



Mid-Region Council of Governments
Metropolitan Transportation Board's

TRANSPORTATION COORDINATING COMMITTEE

Joint Meeting of the TCC/TPTG

Friday, September 6, 2019

APPROVING REVISIONS TO THE BYLAWS OF THE TRANSPORTATION COORDINATING COMMITTEE (TCC) OF THE METROPOLITAN TRANSPORTATION BOARD

Charles Thomas, *Chair*

B.J. Gottlieb, *Vice Chair*

AGENDA

Call to Order

The presence of a quorum will be noted.

Approval of the September 6, 2019 Agenda

Tab 1 **Approval of the July 12, 2019 Action Summary**

PUBLIC COMMENT AND REPORTS

Tab 2 **Public Comments**
Anyone who wishes to address the TCC must register with the Secretary of the Board.

Tab 3 **Reports**
 ◆ Staff
 ◆ TPTG
 ◆ CMP
 ◆ ITS

ACTION ITEMS

Tab 4 **Approving Revisions to the Bylaws of the Transportation Coordinating Committee (TCC)
R-19-01 TCC of the Metropolitan Transportation Board**
R-19-09 MTB

Tab 5 **Approving Charters Governing Various Advisory Subcommittees to the TCC of the
R-19-02 TCC Metropolitan Transportation Board**

Tab 6 **Recommending Approval of the Charter of the Community Engagement Committee (CEC)
R-19-10 MTB as an Advisory Group of the Metropolitan Transportation Board (MTB) and the
Transportation Coordinating Committee (TCC)**

DISCUSSION AND INFORMATION ITEMS

There are no Discussion and Information Items for this agenda.

Adjournment

NOTES

Next Meeting: **Friday, October 1, 2019**
 1:30 p.m. - 3:00 p.m.
 Mid-Region Council of Governments
 809 Copper Ave. N.W.
 (505) 724-3616

Anyone requiring special accommodations is requested to notify the MRCOG office at (505)247-1750 seven (7) days prior to the meeting or e-mail bthomas@mrcog-nm.gov.



Mid-Region Council of Governments
 Metropolitan Transportation Board's
TCC

TRANSPORTATION COORDINATING COMMITTEE

Friday, July 12, 2019

1:30 p.m. - 3:00 p.m.

809 Copper Ave. N.W. Albuquerque, NM 87102

Charles Thomas, Chair

B.J. Gottlieb, Vice-Chair

ORGANIZATION	MEMBER	ALTERNATE
Bernalillo County	Elias Archuleta	X Rodrigo Eichwald
City of Albuquerque, Council Services	X Tom Menicucci	Petra Morris
City of Albuquerque, Environmental Health	Dario Rocha	X Ed Merta
City of Albuquerque, Municipal Development	X Debra Bauman	John MacKenzie
City of Albuquerque Planning Department	X Russell Brito	Carol Toffaleti
City of Albuquerque Municipal Development	Paula Dodge Kwan	John MacKenzie
City of Albuquerque Traffic Engineering		John MacKenzie
City of Albuquerque Planning Department	Shahab Biazar	X Raquel Michele Logan Patz
City of Albuquerque Transit Department	X Andrew de Garmo	Dawn Candelaria
Albuquerque Public Schools	X Amanda Velarde	Elizabeth Halpin
Albuquerque Metropolitan Arroyo Flood Control Authority	Jerry Lovato	X Nicole Friedt Nolan Bennett
Town of Bernalillo	Ida Fierro	X Maria Monclova
Bernalillo County	Brian Lopez	
Bernalillo County	X Richard Meadows	Julie Luna
City of Belen	Steven Tomita	Jerah Cordova
Village of Corrales	Suanne Derr	JoAnne Roake
Village of Los Lunas	Erin Callahan	
Village of Los Ranchos de Albuquerque	X Tiffany Justice	Tim McDonough
City of Rio Communities	Mark Gwinn	Leisa Haynes
Middle Rio Grande Conservancy District Environmental Planning	Ray Gomez	Vacant
New Mexico Department of Transportation	X Jill Mosher	Mary Lovato
New Mexico Department of Transportation	X Luke Smith	Marguerite Johnson
City of Rio Rancho	X Leonard Rivera	Joe Norby
City of Rio Rancho	B.J. Gottlieb, Vice Chair	X Jamie Marrufo
Rio Metro Regional Transit District	Grant Brodehl	X Tony Sylvester
Rio Rancho Public Schools	Maurice Ross	John Francis
Cochiti Pueblo	Vacant	Vacant
Isleta Pueblo	Kathy Trujillo	Shawna Ballay
Laguna Pueblo	X Gaylord Siow	Sharon Hausam
Sandia Pueblo	X John Paul Romero	
Santo Domingo Pueblo	Kathy Ashley	
Sandoval County Planning & Zoning	Mark Hatzenbuhler	X Phillip Bradley Ortiz Dora Dominguez
Valencia County	Lina Benavidez	Gerard Saiz
SSCAFCA	X Charles Thomas, Chair	Dave Gatterman
Village of Tijeras	Vacant	Vacant
NON-VOTING ADVISORY MEMBERS		
ORGANIZATION	MEMBER	ALTERNATE
City of Albuquerque Aviation Department	Jack Scherer	
Albuq/Bern County Air Quality Control Board	Vacant	Vacant
Federal Highway Administration	Vacant	
Greater Albuq Bicycling Advisory Committee	Vacant	Vacant
Kirtland Air Force Base	Vacant	Vacant
Santa Ana Pueblo	Nathan Tsosie	
MRCOG STAFF ATTENDING		
	Dave Pennella, Steven Montiel, Barbara Thomas	

AGENDA

Call to Order

Chair Chuck Thomas called the meeting to order at 1:40 p.m. The presence of a quorum was noted and introductions were made.

Approval of the July 12, 2019 Agenda

Action Taken:

Leonard Rivera, City of Rio Rancho, made a motion to:

APPROVE THE AGENDA OF JULY 12, 2019

The motion was seconded by Andrew de Garmo, City of Albuquerque, and passed unanimously.

Tab 1

Action Summary of June 11, 2019

Action Taken:

Debbie Bauman, City of Albuquerque, made a motion to:

APPROVE THE ACTION SUMMARY OF JUNE 11, 2019 AS PRESENTED

The motion was seconded by Mr. Rivera and passed unanimously.

PUBLIC COMMENT

Tab 2

Public Comments

There were no requests from the public to address the Committee.

Tab 3

Reports

◆ Staff

◆ TPTG

◆ ITS

◆ CMP

There were no reports presented.

FINAL ACTION ITEMS

Tab 4

R-19-06 MTB

Recommendation of Final Approval of 2020-2025 TIP (Transportation Improvement Program)

Steven Montiel, MRCOG Planner and TIP Coordinator, noted that the information has previously been presented and asked if those present needed to review it again. He said that nothing has changed and the 2020-2025 TIP will now go into the DOT e-STIP. The TIP has been up for public review since April.

Only one comment, he said, was received and that was regarding the Gibson Blvd. extension. The project will have to have a sponsor designated before it can be added to the MTP.

Dora Dominguez, Sandoval County asked about the area covered by the TIP. Mr. Montiel said it covers all within the AMPA boundaries and Ms. Dominguez noted that the Paseo del Volcan project is important.

Action Taken:

Mr. Rivera made a motion to:

RECOMMEND APPROVAL OF R-19-06 MTB

The motion was seconded by Gaylord Siow, Laguna Pueblo, and passed unanimously.

DISCUSSION AND INFORMATION ITEMS

Tab 5

Project Status of Current FFY 2019 TIP Projects

Mr. Montiel reminded everyone to get their projects cleared and let either him or Luke Smith (DOT) know if there are any issues.

Dave Pennella, MPO Administrator, noted that an effort is being made to expedite the process of submitting TIP projects. Mr. Smith said that only two projects have gone through the PS & E and all others are currently in jeopardy.

Tab 6

Proposed Coordinated Human Services Transportation Plan (NMDOT)

Kevin Ollinger (NMDOT) presented information on the proposed coordinated human services transportation plan which is required by the FTA (Federal Transportation Administration) through a 5310 grant program. All agencies, he said, must be part of the process and includes all RTPO and MPO. The plan will be updated on a four year cycle through the Councils of Government.

The purpose of the Plan is to identify the populations most dependent on transit services. The draft Plan will be completed by August 1, 2019. Public comments can be made until September 1, 2019 and the final Plan will be available in September 2019.

Tom Menicucci, City of Albuquerque, asked if the Ride Share Program data (Uber etc.) will be included and Mr. Ollinger said that we do not have access to their data.

No action is required on the part of the MPO.

Tab 7

Public School Traffic: Challenges & Opportunities

Mr. Pennella presented the history of the "Public School Traffic Study" explaining that an ad hoc committee had previously been brought together to continue discussions which had taken place in both the TCC and the MTB.

Amanda Velarde (APS) requested more discussion by the TCC at today's meeting.

