

Resolution revising the Operating Procedures of Transportation Council - STAFF REPORTTOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS
BOARD OF TRUSTEES AGENDA
MARCH 16, 2016

In December of 2010, TMACOG's Transportation Council was discussing transit funding in Ohio and a suggestion was made to include transit either as a free-standing transportation subcommittee or to group it with an existing subcommittee. After looking at alternatives and seeking input from the existing committees, the Transportation Council proposed expanding the Passenger Rail Committee. On March 16, 2011, the TMACOG Board of Trustees approved a resolution modifying the Transportation Council operating procedures to establish the Public Transit & Passenger Rail Committee.

In 2013, TMACOG partnered with the Area Office on Aging and received a grant from the Community Transportation Association of America (CTAA) for the Toledo Area Partnership Project (TAPP). The grant created a consumer led Transportation Advisory Committee which has remained in existence following the conclusion of the TAPP grant in early 2014. The committee discusses a broad range of transit and personal mobility issues.

The Public Transit & Passenger Rail Committee held discussions in late 2015 to split the committee into two separate committees. At their November 2015 meeting, the committee approved to split and return to the Passenger Rail Committee and create a Public Transit Committee.

Conversations were held with the Transportation Advisory Committee and it was agreed that this committee should form the basis of the Public Transit Committee and be integrated as a subcommittee of the Transportation Council. As an official Council subcommittee they would have equal representation with existing committees at Transportation Council meetings.

Approval is requested for these changes. An approving resolution and the Transportation Council Operating Procedures (with the proposed revision to Article X.) are attached.

**A RESOLUTION OF THE
TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS APPROVING A
REVISION TO TRANSPORTATION COUNCIL OPERATING PROCEDURES TO
ESTABLISH A PUBLIC TRANSIT COMMITTEE AND MODIFY THE PUBLIC
TRANSIT & PASSENGER RAIL COMMITTEE**

WHEREAS, the Toledo Metropolitan Area Council of Governments (TMACOG) 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 has carried out comprehensive metropolitan and regional planning since that date; and,

WHEREAS, the Toledo Metropolitan Area Council of Governments (TMACOG) 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, comprehensive, and coordinated transportation planning process (Process) for the Toledo area; and,

WHEREAS, the TMACOG Bylaws provide that all programmatic councils and administrative committees are to be governed by Operating Procedures; and,

WHEREAS, the Transportation Council wishes to update its Operating Procedures to rename its standing programmatic Public Transit & Passenger Rail Committee to the Passenger Rail Committee; and

WHEREAS, the Transportation Council wishes to update its Operating Procedures to establish a standing programmatic Public Transit Committee; and

WHEREAS, this amendment was approved by the TMACOG Transportation Council on February 3, 2016; and

WHEREAS, this amendment was approved by the TMACOG Executive Committee on February 17, 2016.

NOW, THEREFORE, BE IT RESOLVED BY THE TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS:

THAT the Operating Procedures for the Transportation Council (attached to this resolution), revising the name of its programmatic “Public Transit & Passenger Rail Committee” to the “Passenger Rail Committee” and addition of the “Public Transit Committee” is approved.

Adopted by the Board of Trustees, March 16, 2016.

Yea _____, Nay _____, Abstain _____

Craig A. Stough, Chair
TMACOG

Anthony L. Reams, President
TMACOG

**OPERATING PROCEDURES
TOLEDO METROPOLITAN AREA COUNCIL OF GOVERNMENTS
TRANSPORTATION COUNCIL**

ARTICLE I. COUNCIL AUTHORIZATION

The Transportation Council is established in Section X of the Toledo Metropolitan Area Council of Governments (TMACOG) Bylaws.

ARTICLE II. PURPOSE

The Transportation Council oversees and manages the transportation planning and implementation functions of TMACOG. The council recommends transportation plans, policies, and procedures to define and achieve TMACOG's mission for adoption by the Board of Trustees. Through these policies, the strategic, long term transportation goals of TMACOG are established and the methods to achieve short term tactical objectives are determined.

Committees are basic to the process by which TMACOG undertakes its work. TMACOG operates through collaborative volunteer committees supported by a professional staff. The Transportation Council is responsible for the implementation of the transportation program through its subcommittees and the TMACOG Transportation Department. Finally, it maintains creative communication on transportation issues among and between TMACOG's other standing committees and subcommittees, other transportation stakeholders, and the broader regional community.

