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**Proposed Changes to Membership**

March 2019

As part of our periodic review of advisory committee membership and operations, MIC staff is proposing a few changes:

- 1) Eliminate representation by the Minnesota Department of Employment and Economic Development (DEED) – this position has been open since Heather Rand departed the state office several years ago.
- 2) Add representatives from two new organizations:
  - a. A local economic development organization (such as the Northspan Group or Apex in Duluth, or the Development Association in Superior).
  - b. An organization that serves the disabled community (such as ARC Northland in Duluth or the Aging and Disability Resource Center (ADRC) in Superior).

We are recommending these membership changes because they are consistent with the TAC's purpose of encouraging a multimodal and interdisciplinary approach to the transportation needs of the metropolitan area. We also received positive feedback and interest from these types of groups during our outreach activities for the Long Range Transportation Plan.

- 3) Extend the term of the TAC Chair and Vice-Chair from one to two years.

We are recommending this change for consistency with our other advisory committees (the HTAC and the BPAC).

See the attached page for specific proposed revisions.



**Bylaws**

Proposed Revisions 03/20/19

**1. STATEMENT OF PURPOSE**

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To advise the Metropolitan Interstate Council in transportation-related matters including, but not limited to, the development of transportation plans and programs, preparation of the transportation portion of work programs and study designs, and review of transportation projects submitted by the MIC.

To provide a forum for discussion of transportation matters relevant to the Duluth-Superior urbanized area by the local, state and federal officials who are directly concerned with their planning, programming and implementation.

To encourage participation in and coordination with metropolitan planning by all transportation implementation agencies and departments which have a direct part in the physical development of the transportation system of the Duluth-Superior urbanized area.

To encourage an intermodal and interdisciplinary approach to the overall transportation needs of the metropolitan area.

**2. MEETINGS**

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Meetings of the Committee will be held on the call of the Chair, upon request of the MIC or by the Director of Metropolitan Planning or by written request of the number of members equal to a quorum. Not less than nine meetings will be held annually.

- a. The Committee will, at its first meeting each ~~calendar~~ **odd-numbered** year, elect a Chair and a Vice-Chair **for two-year terms**, both to be from within its voting membership. The Chair, or in his/her absence the Vice-Chair, will preside at all meetings of the Committee, appoint all sub-committees not otherwise ordered, and perform such other duties as may be imposed. In the absence of the Chair and the Vice-Chair, a Chair pro-tem will be named to preside.
- b. The Director of Metropolitan Planning and his/her designate will act as Secretary to this Committee. The Secretary will provide the Committee members with meeting notices and agendas to be e-mailed not less than seven days before each regularly scheduled meeting and not less than three days before each special meeting; will keep the minutes of the meetings; and will perform such other duties as may be imposed.
- c. The MIC Director will be responsible for drawing up an agenda of the business to be transacted at any regular or special meeting of this committee. Any new business or proposal pertaining to the TIP, LRTP or annual work program to be put forward for a vote must be communicated to the MIC Director by telephone or by email at least eleven (11) days before the date of a regularly scheduled meeting and at least five (5) days before the date of a special meeting.
- d. Amendments may be made to the agenda, except to add approval (voting) items pertaining to the TIP, LRTP or annual work program, if a majority of those present agree to consider such business.

### 3. QUORUM

One-third of the voting membership of the Committee (6 members) will constitute a quorum to do business.

### 4. SUB-COMMITTEES

Sub-committees of the Committee will be appointed by the Chair, and unless otherwise ordered, will investigate and act for the Committee in such matters as may be assigned to them by the Committee, and in other matters subject to the approval of the Committee. Such sub-committees will report to the Committee in such manner and at such times as called upon by the Chair.

### 5. VOTING MEMBERSHIP

Eligible voting membership will be as listed below. Membership will be effective upon receipt of a letter of intent to participate from eligible members. The letter should include the name(s) of the designated representative (alternate) who will serve in the absence of the voting member. The decision to appoint a designated alternate is at the discretion of the jurisdiction or modal representative.

The failure of a voting member or their representative to attend three (3) or more consecutive meetings may result in loss of voting rights (to be determined by the Chair). The submission of a letter of intent to participate in future meetings will be necessary to restore voting membership. No eligible voting member will have more than one vote. Voting membership will be reviewed and affirmed annually for purposes of establishing a quorum.

Representing	# of Voting Members
City of Proctor	1
City of Hermantown	1
City of Duluth	4
City of Superior	2
St. Louis County	1
Douglas County	1
State of Minnesota - MnDOT	2
<del>State of Minnesota – DEED</del>	<del>1</del>
State of Wisconsin - WisDOT	1
Duluth Transit Authority	1
Duluth International Airport	1
Duluth Seaway Port Authority	1
Bicyclists/Pedestrians	1
<u>Local Organization: Economic Development</u>	<u>1</u>
<u>Local Organization: Disabled Community</u>	<u>1</u>
<b>TOTAL</b>	<b>18</b>

### 6. TECHNICAL ADVISORS

In addition, technical advisors from either the eligible jurisdictions, modal representatives, other jurisdictions or other interested agencies or organizations may attend and participate, but may not vote.