Several APS staff members stated that did not see the value of continued discussion and Debbie Bauman (City of Albuquerque) noted that the TCC has already recommended approval for the ad-hoc committee to continue discussions. APS staff requested to add two agencies, the New Mexico Public School Facilities Authority and the New Mexico Construction Industries Division, as members of the MRCOG and the TCC.

APS also requested that the following be considered:

1. The issue is dealt with under the auspices of the full TCC, and not a siloed, pilot subcommittee.
2. Input and involvement by school districts and school issue endorsed experts from the beginning and throughout the process
3. Input and involvement by all the other jurisdictions, municipalities and local entities
4. The study should be entirely based on factual, measurable and defensible data with the intention of presenting a real picture of the school traffic conflict issues in our community
5. The study should be sensitive to the jurisdictional limitations and impediments to what can be agreed upon between different governmental entities
6. TCC should arrive at a consensus recommendation before the issue is sent to the MTB for ratification.

APS staff said that APS will support the current TPTG Charter but requests that these public/school issues are noted and that their proposal is discussed and carried forward for consideration.

It was noted that other school districts within the area should also be included in any discussions.

Chair Thomas said that there non-participating school districts which should be included in further discussions.

There was a motion by Ms. Bauman and a second by Russell Brito (City of Albuquerque) to re-establish the ad-hoc committee.

This subject will be an Action Item at the next TCC meeting.

Tab 8

Final Discussion of APS Membership Request and TPTG Charter

Mr. Pennella said that the charters and bylaws will be discussed at the next meeting of the TCC. Invitations, he said, will be sent to school districts in the area for their participation in the ad-hoc committee.

Richard Meadows, Bernalillo County, suggested additional time on the TPTG agenda for further discussion on this issue.

Mr. Pennella thanked the group and Mr. Montiel for their work on the TIP.

Adjournment

The July 12, 2019 meeting of the Transportation Coordinating Committee was adjourned at 3:20 p.m.

Charles Thomas, Chair
Transportation Coordinating Committee

ATTEST

Dewey V. Cave, Executive Director

R-19-01 TCC and R-19-09 MTB Approving Revisions to the Bylaws of the Transportation Coordinating Committee (TCC) of the Metropolitan Transportation Board

Background: The revisions to the TCC Bylaws were initiated by MPO staff to bring the bylaws into conformity with the *MTB Bylaws* and the *Memorandum of Agreement for the Establishment of Operations of the Mid-Region Metropolitan Planning Organization (MOA for Oper.)*. The draft bylaws were distributed for review and has undergone four draft versions. All comments have been incorporated. The current format preserves the original format from 1973.

Highlights of Revisions

Article I. Defines "voting member", "associate member", "advisory member", and "member government" consistently with the MTB Bylaws and the MOA for Oper.

Article II. Clarifies membership roles to conform to existing practices and allows "associate member" representatives to serve and vote on any TCC subcommittee. Defines a "vacant seat" as one in which a member or alternate has not attended three consecutive TCC meetings. This article specifies subcommittees of the TCC be established with a charter defining their role, purpose, etc.

Article V. Clarifies voting to conform to existing practices, and defines "vacancy". This section also allows the option for participation via teleconference in order to encourage participation from smaller agencies and those located more than 30 miles away from MRCOG. (ex. Pueblo de Cochiti, Santo Domingo Pueblo, Navajo Nation DOT located in Window Rock, AZ, City of Rio Communities, etc.)

Article VI. Clarifies rules for vacancies/absences of the chair/vice chair.

Approval of the TCC Bylaws

The revisions must be approved by $\frac{3}{4}$ vote of the TCC, then majority vote of the MTB.

Revision Proposed by Albuquerque Public Schools (APS)

As of July 12, 2019, APS has withdrawn their earlier request for additional APS voting representation and submitted a different proposal. APS proposes the following:

"The following 2 agencies to be part of MRCOG/TCC due to their unique knowledge and jurisdictions over school infrastructure issues in the Middle Rio Grande and statewide:

- 1. New Mexico Public Schools Facilities Authority (PSFA)*
- 2. New Mexico Construction Industries Division (CID)"*

MPO staff recommendation is to address this request in two steps.

1. Immediately approve the two agencies as "advisory members" allowing

representatives of the two agencies to attend and participate in TCC and TPTG meetings. They can also become familiar with the various subcommittees of the TCC and the work of those groups, particularly the TPTG.

Per Article I - "Advisory Member" any person representing a private or public organization who is appointed by the TCC as a non-voting member to the TCC who by professional expertise can contribute to the functions of the TCC."

2. During a period (i.e. 6-12 months) of participation, representatives of the PSFA and CID can make an assessment of their participation and decide whether they would like to request an upgrade of their status to either full-voting or associate membership. That action would require a minor amendment to Article I of the TCC Bylaws.

TCC Action

TCC has reviewed the various draft versions of the proposed changes and concurred to move the current version to formal vote for approval.

1 RESOLUTION

2 of the

3 TRANSPORTATION COORDINATING COMMITTEE

4 of the

5 METROPOLITAN TRANSPORTATION BOARD

6 of the

7 MID-REGION METROPOLITAN PLANNING ORGANIZATION

8 (R-19-01 TCC)

9 **APPROVING REVISIONS TO THE**
10 **BYLAWS OF THE TRANSPORTATION COORDINATING COMMITTEE (TCC)**
11 **OF THE METROPOLITAN TRANSPORTATION BOARD**
12

13 WHEREAS, the Mid-Region Metropolitan Planning Organization (MRMPO) is a
14 Division of the Mid-Region Council of Governments (MRCOG) which is designated as
15 the Metropolitan Planning Organization for the Albuquerque Metropolitan Planning Area
16 (AMPA) pursuant to 23 CFR 450; and

17 WHEREAS, the Metropolitan Transportation Board (MTB) of MRMPO is
18 responsible for establishing transportation planning policy for the AMPA; and

19 WHEREAS, the MTB has established a Transportation Coordinating Commit-
20 tee (TCC) to advise them regarding transportation matters and transportation
21 planning processes in the AMPA; and

22 WHEREAS, the organization and membership, role and authority, functions
23 and responsibilities, and meeting and voting processes for the TCC are described in
24 Bylaws for the TCC; and

25 WHEREAS, the TCC Bylaws required revisions to conform to *the Memorandum of Agreement for the Establishment of Operations of the Mid-Region Metropolitan Planning Organization*; and

28 WHEREAS, the TCC Bylaws required revisions to conform to the MTB Bylaws; and

30 WHEREAS, the existing Bylaws require amendments to be approved by three-fourths vote of the TCC and subsequent approval by the MTB; and

32 NOW THEREFORE BE IT RESOLVED by the Transportation Coordinating Committee of the Metropolitan Transportation Board of the Mid-Region Metropolitan Planning Organization, a division of the Mid-Region Council of Governments of New Mexico, that the amended *Bylaws of the Transportation Coordinating Committee of the Metropolitan Transportation Board of the Mid-Region Metropolitan Planning Organization of the Mid-Region Council of Governments* as provided in Attachment A are hereby approved.

39 PASSED, APPROVED, AND ADOPTED this 6th day of September 2019 by the Transportation Coordinating Committee of the Metropolitan Transportation Board of the Mid-Region Metropolitan Planning Organization, a division of the Mid-Region Council of Governments of New Mexico.

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45 ATTEST: _____
Charles Thomas, Chairman
Transportation Coordinating Committee

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48 _____
49 Dewey V. Cave
50 Executive Director, Mid-Region Council of Governments
Executive Director, Mid-Region Metropolitan Planning Organization

1 RESOLUTION

2 of the

3 METROPOLITAN TRANSPORTATION BOARD

4 of the

5 MID-REGION METROPOLITAN PLANNING ORGANIZATION

6 division of the

7 MID-REGION COUNCIL OF GOVERNMENTS OF NEW MEXICO

8 (R-19-09 MTB)

9 **APPROVING REVISIONS TO THE**
10 **BYLAWS OF THE TRANSPORTATION COORDINATING COMMITTEE (TCC)**
11 **OF THE METROPOLITAN TRANSPORTATION BOARD**
12

13 WHEREAS, the Mid-Region Metropolitan Planning Organization (MRMPO) is a
14 Division of the Mid-Region Council of Governments (MRCOG) which is designated as
15 the Metropolitan Planning Organization for the Albuquerque Metropolitan Planning Area
16 (AMPA) pursuant to 23 CFR 450; and

17 WHEREAS, the Metropolitan Transportation Board (MTB) of MRMPO is
18 responsible for establishing transportation planning policy for the AMPA; and

19 WHEREAS, the MTB has established a Transportation Coordinating Commit-
20 tee (TCC) to advise them regarding transportation matters and transportation
21 planning processes in the AMPA; and

22 WHEREAS, the organization and membership, role and authority, functions
23 and responsibilities, and meeting and voting processes for the TCC are described in
24 Bylaws for the TCC; and

25 WHEREAS, the TCC Bylaws required revisions to conform to *the Memorandum of Agreement for the Establishment of Operations of the Mid-Region Metropolitan Planning Organization*; and

28 WHEREAS, the TCC Bylaws required revisions to conform to the MTB Bylaws; and

30 WHEREAS, the proposed amended Bylaws have been reviewed by the TCC and the TCC has approved them under resolution R-19-01 TCC; and

32 WHEREAS, it is the responsibility of the MTB to establish and amend bylaws for its advisory committees, as it deems necessary.