ARTICLE III. DUTIES AND RESPONSIBILITIES

The Transportation Council has the following functions and responsibilities:

- A. Proposes the Annual Work Program and budget for the TMACOG Transportation Department and an appropriate transportation assessment to the Executive Committee;
- B. Reviews and makes recommendations to the Executive Committee on transportation related policies, plans and programs and any amendments thereto, except minor or routine amendments. Minor or routine policies or amendments, as determined by the President, may be approved by the council without further action of the Executive Committee;
- C. Provides for the development of and opportunities for leadership within the organization;
- D. Develops and recommends the Regional Transportation Plan and any amendments thereto;
- E. Develops and recommends the bi-annual TMACOG Transportation Improvement Program;
- F. Collects and maintains data related to freight and passenger movement, and freight handling and passenger interchange resources within the region; and
- G. Coordinates transportation planning within and between all the various modes of transportation throughout the region.

ARTICLE IV. MEMBERSHIP

Members of the Transportation Council shall be appointed annually by the Chair of TMACOG. Alternate or proxy membership of the council shall not be allowed. The council shall consist of the following:

- A. A member of the TMACOG Executive Committee appointed by the TMACOG Chair after due consultation with the council, who shall act as Chair of the Transportation Council.
- B. The chair and vice chair of the Transportation Council will be appointed by the TMACOG chair. The TMACOG Bylaws provide that the chair and vice chair be TMACOG members and serve on the Executive Committee.
- C. One elected official nominated by each of the following General Assembly Caucuses or Members:
 - 1. Villages
 - 2. Townships
 - 3. Cities other than Toledo
 - 4. Toledo
 - 5. Lucas County
 - 6. Wood County
 - 7. Monroe County
 - 8. Non-governmental Members (non-elected)
- D. One member from each of the following:
 - 1. Toledo Area Regional Transit Authority
 - 2. Toledo-Lucas County Port Authority
 - 3. Lucas County Engineer
 - 4. Wood County Engineer
 - 5. City of Toledo Commissioner of Engineering Services
 - 6. Ohio Department of Transportation
 - 7. Monroe County Plan Commission
 - 8. Toledo-Lucas County Plan Commissions
 - 9. Transportation Advocacy Group of Northwest Ohio
 - 10. University of Toledo University Transportation Center
 - 11. Southeastern Michigan Council of Governments
- E. If not included in one of the above, the Chair of each of the standing subcommittees of the council as determined in Article X.
- F. The TMACOG Chair shall appoint such other members to have balanced representation from the region, the types of members, the activities underway within the council, and to maintain at least a three-fourths majority of its members from within the Metropolitan Planning Organization (MPO) area.
- G. Members drawn from the above categories may fulfill more than one of the categorical requirements.

ARTICLE V. MEMBERS TERM OF OFFICE

The term of office for each member of the Transportation Council will begin on the first day following the winter General Assembly and will conclude at the beginning of the next winter General Assembly. A council member who fails to participate regularly in the activities of the council shall be subject to removal and/or replacement by the Chairman of the TMACOG Board of Trustees. In such a situation the council chair shall recommend this action. He or she should also recommend to the Leadership Development Committee an individual to consider for nomination to be appointed to the council as a replacement for the person being removed from membership.

ARTICLE VI. QUORUM

A quorum shall exist when a simple majority of the council's members are present at any duly called and scheduled meeting of the council. In the absence of a standing programmatic committee chair at a duly scheduled meeting of the council, the vice chair may represent the interests of the committee and vote.

ARTICLE VII. COMMITTEE OFFICERS

The TMACOG Bylaws provide that the Transportation Council chair and vice chair will be appointed by the chair of TMACOG and will serve on the TMACOG Executive Committee. The council shall select from its members a person to serve as it's vice chair for the term of one year, or until a successor is duly selected. In the event the chair of the council is not present at a duly scheduled meeting of the council, the vice chair shall preside. In the event both chair and vice chair are not present those members present may appoint a chair pro tempore to conduct the affairs of the meeting. The TMACOG bylaws provide that the chair and vice chair be TMACOG members.

