

**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 Board of Trustees;
- 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 Board of Trustees or 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. 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.
- H. Each member shall be entitled to select one alternate to vote on matters before the Transportation Council only when the duly selected member is not in attendance. In the event that neither the member or the alternate can attend the meeting, then no other individual shall have the right to represent them or cast votes in their behalf. An alternate representing an elected official does not need to themselves be an elected official. Alternates are encouraged to attend meetings to be informed of council issues.
- I. In the absence of a standing programmatic committee chair at a duly scheduled meeting of the council, the committee vice chair may represent the interests of the committee and vote.

#### **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 addition, a council member, or their alternates, must be physically present at a meeting to be counted towards a quorum or to cast a vote on any action items.

#### **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 its 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)

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James F. Carter, Chair  
Toledo Metropolitan Area Council  
Governments

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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)

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Tom Brown, Chair  
Toledo Metropolitan Area Council  
Governments

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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)

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Marge Brown, Chair  
Toledo Metropolitan Area Council  
Governments

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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)

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Ken Fallows, Chair  
Toledo Metropolitan Area Council  
Governments

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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)

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John Davoli, Chair  
Toledo Metropolitan Area Council  
Governments

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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)

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Theodore J. Rutherford, Chair  
Toledo Metropolitan Area Council  
Governments

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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)

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Theodore J. Rutherford, Chair  
Toledo Metropolitan Area Council  
Governments

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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)

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

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

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

(Original on File at TMACOG)

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

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

Modification adopted by the Executive Committee of the Toledo Metropolitan Area Council of Governments August 29, 2018

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Doris I. Herringshaw, Ed.D., Chair  
Toledo Metropolitan Area  
Council of Governments (TMACOG)

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Tim W. Brown, President  
Toledo Metropolitan Area  
Council of Governments (TMACOG)