34 NOW THEREFORE BE IT RESOLVED by the Metropolitan Transportation Board of the Mid-Region Metropolitan Planning Organization, a division of the Mid-Region Council of Governments of New Mexico, that the amended *Bylaws of the Transportation Coordinating Committee of the Metropolitan Transportation Board of the Mid-Region Metropolitan Planning Organization of the Mid-Region Council of Governments* as provided in Attachment A are hereby approved.

40 PASSED, APPROVED, AND ADOPTED this 20th day of September 2019 by the Metropolitan Transportation Board of the Mid-Region Metropolitan Planning Organization, a division of the Mid-Region Council of Governments of New Mexico.

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45 ATTEST: _____
Wayne Ake, Chairman
Metropolitan Transportation Board

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47
48 _____
49 Dewey V. Cave
50 Executive Director, Mid-Region Council of Governments
Executive Director, Mid-Region Metropolitan Planning Organization



Division of
Mid-Region Council of Governments
809 Copper Avenue NW
Albuquerque, New Mexico 87102
(505) 247-1750-tel. (505) 247-1753-fax
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BYLAWS
of the
TRANSPORTATION COORDINATING COMMITTEE
of the
METROPOLITAN TRANSPORTATION BOARD
of the
**MID-REGION METROPOLITAN PLANNING
ORGANIZATION**
of the
MID-REGION COUNCIL OF GOVERNMENTS

Statement of Purpose

These bylaws have been established to define the purpose, role, function, and membership of the Transportation Coordinating Committee (TCC) as approved by the Metropolitan Transportation Board (MTB).

Article I – Definitions

- A. As used in these bylaws, the following terms shall be understood to mean:
1. "ADVISORY MEMBER" – any person representing a private or public organization who is appointed by the TCC as a non-voting member to the TCC who by professional expertise can contribute to the functions of the TCC. Advisory members shall have no vote and shall not be considered for determination of a quorum but they may participate in TCC discussions per the MTB or TCC appointment. Any entity eligible for full-voting or associate membership but chooses to be a nonparticipating entity shall be considered an advisory member at any meeting they are in attendance.
 2. "ASSOCIATE MEMBER" – any person representing any jurisdiction or agency seated on the MTB as an "Associate Member". Associate Members shall have no vote on the TCC and shall not be considered for determination of a quorum but they may participate in TCC discussions and may serve and vote on committees and task groups of the TCC.

3. "VOTING MEMBER" – any representative of a member government which is a voting member of the MTB and who is appointed by that member government as its voting representative of the TCC.
 - a. "ALTERNATE MEMBER" – a representative of a member government who is appointed by that member government to serve as a proxy voting member in the absence of a voting member.
4. "MEMBER GOVERNMENT" – those general and special purpose units of local government, and agencies that administer or operate major modes of transportation (having scheduled and multiple fixed route service) within the AMPA, and appropriate state agencies, and governments of federally recognized tribes having land within the boundaries of the AMPA, which choose to be members of the MTB in accordance with MTB bylaws.
5. "ALBUQUERQUE METROPOLITAN PLANNING AREA (AMPA)" - that portion of the State of New Mexico (which includes the Albuquerque Urbanized Area and the Los Lunas Urbanized Area) designated as a Metropolitan Planning Area and Transportation Management Area by resolution of the MTB and approved by the Governor of New Mexico pursuant to 23 CFR 450.312, for which the Mid-Region Council of Governments acts as the Metropolitan Planning Organization, and the MTB provides transportation policy direction.
6. "METROPOLITAN PLANNING ORGANIZATION (MPO)" – the entity designated by the Governor (December 11, 1973) responsible for the continuing, cooperative, and comprehensive transportation planning process in the AMPA as mandated by Federal law.
7. "METROPOLITAN TRANSPORTATION BOARD (MTB)" - the body of local officials responsible for determining transportation policy for the Albuquerque Metropolitan Planning Area and the governing body of the Mid-Region Metropolitan Planning Organization.
8. "MID-REGION COUNCIL OF GOVERNMENTS (MRCOG)" – the association made up of and representing the local, tribal, and special governments, and public transit operators within Bernalillo, Sandoval, Torrance and Valencia Counties and southern Santa Fe County. The designated metropolitan organization for the Albuquerque Metropolitan Planning Area.
9. MID-REGION METROPOLITAN PLANNING ORGANIZATION (MRMPO) – a division of MRCOG for the purpose of overseeing, directing, and establishing comprehensive transportation planning and policies for the Albuquerque Metropolitan Planning Area to carry out the provisions of Title 23 and Title 49 United States Code related to metropolitan planning. The Mid-Region Metropolitan Planning Organization (MRMPO) is a division of the Mid-Region Council of Governments per the *Memorandum of Agreement for the Establishment of Operations of the Mid-Region Metropolitan Planning Organization*.
10. "TRANSPORTATION COORDINATING COMMITTEE (TCC)" – the body established by the MTB and governed by these bylaws and which serves in a technical advisory capacity to the MTB.

Article II – Organization and Membership

A. The TCC shall be composed of representatives with transportation and capital projects, planning knowledge, skills, and experience from member governments and agencies.

1. TCC Voting Members shall be representatives of member governments and agencies represented on the MTB as full-voting members.
2. TCC Associate Members shall be representatives of member governments and agencies represented on the MTB as Associate Members. Associate members shall have no vote on TCC and shall not be considered for determination of a quorum but they may participate in all TCC discussions and may vote on subcommittees of the TCC.
3. TCC Advisory Members will include representatives from private and public agencies which the members of the TCC consider qualified to make an effective contribution to the TCC. Advisory members shall have no vote and shall not be considered for determination of a quorum but they may participate in all TCC discussions.
4. The number of TCC voting representatives from any participating member government or agency shall not exceed the number of its MTB representatives from that government or agency.
5. If a member does not attend three (3) consecutive TCC meetings and an alternate does not serve as proxy for the member, the seat shall be declared vacant at the next TCC meeting. Vacant seats shall not be considered when determining a quorum for conducting business.

B. The TCC may establish task groups (including non TCC members) and subcommittees of the TCC to formulate recommendations to TCC.

1. Such groups shall report on their activities to the TCC.
2. All such groups and committees shall have a TCC approved charter stating its role, purpose, membership and decision-making process.

Article III – Role and Authority

A. The role of the TCC shall be that of a technical advisory body to the MTB on all matters pertaining to transportation planning in the AMPA and shall be that of a coordinating body for participants in the transportation planning process within the AMPA.

B. Pursuant to MTB resolutions R-05-09 MTB approved August 25, 2005, and R-19-04 MTB approved June 21, 2019, which adopted and revised the *Roadway Access Control Policy*, the TCC shall serve as the decision-making body in accordance with the policy as may be amended by the MTB.

C. The TCC shall make decisions on only those items delegated to the TCC by the MTB. Any decision of the TCC may be appealed to the MTB.

Article IV – Functions and Responsibilities

A. It shall be the function of the TCC to make recommendations on technical matters to the MTB regarding projects, plans and programs designed to serve the transportation needs of the AMPA.

B. It shall be the responsibility of the TCC to assist in the implementation of the Unified Planning Work Program for intermodal transportation planning for the AMPA.

Article V – Meeting and Voting

A. The TCC shall meet at a regularly scheduled time and place as the TCC may determine appropriate, and may meet at additional times and places as it deems necessary. Special meetings of the TCC may be called by the Chairperson of the TCC at his/her discretion, at the request of any one-third of the voting members, or at the request of the Chairperson of the Metropolitan Transportation Board or the MPO assigned staff coordinator, or MPO Executive Director.

B. The TCC voting membership shall follow the adopted *MRCOG Rules of Procedures* during their meetings. Where questions of procedure or precedence arise, the *Rules of Procedure* will govern.

C. A simple majority of the voting members shall constitute a quorum at any meeting held by the TCC at which formal action is to be taken.

D. Each voting member shall have one vote on an issue or question presented to the TCC. A vote of a majority of the voting members at a meeting shall decide in the affirmative or negative any issue or question presented to the TCC. Any opinions or advisory member comments shall, at the request of the member(s) and submitted in written form, be appended to the record of voting to inform the MTB of alternatives and questions which should be considered.

E. Representatives of associate and advisory members may participate in TCC meetings via electronic video conference or teleconference. Representatives of full-voting member governments may participate and vote in TCC meetings via electronic video conference or teleconference if their offices are further than thirty (30) miles from the MRCOG office and the entity, due to a having few staff members, determines that their representative cannot be physically present at a TCC meeting. Any representative requesting participation electronically must notify MRCOG staff of their request at least seventy-two (72) hours in advance of the scheduled meeting.

F. MRCOG shall provide special accommodations (i.e. sign language interpreter) upon notification of needs with notification seven (7) days prior to the scheduled meeting.

