

**OPERATING PROCEDURES**  
**Toledo Metropolitan Area Council of Governments**  
**TRANSPORTATION COUNCIL – PLANNING COMMITTEE**

**ARTICLE I. COMMITTEE AUTHORIZATION**

The Planning Committee is established in the Transportation Council Operating Procedures-Article X.

**ARTICLE II. PURPOSE**

The Planning Committee is a subcommittee of the Transportation Council. As such, the Committee's overarching goal is expressed by the regional Transportation Vision Statement:

*All Transportation stakeholders in our region working together to achieve a sustainable and integrated intermodal transportation system to enhance our quality of life and our competitive position in a global economy.*

The Planning Committee recommends to the Transportation Council actions, programs and policies that support investment in and improvement of our region's transportation system coordinated through the Regional Transportation Planning process. This includes recommendations regarding the Regional Transportation Plan, the TMACOG Strategic Plan, ODOT/MDOT major projects, the TMACOG Annual Work Program, special High Priority Corridor projects, special needs studies, and all other efforts affecting investment in the transportation system and related economic development efforts of our area.

**ARTICLE III. DUTIES AND RESPONSIBILITIES**

To fulfill its mission as stated above the Planning Committee has the following responsibilities:

- A. Complete the development of the Regional Transportation Plan and related activities defined in the TMACOG Annual Work Program and the TMACOG Strategic Plan;
- B. Update and monitor the implementation status of the Regional Transportation Plan;
- C. Coordinate our region's efforts on all major studies and policies that affect the future of transportation in the region;
- D. Improve the procedures used to develop/update the plan and broaden involvement of transportation stakeholders, monitor and support activities to implement the plan and support the long range planning needs of TMACOG Members.
- E. Coordinate with other TMACOG committees to maintain updated data and forecasts to base future transportation needs estimates on.
- F. Coordinate with ODOT/MDOT on financial projections and project needs that affect the transportation system in the Toledo MPO area.

## **ARTICLE IV. MEMBERSHIP**

Members of the Planning Committee shall be appointed by the Chair of the Transportation Council. Membership of the Committee shall be constructed so as to provide a definitive opportunity for transportation stakeholders and the general public to participate and provide input to the planning process. TMACOG staff shall provide each committee member with a current roster of committee members and an updated roster whenever membership on the committee changes.

The Committee membership shall consist of the following:

- A. Technical persons involved in community planning, traffic forecasting, and data needs.
- B. Elected or administrative officials of units of local and state government.
- C. Representatives of economic development agencies, other governmental or quasi-governmental agencies, transportation providers, or others with an interest in transportation issues.
- D. Citizens representing various communities and interests throughout the region.

## **ARTICLE V. MEMBERS' TERM OF OFFICE**

The term of office for each member of the Planning Committee will begin upon appointment by the Transportation Council Chair and will conclude at the second Winter General Assembly following appointment. Any member who misses more than three (3) consecutive meetings shall be deemed to have vacated his/her position.

## **ARTICLE VI. QUORUM**

Forty (40) 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 Planning Committee.

## **ARTICLE VII. COMMITTEE OFFICERS**

- A. There shall be a Committee Chair and a Vice Chair.
  - 1. The term of office for the Chair and Vice Chair shall be one calendar year. The Chair and Vice Chair shall be appointed by the Chair of the Transportation Council upon receiving recommendations from the committee. A member may be reappointed at the discretion of the Transportation Council Chair.
  - 2. The Transportation Council Operating Procedures provide that the Planning Committee Chair will be a member of the Transportation Council.
  - 3. 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 VIII. DURATION OF COMMITTEE**

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

## **ARTICLE IX. ACCOUNTABILITY**

The Planning Committee reports to and is responsible to the Transportation Council and makes periodic reports as requested.

## **ARTICLE X. 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.

Members of the Committee will annually review the Committee's purpose statement and its achievements, and report to the Transportation Council regarding its progress and accomplishments. All committee activities will comply with TMACOG's policy on the Ohio Open Meeting Act.

## **ARTICLE XI. PARLIAMENTARY AUTHORITY**

Except where otherwise specified in these procedures or agreed to by a unanimous vote of Planning 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 XII. AMENDMENTS**

These procedures may be amended by a majority vote of the Planning Committee at a regular meeting or a meeting specifically called for this purpose. Any such amendments shall become effective only after ratification by the Transportation Council.

### **Amendment adding a vice chair approved by:**

TMACOG Transportation Council – March 3, 2004

Planning Committee – January 20, 2004

### **Operating Procedures approved by:**

TMACOG Transportation Council – May 5, 1999

Planning Committee – November 19, 1998