ARTICLE VIII. DURATION OF COUNCIL

The Transportation Council is a standing committee of TMACOG pursuant to Section X of the TMACOG Bylaws.

ARTICLE IX. ACCOUNTABILITY

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

ARTICLE X: FUNCTIONAL RESPONSIBILITIES

The Transportation Council shall meet at least quarterly during the year to undertake its regular business and review the progress of each of its subcommittees, or at the call of the Chair when council business dictates a more frequent schedule.

There shall be **seven** standing programmatic committees reporting to the Transportation Council as follows:

- A. Planning Committee
- B. Freight Advisory Committee
- C. Transportation Improvement Program (TIP) Committee
- D. Pedestrian and Bikeways Committee
- E. System Performance and Monitoring Committee
- F. Public Transit Committee**
- G. Passenger Rail Committee**

Members of the above committees shall be appointed by the council chair. Membership of the standing committees 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.

The council 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 council. Such committees shall have a discrete, defined objective and shall cease to exist upon completion of that objective or at the pleasure of the council chair and must operate within the overall policies of TMACOG.

Members of the council will annually review the council's purpose statement and its achievements, and report to the Executive Committee 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 voting members present at a meeting, the rules contained in the most recent edition of Robert's Rules of Order shall govern council 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 Transportation Council at a regular meeting or a meeting specifically called for this purpose. Any such amendments shall become effective only after ratification by the Board of Trustees.

Adopted by the General Assembly of the Toledo Metropolitan Area Council of Governments
January 15, 1998.

(Original on File at TMACOG)

Stephen J. Pauken, TMACOG Chair

William L. Knight, Executive Director

Modification adopted by the Executive Committee of the Toledo Metropolitan Area Council of
Governments September 15, 1999.

(Original on File at TMACOG)

James F. Carter, Chair
Toledo Metropolitan Area Council of
Governments

William L. Knight, Executive Director
Toledo Metropolitan Area Council of
Governments

Modification adopted by the Executive Committee of the Toledo Metropolitan Area Council of
Governments December 20, 2000.

(Original on File at TMACOG)

Tom Brown, Chair
Toledo Metropolitan Area Council of
Governments

Anthony L. Reams, Executive Director
Toledo Metropolitan Area Council of
Governments

Modification adopted by the Executive Committee of the Toledo Metropolitan Area Council of Governments March 26, 2002

(Original on File at TMACOG)

Marge Brown, Chair
Toledo Metropolitan Area Council of
Governments

Anthony L. Reams, President
Toledo Metropolitan Area Council of
Governments

Modification adopted by the Board of Trustees of the Toledo Metropolitan Area Council of Governments December 15, 2004

(Original on File at TMACOG)

Ken Fallows, Chair
Toledo Metropolitan Area Council of
Governments

Anthony L. Reams, President
Toledo Metropolitan Area Council of
Governments

Modification adopted by the Board of Trustees of the Toledo Metropolitan Area Council of Governments March 15, 2006

(Original on File at TMACOG)

John Davoli, Chair
Toledo Metropolitan Area Council of
Governments

Anthony L. Reams, President
Toledo Metropolitan Area Council of
Governments

Modification adopted by the Board of Trustees of the Toledo Metropolitan Area Council of Governments March 17, 2010

(Original on File at TMACOG)

Theodore J. Rutherford, Chair
Toledo Metropolitan Area Council of
Governments

Anthony L. Reams, President
Toledo Metropolitan Area Council of
Governments

Modification adopted by the Board of Trustees of the Toledo Metropolitan Area Council of Governments March 16, 2011

(Original on File at TMACOG)

Theodore J. Rutherford, Chair
Toledo Metropolitan Area Council of
Governments

Anthony L. Reams, President
Toledo Metropolitan Area Council of
Governments

Modification adopted by the Board of Trustees of the Toledo Metropolitan Area Council of Governments October 16, 2013

(Original on File at TMACOG)

Carol A. Contrada, Chair
Toledo Metropolitan Area Council of
Governments

Anthony L. Reams, President
Toledo Metropolitan Area Council of
Governments

Modification adopted by the Board of Trustees of the Toledo Metropolitan Area Council of Governments March 16, 2016

Craig A. Stough, Chair
Toledo Metropolitan Area Council of
Governments

Anthony L. Reams, President
Toledo Metropolitan Area Council of
Governments