Article VI – Officers

A. Officers of the TCC shall consist of a Chairperson and Vice Chairperson.

B. The Chairperson and Vice Chairperson shall be chosen from among the voting members of the TCC by a majority vote. They shall have previously served at least one year as a member of the TCC or the Transportation Program Technical Group (TPTG) at any time prior to their appointment as an officer.

C. The officers shall hold office for one year, with said term to begin on the first meeting of the federal fiscal year (October). Officers may be reappointed for a second, consecutive term at the discretion of the TCC.

D. If a vacancy occurs in the office of Chairperson, the Vice Chairperson shall assume the duties of the Chairperson. If a vacancy occurs in the office of Vice Chairperson, the TCC shall elect a new Vice Chairperson.

E. If both the officers are unable to be physically in attendance at a meeting of the TCC, the most senior MRMPO staff member regularly assigned to the TCC shall preside over the meeting, but may not vote or count towards a quorum.

Article VII – Staff

A. MRMPO will provide the TCC with the necessary staff and technical assistance to support the work of the TCC.

B. The Secretary for the TCC shall be designated by the Executive Director from the staff at the MRCOG.

Article VII – Approval and Amendments

A. These bylaws may be amended by the affirmative vote of three-fourths ($\frac{3}{4}$) of the TCC's voting members. Amendments shall be subject to approval by the MTB.

AMENDED BYLAWS APPROVED by three-fourths vote of the Transportation Coordinating Committee of the Metropolitan Transportation Board of the Mid-Region Metropolitan Planning Organization of the Mid-Region Council of Governments on the 6th day of September 2019.

Charles Thomas, Chairperson
Transportation Coordinating Committee

AMENDED BYLAWS APPROVED by the Metropolitan Transportation Board of Mid-Region Metropolitan Planning Organization of the Mid-Region Council of Governments on the 20th day of September 2019.

Wayne Ake, Chairperson
MRMPO Metropolitan Transportation Board

ATTEST:

Dewey V. Cave
Executive Director MRCOG and Executive Director MRMPO

David R. Pennella
M.P.O. Administrator, MRMPO

TCC Bylaws History

Adopted August 9, 1973, Amended June 14, 1994, Amended February 27, 2003,
Amended September 20, 2019.

Related Documents

Memorandum of Agreement for the Establishment of Operations of the Mid-Region
Metropolitan Planning Organization
Bylaws of the Metropolitan Transportation Board
MRCOG Rules of Procedure
Letter dated December 11, 1973 from Governor King to FHWA designating MRCOG
(formerly MRGCOG) as the MPO.

R-19-02 TCC

APPROVING CHARTERS GOVERNING VARIOUS ADVISORY SUBCOMMITTEES TO THE TRANSPORTATION COORDINATING COMMITTEE (TCC) OF THE METROPOLITAN TRANSPORTATION BOARD

Background: The establishment of "Charters" for the various subcommittees of the TCC is meant to clarify the role of each group, the decision-making process of each group and assure conformity to the TCC Bylaws, MTB Bylaws and the *Memorandum of Agreement for the Establishment of Operations of the Mid-Region Metropolitan Planning Organization (MOA for Oper.)*.

Approval of the Subcommittee Charters

The revisions must be approved by majority vote of the TCC per TCC Bylaws Article II, section B.

Action by the Various Subcommittees

Each of the subcommittees have reviewed various draft versions of the attached charters and have approved the current version.

1 RESOLUTION

2 of the

3 TRANSPORTATION COORDINATING COMMITTEE

4 of the

5 METROPOLITAN TRANSPORTATION BOARD

6 of the

7 MID-REGION METROPOLITAN PLANNING ORGANIZATION

8 (R-19-02 TCC)

9 **APPROVING CHARTERS GOVERNING VARIOUS ADVISORY SUBCOMMITTEES**
10 **TO THE**
11 **TRANSPORTATION COORDINATING COMMITTEE (TCC)**
12 **OF THE METROPOLITAN TRANSPORTATION BOARD**
13

14 WHEREAS, the Mid-Region Metropolitan Planning Organization (MRMPO) is a
15 Division of the Mid-Region Council of Governments (MRCOG) which is designated as
16 the Metropolitan Planning Organization for the Albuquerque Metropolitan Planning Area
17 (AMPA) pursuant to 23 CFR 450; and

18 WHEREAS, the Metropolitan Transportation Board (MTB) of MRMPO is
19 responsible for establishing transportation planning policy for the AMPA; and

20 WHEREAS, the MTB has established a Transportation Coordinating Commit-
21 tee (TCC) to advise them regarding transportation matters and transportation
22 planning processes in the AMPA; and

23 WHEREAS, the organization and membership, role and authority, functions
24 and responsibilities, and meeting and voting processes for the TCC are described in
25 Bylaws for the TCC; and

26 WHEREAS, the TCC Bylaws allow for the establishment of task groups and
27 subcommittees to formulate recommendations to the TCC; and

28 WHEREAS, the TCC Bylaws require all such groups and committees to have
29 a charter approved by the TCC; and

30 WHEREAS, it is the responsibility of the TCC to establish and amend charters
31 for its advisory committees, as it deems necessary.

32 NOW THEREFORE BE IT RESOLVED by the Transportation Coordinating
33 Committee of the Metropolitan Transportation Board of the Mid-Region Metropolitan
34 Planning Organization, a division of the Mid-Region Council of Governments of New
35 Mexico, that the charters for the following subcommittees as provided in Attachment A
36 are hereby approved.

37 PASSED, APPROVED, AND ADOPTED this 6th day of September 2019 by the
38 Transportation Coordinating Committee of the Metropolitan Transportation Board of the
39 Mid-Region Metropolitan Planning Organization, a division of the Mid-Region Council of
40 Governments of New Mexico.

41
42 _____
43 Charles Thomas, Chairman
44 Transportation Coordinating Committee

45
46 _____
47 Dewey V. Cave
48 Executive Director, Mid-Region Council of Governments
Executive Director, Mid-Region Metropolitan Planning Organization

R-19-02 TCC
Attachment A

**Charters of Subcommittees
of the
Transportation Coordinating Committee
(TCC)**

Transportation Program Technical Group (TPTG)

Land-Use Transportation Integration (LUTI) Committee

Active Transportation Committee (ATC)

Congestion Management Process (CMP) Committee

Intelligent Transportation Systems (ITS) Subcommittee

Freight Logistics Committee (FLC)



Charter of the Transportation Program Technical Group TPTG

A subcommittee of the Transportation Coordinating Committee (TCC)

I. Statement of Purpose, Roles and Responsibilities of this Subcommittee

A. The purpose of the TPTG is to review, develop and manage the Transportation Improvement Program (TIP) to provide advice and recommendations to the TCC, including the following:

- TIP Development - every two years (2019, 2021, etc.) the TPTG develops a new TIP (or partial TIP if on a four-year cycle) by, primarily, adding 2 years to the last 4 years programmed in the existing TIP.
- TIP Amendments – the group reviews (modifies as needed) any proposed TIP amendments.
- TIP Management - every month the group reviews and monitors the status of projects with funds programmed in the current FFY (Fed. Fiscal Yr.) and recommends TIP revisions or other actions if needed.
- TIP Fiscal Constraint – the group will monitor fiscal constraint of the TIP per federal regulations.
- TIP Project Review - every month the group reviews key milestones of TIP projects including "inactive" projects and any "closeout" issues.

B. The purpose of the TPTG is to review the long-range Metropolitan Transportation Plan (MTP) and provide advice and recommendations to the TCC, including the following:

- MTP Long-Range Project Development - every four to five years the TPTG works with MPO staff to review and develop a fiscally constrained listing of project proposals for the MTP.
- The TPTG will review and issue recommendations on MTP revisions as requested by TCC.

C. Coordination of proposed construction projects of school facilities with public works agencies and nearby schools in order to provide advice and recommendations to the TCC, including the following:

- Impact Assessment - determination of possible traffic impacts of school facilities projects on transportation infrastructure in the vicinity of the project, as well as impacts of construction phase timing on daily school operations.
- Identification of Impacts Needing Further Study – based on the assessment of potential impacts, identify those requiring further analyses, and discussion to mitigate the impacts.
- Identify opportunities to apply Federal, local and school district funds in a coordinated manner to improve network connectivity and access to planned future school sites. Recommendations would be provided to the TCC for consideration during the TIP development process.
 - Identify potential Safe Routes To Schools (SRTS) eligible projects which would improve the safety of school children being transported to/from school.

- No action under section "C" shall be construed to obligate funding, by any agency or school district to address or mitigate any impact identified as a result of coordination efforts. Funding decisions reside in dialogue and mutual agreement between all affected parties.

D. This group will consider other matters referred to them by the TCC and/or the MTB regarding the TIP or project funding and development or coordination of projects impacting the transportation network.

II. Organization and Membership of this Subcommittee

A. Full Voting member jurisdictions and Associate member jurisdictions may fully participate and vote on this subcommittee and serve as officers. The number of voting representatives from any participating member government or agency shall not exceed the number of its TCC representatives from that jurisdiction.

