

**MAPO Technical Advisory Committee Bylaws**  
(Originally Adopted by the MAPO April 17, 2013)  
(Amended by the TAC June 18, 2015)  
(Amended by the TAC January 19, 2017)

**TECHNICAL ADVISORY COMMITTEE (TAC) TO THE  
MANKATO/NORTH MANKATO AREA PLANNING ORGANIZATION (MAPO)**

**BYLAWS**

**I. PURPOSE AND FUNCTION OF THE TECHNICAL ADVISORY COMMITTEE**

- A. The Technical Advisory Committee (TAC) reviews and formulates recommendations to the Policy Board regarding technical aspects of transportation planning prepared by the MAPO.
- B. Review staff work products and make recommendations:
- Review the Unified Planning Work Plan.
  - Review the Long-Range Transportation Plan.
  - Review the Transportation Improvement Plan.
  - Review other plans and studies prepared by the MAPO.
  - Review of the Transit Development Plan.
  - Review other matters as requested by the Policy Board in relation of the Powers and Duties contained in Article V of the Joint Powers Agreement (JPA) between governmental units in the Mankato/North Mankato urban area.
- C. Determine and evaluate transportation and land use alternatives during the update of the Unified Planning Work Plan, Long-Range Transportation Plan, and the Transportation Improvement Plan:
- Assist in verification of current employment and demographic inventory in member governmental units.
  - Assist in verification of current land use maps in member governmental units.
  - Assist in the determination of land use and growth policies and zoning impacts in forecasting future demographics and employment.
  - Review forecasts for consistency with governmental objectives.
  - Review roadway deficiencies forecasted by traffic demand model and assist in the development and evaluation of alternatives.
  - Review and evaluate public input on proposed alternatives.
  - Review and evaluate costs of proposed alternatives.
  - Select most appropriate alternative for inclusion in the Unified Planning Work Plan, Long Range Transportation Plan, and the Transportation Improvement Plan.

- D. Review, evaluate and recommend adoption of MAPO policies and plans; establish sub-committees as desired:
- Develop and recommend policies, official controls, and other actions promoting orderly development and multi-modal transportation consistent with MAPO planning.
  - Review and recommend other matters as requested by the Policy Board in relation to the Powers and Duties contained in Article V of the JPA.
  - Assist with defining the overall vision and goals for transportation and land use in the Mankato/North Mankato urban area.
  - Review recommendations for any established sub-committee.
  - Review Environmental Justice policies.
  - Review Public Participation Plan and policies.
  - Review the Unified Work Plan, Long-Range Transportation Plan, and the Transportation Improvement Plan (TIP) schedule and public transportation activities.
- E. Solicit, evaluate and prioritize projects for MAPO programs:
- State and Federal funds and/or grants or gifts to accomplish MAPO planning and planning related activities.
  - Transportation Improvement Plan (TIP) development projects.
  - Surface Transportation Program (STP) Urban funding projects.
  - Statewide Multi-Modal Improvement Projects (Enhancements).
- F. Serve as technical experts:
- Provide technical assistance to member governmental units for development of local plans consistent with MAPO plans.
  - Implement the Unified Planning Work Plan, Long-Range Transportation Plan, and the Transportation Improvement Plan.
  - Analyze and review costs for efficiency/appropriateness.
  - Advocate for transportation and land use policy issues.
  - Review if transportation improvement plans and make recommendations.
  - Validate technical data.
  - Review Transit Development Plan.
  - Evaluate impacts of new developments, transportation grant applications, and other matters as apparent or assigned and make recommendations to the Policy Board of MAPO.

## **II. MEMBERSHIP**

- A. Membership shall include staff from the governmental units within the MAPO planning area boundary. TAC staff shall include the following: City and County Engineers of the, City of North Mankato, Blue Earth County, and Nicollet County; the Community Development Directors of the City of Mankato and City of North Mankato; planning staff from Blue Earth County and Nicollet County; the City Administrator for the City of Eagle Lake; a member of the City Council of the City of Skyline; the City or Mankato Public Works Director; a representative from the Transit Operator; a representative from Independent School District #77; a

representative from Minnesota Department of Transportation District 7; a representative from Minnesota State University, Mankato; a representative from Region 9 Development Commission, and the Town Board Chairs of the Townships.

- B. The governmental units may designate alternate members to the TAC in the event the regular member of the TAC will be absent.
- C. Each staff member shall have one vote. Any action voted upon that has a financial impact shall be ratified by a vote of the Policy Board of MAPO.

### **III. OFFICERS**

- A. The officers of TAC shall be the Chair, Vice-Chair, and Secretary. The Chair and Vice Chair shall be elected during the first annual meeting of the TAC and shall take office upon election on a biennial basis. The Executive Director of the MAPO shall serve as the Secretary and shall Chair the TAC meetings in the absence of both Chair and Vice-Chair.
- B. The Chairperson will preside at all TAC meetings, sign all official TAC correspondence, call and preside at any additional meetings and/or workshops, serve as the TAC representative before the Policy Board of MAPO and shall be the official spokesperson for the committee. The Vice-Chairperson shall serve in place of the chairperson during the chairperson's absence. The Secretary shall keep all official records of the TAC and be responsible for providing administrative support to the Chair and Vice Chair.

### **IV. MEETINGS**

- A. A regular meeting schedule shall be established annually by the TAC.
- B. Special meetings may be called by the chairperson with a majority vote of the TAC or by request of the Policy Board of the MAPO.
- C. Meetings shall be held in locations readily accessible to citizens.
- D. A quorum shall consist of ten (10) of the total number of members. A quorum is necessary for a vote to be taken on any matter before the TAC. However, provided representatives from the City of Mankato, City of North Mankato, Blue Earth County, and Nicollet County are present at a TAC meeting, a quorum may consist of eight (8) members of the TAC.
- E. *Robert's Rules of Order* shall serve as the authority on parliamentary procedures at all TAC meetings.
- F. Meeting notices shall be mailed prior to any regularly scheduled meeting with a minimum of one (1) week notice. Electronic mail shall be an approved method of distribution of meeting notices and agenda material.
- G. Meeting notices shall be made available to the public as specified in the MAPO Public Participation Plan.

H. All TAC activities shall follow the MAPO's Public Participation Process.

**V. AMENDMENT OF BYLAWS**

- A. The TAC bylaws, as established by the MAPO, shall replace any previous bylaws and will constitute the sole governance of the TAC. These bylaws shall be implemented by motion of the MAPO.
- B. Upon acceptance of the TAC bylaws by the MAPO, and at least every two years thereafter, the TAC shall review its purpose and function and shall present a revised summary of such purpose and function to the MAPO.
- C. These bylaws can be amended at any regular meeting of the TAC by voting members (provided there is a quorum) if the proposed amendment has been submitted in writing to the TAC members with the notification of the meeting. All revisions of these bylaws shall be approved by the MAPO Policy Board.
- D. All amendments shall be recorded by date with clearly identified changes and permanently appended to the bylaws in an appendix.