objective or at the pleasure of the Chair and must operate within the overall policies of TMACOG. All committee activities will comply with TMACOG's policy on the Ohio Open Meeting Act.

ARTICLE VII. PARLIAMENTARY AUTHORITY

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

ARTICLE VIII. DURATION OF COMMITTEE

The Transportation Improvement Program Committee is a Standing Committee of the Transportation Council pursuant to Article X of the Transportation Council Operating Procedures.

ARTICLE IX. ACCOUNTABILITY

The Committee reports to and is responsible to the Transportation Council. Periodic reports will be provided to the Transportation Council as requested.

ARTICLE X. AMENDMENTS

These procedures may be amended by a majority vote of the Transportation Improvement Program 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 Transportation Council.

These revised Operating Procedures were approved by the Transportation Council of the Toledo Metropolitan Area Council of Governments August 3, 2016.

These revised Operating Procedures were approved by the Transportation Council of the Toledo Metropolitan Area Council of Governments October 4, 2006.

These revised Operating Procedures were approved by the Transportation Council of the Toledo Metropolitan Area Council of Governments June 7, 2000.

Operating Procedures were approved by the Board of Trustees of the Toledo Metropolitan Area Council of Governments January 15, 1998.