B. Advisory members may fully participate on this subcommittee except they shall not have voting status and may not serve as an officer of the committee. Advisory members include:

1. Representatives of agencies or governments eligible for full-voting or associate membership on the MTB but are "non-participating" are considered advisory members.
2. Representatives of full voting and associate jurisdictions beyond the number in section II-A may participate as advisory members.
3. Representatives from other private and public agencies which may make an effective contribution to the group may also be invited to participate at the request of this subcommittee or of the TCC or MTB.

C. The subcommittee shall elect as its officers, by consensus or majority vote of those present, a Chairperson and Vice Chairperson from among the representatives of Full Voting and Associate members. They shall have served at least one-half year as a member of the, MTB, TCC or a subcommittee of the TCC at any time prior to their appointment as an officer.

1. If a vacancy occurs in the office of Chairperson, the Vice Chairperson shall assume the duties of the Chairperson. If a vacancy occurs in the office of Vice Chairperson, the group shall select a new Vice Chairperson.

2. If both officers are unable to attend a meeting of this subcommittee, the lead staff coordinator shall preside over the meeting but may not vote.

D. The M.P.O. Administrator or Executive Director shall appoint an MPO staff member to serve as the staff coordinator(s) for the subcommittee. The staff coordinator shall work with the officers to develop agendas, reports, present information and data, and other tasks relevant to the work of this subcommittee.

E. The Chairperson, Vice Chairperson or staff coordinator shall report on the activities of this subcommittee to the TCC (and MTB if requested).

F. Representatives of local and tribal governments and agencies with under twenty (20) employees or whose offices are located more than thirty (30) miles from MRCOG offices may participate in meetings of this subcommittee via electronic video conference and/or teleconference, provided they inform the staff coordinator at least seventy-two (72) hours prior to the meeting.

III. Meeting Procedures and Consensus Process

A. Except for the election of officers of this subcommittee, approval of its meeting schedule, and revisions to this charter, formal votes shall not be taken.

B. All matters brought before this subcommittee are for the purpose of providing analyses and recommendations to the TCC and shall not be construed to have any decision-making authority.

C. Matters brought before this subcommittee shall strive to have any recommendations on the matter agreed upon by consensus of its membership. If consensus cannot be achieved or is not practical, this subcommittee shall present to the TCC for their consideration and deliberation, a summarization of the matter, reasons and rationale supporting all viewpoints and alternatives studied.

1. "Consensus" shall be defined as all members in attendance being in favor of, abstaining, or not opposing, a recommendation or motion.

D. Meetings of this subcommittee shall generally be conducted with informal discussions, presentations, and debate. At the discretion of the presiding officer, the *MRCOG Rules of Procedure* may be implemented.

E. This subcommittee shall meet at a time, location and schedule adopted by this subcommittee.

1. Special meetings of this subcommittee may be called by the Chairperson, or at the direction of the TCC Chairperson, MTB Chairperson, MPO staff coordinator, or Executive Director of MRMPO.

IV. Revisions to this Charter

A. This subcommittee may recommend revisions to this charter.

B. Any revisions to this charter shall be approved by the TCC.

Approved by the Transportation Coordinating Committee
R-19-02 TCC September 6, 2019



Charter of the Land Use and Transportation Integration Committee LUTI

A subcommittee of the Transportation Coordinating Committee (TCC)

I. Statement of Purpose, Roles and Responsibilities of this Subcommittee

A. The purpose of the Land Use and Transportation Integration Committee is to come to regional consensus around the integration of local and regional land use and transportation planning in order to provide advice and recommendations to the TCC. LUTI's purpose includes the following:

- Actively integrate shared land use and transportation principles into local plans and documents;
- Update the MTP Target Scenario and Performance Measures;
- Update the Long Range Transportation Systems Guidelines (LRTS), including the process of interim updates of long range maps; and
- Evaluate development review activities by MRMPO.

B. This group will consider other matters referred to them by the TCC and/or the MTB.

II. Organization and Membership of this Subcommittee

A. Full Voting member jurisdictions and Associate member jurisdictions may fully participate and provide on this subcommittee. The number of voting representatives from any participating member government or agency shall not exceed the number of its TCC representatives from that jurisdiction.

B. Advisory members may fully participate on this subcommittee except they may not cast votes and may not serve as an officer of the committee. Advisory members include:

1. Representatives of agencies or governments eligible for full-voting or associate membership on the MTB but are "non-participating" are considered advisory members.
2. Representatives of full voting and associate jurisdictions beyond the number in section II-A may participate as advisory members.
3. Representatives from other private and public agencies which may make an effective contribution to the group may also be invited to participate at the request of this subcommittee or of the TCC or MTB.

C. The subcommittee may elect officers or choose to have the staff coordinator preside over the meetings. Any election of officers shall be by consensus or majority vote of those present to select a Chairperson and Vice Chairperson from among the representatives of Full Voting and Associate members.

1. If a vacancy occurs in the office of Chairperson, the Vice Chairperson shall assume the duties of the Chairperson. If a vacancy occurs in the office of Vice Chairperson, the group shall elect a new Vice Chairperson.

D. The M.P.O. Administrator or Executive Director shall appoint an MPO staff member to serve as the staff coordinator(s) for the subcommittee. The staff coordinator shall work with the officers to develop agendas, reports, present information and data, and other tasks relevant to the work of this subcommittee.

1. If both officers are unable to attend a meeting of this subcommittee, the most senior staff coordinator shall preside over the meeting but may not vote.

E. The Chairperson, Vice Chairperson or staff coordinator shall report on the activities of this subcommittee to the TCC (and MTB if requested).

F. Representatives of local and tribal governments and agencies with under twenty (20) employees or whose offices are located more than thirty (30) miles from MRCOG offices may participate in meetings of this subcommittee via electronic video conference and/or teleconference, provided they inform the staff coordinator at least seventy-two (72) hours prior to the meeting.

III. Meeting Procedures and Process

A. Except for an election of officers and proposed revisions to this charter, formal votes shall not be taken.

B. All matters brought before this subcommittee are for the purpose of providing analyses and recommendations to the TCC and shall not be construed to have any decision-making authority.

C. Matters brought before this subcommittee shall strive to have any recommendations on the matter agreed upon by consensus of its membership. If consensus cannot be achieved or is not practical, this subcommittee shall present to the TCC for their consideration and deliberation, a summarization of the matter, reasons and rationale supporting all viewpoints and alternatives studied.

1. "Consensus" shall be defined as all members in attendance being in favor of, abstaining, or not opposing, a recommendation or motion.

D. Meetings of this subcommittee shall generally be conducted with informal discussions, presentations, and debate. At the discretion of the presiding officer, the *MRCOG Rules of Procedure* may be implemented.

E. This subcommittee shall meet at a time, location and schedule adopted by this subcommittee.

1. Special meetings of this subcommittee may be called by the Chairperson, or at the direction of the TCC Chairperson, or MTB Chairperson, MPO staff coordinator, or the Executive Director of MRMPO.

IV. Revisions to this Charter

A. This subcommittee may recommend revisions to this charter.

B. Any revisions to this charter shall be approved by the TCC.

Approved by the Transportation Coordinating Committee
R-19-02 TCC September 6, 2019



Charter of the Active Transportation Committee (ATC)

A subcommittee of the Transportation Coordinating Committee (TCC)

I. Statement of Purpose, Roles and Responsibilities of this Subcommittee

A. The purpose of the Active Transportation Committee is to review and develop active transportation elements for inclusion into the long-range metropolitan transportation plan and other pertinent documents and plans, and provide advice and recommendations to the TCC and the Mid-Region Metropolitan Planning Organization, including the following:

- Metropolitan Transportation Plan (MTP) development – every four to five years, work with MPO staff to review and develop active transportation items for the MTP, including but not limited to addressing safety and health for people walking, biking, taking transit, and people with special needs.
- Long Range Bicycle System (LRBS) – work with MPO staff to assist in the development and review of the LRBS.
- Long range Transportation System Guide (LRTS) – work with MPO staff to review and assist in the development and review of the LRTS Guide.

B. The purpose of the ATC is to review and develop other MPO plans, programs, and efforts relating to active transportation (i.e. bike share) in order to provide advice and recommendations to the TCC, including the following:

- MPO Documents and Plans – work with MPO staff to review and develop various MPO products, plans, or policies related to active transportation.
- Safety Planning – work with MPO staff to review and develop safety planning products related to active transportation.
- Bike Share – work with MPO staff to review, provide feedback and guidance on bike share planning efforts.

C. This group will consider other matters referred to them by the TCC or the Metropolitan Transportation Board (MTB).

II. Organization and Membership of this Subcommittee

A. Full Voting MPO member jurisdictions and MPO Associate member jurisdictions may fully participate on this subcommittee serve as officers. The number of official subcommittee representatives from any participating member government or agency shall not exceed the number of its TCC representatives from that jurisdiction.

B. Advisory members may fully participate on this subcommittee except they may not serve as an officer of the committee. Advisory members include:

1. Representatives of agencies or governments eligible for full-voting or associate membership on the MTB but are "non-participating" are considered advisory members.
2. Representatives of full voting and associate jurisdictions beyond the number in section II-A may participate as advisory members.
3. Representatives from other private and public agencies which may make an effective contribution to the group may also be invited to participate at the request of this subcommittee or of the TCC or MTB.

C. The subcommittee may elect officers or choose to have the staff coordinator chair the meetings. Any election of officers shall be by consensus of those present, to select a Chairperson and Vice Chairperson from among the representatives of Full Voting and Associate members.

1. If a vacancy occurs in the office of Chairperson, the Vice Chairperson shall assume the duties of the Chairperson. If a vacancy occurs in the office of Vice Chairperson, the group shall select, by consensus, a new Vice Chairperson.

2. If both officers are unable to attend a meeting of this subcommittee, the lead staff coordinator shall preside over the meeting.

D. The M.P.O. Administrator or Executive Director shall appoint an MPO staff member to serve as the staff coordinator(s) for the subcommittee. The staff coordinator shall work with the officers to develop agendas, reports, present information and data, and other tasks relevant to the work of this subcommittee.

E. The Chairperson, Vice Chairperson or staff coordinator shall report on the activities of this subcommittee to the TCC (and MTB if requested).

F. Representatives of local and tribal governments and agencies with under twenty (20) employees or whose offices are located more than thirty (30) miles from MRCOG offices may participate in meetings of this subcommittee via electronic video conference and/or teleconference, provided they inform the staff coordinator at least 72 hours prior to the meeting.

III. Meeting Procedures and Consensus Process

A. This subcommittee is a forum for open discussion of matters before it and development of recommendations, therefore, formal votes shall not be taken.

B. All matters brought before this subcommittee are for the purpose of providing analyses and recommendations to the TCC and shall not be construed to have any decision-making authority.

C. Matters brought before this subcommittee shall strive to have any recommendations on the matter agreed upon by consensus of its membership. If consensus cannot be achieved or is not practical, this subcommittee shall present to the TCC for their consideration and deliberation, a summarization of the matter, reasons and rationale supporting all viewpoints and alternatives studied.

1. "Consensus" shall be defined as all members in attendance being in favor of, abstaining, or not opposing, a recommendation or motion.

D. Meetings of this subcommittee shall generally be conducted with informal discussions, presentations, and debate. At the discretion of the presiding officer, the *MRCOG Rules of Procedure* may be implemented.

E. This subcommittee shall meet at a time, location and schedule adopted by this subcommittee.

1. Special meetings of this subcommittee may be called by the Chairperson, or at the direction of the TCC Chairperson, MTB Chairperson, MPO staff coordinator, or Executive Director of MRMPO.

IV. Revisions to this Charter

A. This subcommittee may recommend revisions to this charter.

B. Any revisions to this charter shall be approved by the TCC.

Approved by the Transportation Coordinating Committee
R-19-02 TCC September 6, 2019



Charter of the Congestion Management Process Committee (CMP Committee)

A subcommittee of the Transportation Coordinating Committee (TCC)

I. Statement of Purpose, Roles and Responsibilities of this Subcommittee

A. The purpose of the CMP Committee is to provide advice and recommendations to the TCC on issues of congestion management in the Albuquerque Metropolitan Planning Area (AMPA). Including the following:

- Define a CMP network (i.e. Congested Corridor Rankings document).
- Develop multimodal performance measures.
- Analyze congestion problems and needs.
- Identify and assess potential strategies for inclusion in the long-range metropolitan transportation plan, the project prioritization process, and other pertinent documents and plans.
- Program and implement potential strategies.
- Evaluate strategy effectiveness such as conducting "Before and After Studies".

B. This group will consider other matters referred to them by the TCC or the MTB.

II. Organization and Membership of this Subcommittee

A. Full Voting MPO member jurisdictions and MPO Associate member jurisdictions may fully participate and vote on this subcommittee. The number of voting representatives from any participating member government or agency shall not exceed the number of its TCC representatives from that jurisdiction.

B. Advisory members may fully participate on this subcommittee except they shall not have voting status and may not serve as an officer of the committee. Advisory members include:

1. Representatives of agencies or governments eligible for full-voting or associate membership on the MTB but are "non-participating" are considered advisory members.
2. Representatives of full voting and associate jurisdictions beyond the number in section II-A may participate as advisory members.
3. Representatives from other private and public agencies which may make an effective contribution to the group may also be invited to participate at the request of this subcommittee or of the TCC or MTB.

C. The subcommittee may elect officers or choose to have the staff coordinator chair the meetings. Any election of officers shall be by consensus or majority vote of those present to select a Chairperson and Vice Chairperson from among the representatives of Full Voting and Associate members. They shall have served at least one-half year as a member of the TCC or a subcommittee of the TCC at any time prior to their appointment as an officer.

1. If a vacancy occurs in the office of Chairperson, the Vice Chairperson shall assume the duties of the Chairperson. If a vacancy occurs in the office of Vice Chairperson, the group shall elect a new Vice Chairperson.

D. The M.P.O. Administrator or Executive Director shall appoint an MPO staff member to serve as the staff coordinator(s) for the subcommittee. The staff coordinator shall work with the officers to develop agendas, reports, present information and data, and other tasks relevant to the work of this subcommittee.

1. If both officers are unable to attend a meeting of this subcommittee, the most senior staff coordinator shall preside over the meeting but may not vote.

E. The Chairperson, Vice Chairperson or staff coordinator shall report on the activities of this subcommittee to the TCC (and MTB if requested).

F. Representatives of local and tribal governments and agencies with under twenty (20) employees or whose offices are located more than thirty (30) miles from MRCOG offices may participate in meetings of this subcommittee via electronic video conference and/or teleconference, provided they inform the staff coordinator at least seventy-two (72) hours prior to the meeting.

III. Meeting Procedures and Consensus Process

A. Except for an election of officers and proposed revisions to this charter, formal votes shall not be taken.

B. All matters brought before this subcommittee are for the purpose of providing analyses and recommendations to the TCC and shall not be construed to have any decision-making authority.

C. Matters brought before this subcommittee shall strive to have any recommendations on the matter agreed upon by consensus of its membership. If consensus cannot be achieved or is not practical, this subcommittee shall present to the TCC for their consideration and deliberation, a summarization of the matter, reasons and rationale supporting all viewpoints and alternatives studied.

1. "Consensus" shall be defined as all members in attendance being in favor of, abstaining, or not opposing, a recommendation or motion.

D. Meetings of this subcommittee shall generally be conducted with informal discussions, presentations, and debate. At the discretion of the presiding officer, the *MRCOG Rules of Procedure* may be implemented.

E. This subcommittee shall meet at a time, location and schedule adopted by this subcommittee.

1. Special meetings of this subcommittee may be called by the Chairperson, or at the direction of the TCC Chairperson, MTB Chairperson, MPO assigned staff coordinator, or Executive Director of MRMPO.

IV. Revisions to this Charter

A. This subcommittee may recommend revisions to this charter.

B. Any revisions to this charter shall be approved by the TCC.

Approved by the Transportation Coordinating Committee
R-19-02 TCC September 6, 2019



Charter of the Intelligent Transportation System Subcommittee (ITS Subcomm.)

A subcommittee of the Transportation Coordinating Committee (TCC)

I. Statement of Purpose, Roles and Responsibilities of this Subcommittee

A. The Intelligent Transportation System (ITS) Subcommittee is responsible for the promotion and coordination of ITS applications and services within the AMPA. It coordinates the development of ITS elements into the regional transportation system, consistent with the AMPA Regional Architecture, applicable federal rules, and the systems engineering process. The subcommittee's work includes ensuring the coordination of ITS Services and coherent delivery of responsive traveler information to travelers on the roadway system, as well as communications and data sharing among stakeholder agencies that manage the system for all projects including non-ITS projects.

B. The ITS Committee's mission is to coordinate ITS activity in the AMPA by:

- Recommending and promoting ITS projects for the MTP and TIP;
- Reviewing TIP projects for consistency with MTP and compatibility with the AMPA Regional ITS Architecture;
- Monitoring and evaluating ITS implementation across all jurisdictions; and
- Identifying ITS infrastructure opportunities for non-ITS projects

C. This subcommittee is responsible for the update the Regional ITS Architecture in accordance with federal regulations and coordinate its development with the statewide ITS Architecture.

D. This group will consider other matters referred to them by the TCC or the MTB.

II. Organization and Membership of this Subcommittee

A. Full Voting MPO member jurisdictions and MPO Associate member jurisdictions may fully participate and vote on this subcommittee. The number of voting representatives from any participating member government or agency shall not exceed the number of its TCC representatives from that jurisdiction, except as noted in number 1, below.

1. The Federal Highway Administration-New Mexico Division (FHWA-NM) shall have one voting representative on this subcommittee.

B. Advisory members may fully participate on this subcommittee except they shall not have voting status and may not serve as an officer of the committee. Advisory members include:

1. Representatives of agencies or governments eligible for full-voting or associate membership on the MTB but are "non-participating" are considered advisory members.

2. Representatives of full voting and associate jurisdictions beyond the number in section II-A may participate as advisory members.

3. Representatives from other private and public agencies which may make an effective contribution to the group may also be invited to participate at the request of this subcommittee or of the TCC or MTB.

C. The subcommittee may elect officers or choose to have the staff coordinator chair the meetings. Any election of officers shall be by consensus or majority vote of those present to

select a Chairperson and Vice Chairperson from among the representatives of Full Voting and Associate members. They shall have served at least one-half year as a member of the TCC or a subcommittee of the TCC at any time prior to their appointment as an officer.

1. If a vacancy occurs in the office of Chairperson, the Vice Chairperson shall assume the duties of the Chairperson. If a vacancy occurs in the office of Vice Chairperson, the group shall elect a new Vice Chairperson.

D. The M.P.O. Administrator or Executive Director shall appoint an MPO staff member to serve as the staff coordinator(s) for the subcommittee. The staff coordinator shall work with the officers to develop agendas, reports, present information and data, and other tasks relevant to the work of this subcommittee.

1. If both officers are unable to attend a meeting of this subcommittee, the most senior staff coordinator shall preside over the meeting but may not vote.

E. The Chairperson, Vice Chairperson or staff coordinator shall report on the activities of this subcommittee to the TCC (and MTB if requested).

F. Representatives of local and tribal governments and agencies with under twenty (20) employees or whose offices are located more than thirty (30) miles from MRCOG offices may participate in meetings of this subcommittee via electronic video conference and/or teleconference, provided they inform the staff coordinator at least seventy-two (72) hours prior to the meeting.

III. Meeting Procedures and Consensus Process

A. Except for an election of officers and proposed revisions to this charter, formal votes shall not be taken.

B. All matters brought before this subcommittee are for the purpose of providing analyses and recommendations to the TCC and shall not be construed to have any decision-making authority.

C. Matters brought before this subcommittee shall strive to have any recommendations on the matter agreed upon by consensus of its membership. If consensus cannot be achieved or is not practical, this subcommittee shall present to the TCC for their consideration and deliberation, a summarization of the matter, reasons and rationale supporting all viewpoints and alternatives studied.

1. "Consensus" shall be defined as all members in attendance being in favor of, abstaining, or not opposing, a recommendation or motion.

D. Meetings of this subcommittee shall generally be conducted with informal discussions, presentations, and debate. At the discretion of the presiding officer, the *MRCOG Rules of Procedure* may be implemented.

E. This subcommittee shall meet at a time, location and schedule adopted by this subcommittee.

1. Special meetings of this subcommittee may be called by the Chairperson, or at the direction of the TCC Chairperson, MTB Chairperson, MPO staff coordinator, or Executive Director of MRMPO.

IV. Revisions to this Charter

A. This subcommittee may recommend revisions to this charter.

B. Any revisions to this charter shall be approved by the TCC.

Approved by the Transportation Coordinating Committee
September 6, 2019



Charter of the Freight Logistics Committee FLC

A subcommittee of the Transportation Coordinating Committee (TCC) and the Mid-Region Council of Governments (MRCOG) Board of Directors

I. Statement of Purpose, Roles and Responsibilities of this Subcommittee

A. This committee shall serve as the regional forum for matters concerning the intermodal movement of goods into, out of, and within the MRCOG region.

B. The purpose of this committee is to provide recommendations on improving the transportation infrastructure in support of the flow of goods across all modes into, out of, and within the metropolitan area and the MRCOG region. Including the following:

- Policy – developing or revising policies that affect the movement of goods.
- Intermodal – increase the efficiency of the intermodal interface between air cargo, highway freight, and rail freight.
- Freight & Truck Restrictions – review existing "highway truck restrictions" (sections where truck traffic is either prohibited or restricted due to weight or height limitations) and recommend potential modifications to the highway infrastructure regarding the restrictions.
- Review and identify land parcels which could be candidates for Cargo Oriented Development (COD) and provide recommendations as appropriate.

C. The purpose of the FLC is to provide advice and recommendations to the TCC. Including the following:

- Review projects proposed for incorporation into the long-range Metropolitan Transportation Plan (MTP) and Regional Transportation Plan (RTP) and provide recommendations as appropriate.
- Review projects proposed for incorporation into the Transportation Improvement Program (TIP) and provide recommendations as appropriate.
- Review performance measures and targets related to freight transportation and provide recommendations as appropriate.

D. This group will consider other freight related matters referred to them by the TCC, Mid-Region Metropolitan Planning Organization (MRMPO) Metropolitan Transportation Board (MTB), Mid-Region Rural Transportation Planning Organization (RTPO) Committee, or the Mid-Region Council of Governments (MRCOG) Board of Directors.

II. Organization and Membership of this Subcommittee

A. Membership of this committee shall consist of:

1. a staff member from MRMPO,
2. a staff member from the Mid-Region RTPO,
3. a staff member from MRCOG Economic Development section,
4. a representative from the City of Albuquerque Aviation Department,
5. a representative from the City of Albuquerque Economic Development Dept.,
6. a staff member assigned to freight planning from the New Mexico Department of Transportation (NMDOT),

- 7. a representative from NMDOT District 3,
- 8. one representative each from any MRCOG region county, municipality, or tribal government wishing to participate;
- 9. additional staff members from any agency listed above, which a department manager believes can contribute to the purposes of this committee, and
- 10. representatives from other public agencies and any private associations and companies which are recruited for membership by this committee. This shall include, but is not limited to:

New Mexico Trade Alliance	Sandoval Economic Alliance
Burlington Northern & Santa Fe Railroad	NM Trucking Association
Chambers of Commerce in the region	ABQ Ride
NMDOT Rail and Transit Division	Rio Metro Regional Transit District
Sandia Science & Technology Park	
National Association of Industrial Office Parks-New Mexico (NAIOP-NM)	

B. The subcommittee may elect officers or choose to have the staff coordinator chair the meetings. Any election of officers shall be by consensus or majority vote of those present to select a Chairperson and Vice Chairperson from among its members.

- 1. If a vacancy occurs in the office of Chairperson, the Vice Chairperson shall assume the duties of the Chairperson. If a vacancy occurs in the office of Vice Chairperson, the group shall elect a new Vice Chairperson.

C. The MRCOG Executive Director shall appoint a MRCOG staff member(s) to serve as the staff coordinator(s) for the subcommittee. The staff coordinator shall work with the officers to develop agendas, reports, present information and data, and other tasks relevant to the work of this subcommittee.

- 1. If both officers are unable to attend a meeting of this subcommittee, the most senior staff coordinator shall preside over the meeting but may not vote.

D. The Chairperson, Vice Chairperson or staff coordinator shall report on the activities of this subcommittee to the TCC and the MRCOG Board of Directors and, when requested, to the MTB, the RTPO Committee, and other agencies' councils.

E. Representatives of local and tribal governments and agencies with under twenty (20) employees or whose offices are located more than thirty (30) miles from MRCOG offices may participate in meetings of this subcommittee via electronic video conference and/or teleconference, provided they inform the staff coordinator at least seventy-two (72) hours prior to the meeting.

III. Meeting Procedures and Consensus Process

A. Except for the election of officers of this subcommittee, approval of its meeting schedule, procedural matters, and revisions to this charter, formal votes shall not be taken.

B. All matters brought before this subcommittee are for the purpose of providing analyses and recommendations to various committees and boards and shall not be construed to have any decision-making authority.

C. Matters brought before this subcommittee shall strive to have any recommendations on the matter agreed upon by consensus of its membership. If consensus cannot be achieved or is not practical, this subcommittee shall present to the appropriate committee or board for their consideration and deliberation, a summarization of the matter, reasons and rationale supporting all viewpoints and alternatives studied.

- 1. "Consensus" shall be defined as all members in attendance being in favor of, abstaining, or not opposing, a recommendation or motion.

D. Meetings of this subcommittee shall generally be conducted with informal discussions, presentations, and debate. At the discretion of the presiding officer, the *MRCOG Rules of Procedure* may be implemented.

E. This subcommittee shall meet at a time, location and schedule adopted by this subcommittee.

1. Special meetings of this subcommittee may be called by the Chairperson, or at the direction of the TCC Chairperson, MTB Chairperson, MPO staff coordinator, or Executive Director of MRMPO.

F. This committee may form or divide itself into special working groups to address specific matters or topics.

IV. Revisions to this Charter

- A. This subcommittee may recommend revisions to this charter.
- B. Any revisions to this charter shall be approved by the TCC.

Approved by the Transportation Coordinating Committee
R-19-02 TCC September 6, 2019

R-19-10 MTB

APPROVING THE CHARTER OF THE COMMUNITY ENGAGEMENT COMMITTEE (CEC) AS AN ADVISORY GROUP OF THE METROPOLITAN TRANSPORTATION BOARD (MTB) AND THE TRANSPORTATION COORDINATING COMMITTEE (TCC)

Background:

The Public Involvement Committee (PIC) was established over thirty years ago, based on representation from neighborhood groups to disseminate information on long-range plans, TIPs, etc. The method used at the time was for representatives to serve as liaisons to the neighborhood associations within their city council district. The PIC has been unable to achieve a quorum since 2012.

Since the 1980s, methods of gathering public input has greatly changed and continues to do so as technology changes. The previous "committee-information gathering methods" no longer work.

New Approach:

MRMPO now utilizes social media, videos, electronic surveys, interactive maps, interactive surveys, online dissemination of information, email, and other methods which are constantly changing. In addition, we continue to attend community meetings, pop-up events, distribute hard-paper copies as appropriate.

The Community Engagement Committee is designed to be a group of public information staff, news media, community-based organizations, and other advisory groups who will steer and guide the direction and typed of public involvement needed for a particular document, study or general planning processes. This will allow the group to respond to innovative methods and technology.

Approval:

The establishment of the CEC and approval of its charter must be approved by majority vote of the MTB. This action also rescinds the now defunct PIC.

1 RESOLUTION

2 of the

3 METROPOLITAN TRANSPORTATION BOARD

4 of the

5 MID-REGION METROPOLITAN PLANNING ORGANIZATION

6 division of the

7 MID-REGION COUNCIL OF GOVERNMENTS OF NEW MEXICO

8 (R-19-10 MTB)

9 **APPROVING THE CHARTER OF THE**
10 **COMMUNITY ENGAGEMENT COMMITTEE (CEC) AS AN ADVISORY GROUP**
11 **OF THE METROPOLITAN TRANSPORTATION BOARD (MTB) AND THE**
12 **TRANSPORTATION COORDINATING COMMITTEE (TCC)**
13

14 WHEREAS, the Mid-Region Metropolitan Planning Organization (MRMPO) is a
15 Division of the Mid-Region Council of Governments (MRCOG) which is designated as
16 the Metropolitan Planning Organization for the Albuquerque Metropolitan Planning Area
17 (AMPA) pursuant to 23 CFR 450; and

18 WHEREAS, the Metropolitan Transportation Board (MTB) of MRMPO is
19 responsible for establishing transportation planning policy for the AMPA; and

20 WHEREAS, the MTB has established a Transportation Coordinating
21 Committee (TCC) to advise them regarding transportation matters and
22 transportation planning processes in the AMPA; and

23 WHEREAS, the MTB may establish advisory groups to assist in its decision-
24 making process;

25 WHEREAS, a previously established advisory group, Public Involvement
26 Committee (PIC), was established by the MTB's predecessor, the Urban

27 Transportation Planning Policy Board (UTTPB) and revised under resolution
28 R-2001-13 UTPPB, and several MTB resolutions; and

29 WHEREAS, the AMPA has expanded to include all of Bernalillo and Valencia
30 Counties, and southern Sandoval County with expanded membership adding
31 several municipalities and tribal governments, therefore PIC bylaws are no longer
32 representative of the entire AMPA; and

33 WHEREAS, methods of public involvement have changed since the earlier
34 committee was established and continue to evolve to include various forms of social
35 media, interactive maps and surveys, electronic surveys, online dissemination of
36 information, educational videos, online videos, teleconferencing, electronic mail,
37 community outreach and involvement, and other innovative methods; and

38 WHEREAS, staff of MRMPO and MRCOG staff researched existing and
39 modern practices of public outreach and education; and

40 WHEREAS, due to the continual evolution in media technology and social in-
41 teractive methods, a committee to steer public involvement outreach practices being
42 able to respond to current and future methods.

43 NOW THEREFORE BE IT RESOLVED by the Metropolitan Transportation Board
44 of the Mid-Region Metropolitan Planning Organization, a division of the Mid-Region
45 Council of Governments of New Mexico, the following:

46 1. the *Charter of the Community Engagement Committee* (Attachment A) is
47 approved and the committee is hereby established; and

48 2. the *Bylaws of the Public Involvement Committee* are hereby rescinded; and

49 3. all previous resolutions and actions of the Metropolitan Transportation Board

50 and its predecessor, the Urban Transportation Planning Policy Board, regarding the
51 establishment, revision, or duties of the Public Involvement Committee are hereby
52 rescinded and superseded by this resolution.

53 PASSED, APPROVED, AND ADOPTED this 20th day of September 2019 by the
54 Metropolitan Transportation Board of the Mid-Region Metropolitan Planning
55 Organization, a division of the Mid-Region Council of Governments of New Mexico.

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57

Wayne Ake, Chairman
58 Metropolitan Transportation Board
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61 ATTEST:

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Dewey V. Cave
65 Executive Director, Mid-Region Council of Governments
66 Executive Director, Mid-Region Metropolitan Planning Organization
67



Division of
Mid-Region Council of Governments
809 Copper Avenue NW
Albuquerque, New Mexico 87102
(505) 247-1750-tel. (505) 247-1753-fax
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Charter of the Community Engagement Committee (CEC)

An advisory subcommittee to the Transportation Coordinating Committee (TCC) and the Metropolitan Transportation Board (MTB)

I. Statement of Purpose, Roles and Responsibilities of this Subcommittee

A. The purpose of the Community Engagement Committee (CEC) is to review the public outreach process and activities of the Mid-Region Metropolitan Planning Organization (MRMPO) in order to provide advice and recommendations to the TCC on matters, including the following:

A. The purpose of the CEC is to advise the Metropolitan Transportation Board (MTB) and the Transportation Coordinating Committee (TCC) on public involvement processes, methods, procedures, and public outreach concerns regarding the transportation planning process, plans, and programs for the Albuquerque Metropolitan Planning Area (AMPA). Including the following:

- Evaluation of the Public Participation Procedures (PPP) and provide recommendations as necessary;
- Evaluation of the Public Outreach Plan for development of the MRMPO's long-range Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), and other plans and studies and provide recommendations as necessary;
- Evaluation of general outreach activities and provide recommendations as necessary;
- Suggest various outreach methods to encourage public engagement including minority and non-English speaking residents, and low-income residents.
- Post plan-adoption review of public outreach methods used during the plan's development with evaluation of the methodology and recommendations for improvement.

B. This group will consider other matters referred to them by the TCC, MTB or the MRCOG Board of Directors or Executive Director.

II. Organization and Membership of this Subcommittee

A. The M.P.O. Administrator or Executive Director shall appoint an MPO staff member to serve as the staff coordinator(s) for the committee. The staff coordinator shall work with the MRCOG Communications Officer to develop agendas, reports, present information and data, and other tasks relevant to the work of this committee.

B. Membership of this subcommittee shall be composed of volunteer representatives from various groups and positions such as:

1. The MRCOG Public Information Officer/Communications Manager;
2. Public information/public relations/public outreach staff from various member governments and agencies choosing to be represented;
3. Staff from any news media outlet serving the region;
4. Representatives from community-based organizations located within the AMPA;

5. Transportation related organizations;
6. Representatives from institutions of higher education; and
7. Representation from other groups the subcommittee believes would provide meaningful input.

C. The subcommittee may elect officers or choose to have the staff coordinator chair the meetings. Any election of officers shall be by consensus of those present to select a Chairperson and Vice Chairperson from among the representatives.

1. If a vacancy occurs in the office of Chairperson, the Vice Chairperson shall assume the duties of the Chairperson. If a vacancy occurs in the office of Vice Chairperson, the group shall select, by consensus, a new Vice Chairperson.

2. If both officers are unable to attend a meeting of this subcommittee, the lead staff coordinator shall preside over the meeting.

E. The Chairperson, Vice Chairperson or staff coordinator shall report on the activities of this subcommittee to the TCC and MTB (and other boards if requested).

III. Meeting Procedures and Consensus Process

A. This subcommittee is a forum for open discussion of matters before it and development of recommendations, therefore, formal votes shall not be taken.

B. All matters brought before this committee are for the purpose of providing analyses and recommendations to the TCC and MTB and shall not be construed to have any decision-making authority.

C. Matters brought before this committee shall strive to have any recommendations on the matter agreed upon by consensus of its membership. If consensus cannot be achieved or is not practical, this committee shall present to the TCC/MTB for their consideration and deliberation, a summarization of the matter, reasons and rationale supporting all viewpoints and alternatives studied.

1. "Consensus" shall be defined as all members in attendance being in favor of, abstaining, or not opposing, a recommendation or motion.

D. Meetings of this committee shall generally be conducted with informal discussions, presentations, and debate. At the discretion of the presiding officer, the *MRCOG Rules of Procedure* may be implemented.

E. This committee shall meet at a time, location and schedule adopted by them.

1. Special meetings of this committee may be called by the Chairperson or staff coordinator, or at the direction of the TCC Chairperson, MTB Chairperson, MRCOG Board of Directors Chairperson, or the Executive Director of MRMPO.

IV. Revisions to this Charter

A. This committee may recommend revisions to this charter.

B. Any revisions to this charter shall be approved by the MTB upon recommendation of the TCC.

Approved by the Metropolitan Transportation Board
R-19-10 MTB September 20, 2019