



## **Charter of the Transportation Program Technical Group (TPTG)**

### **A subcommittee of the Transportation Coordinating Committee (TCC)**

#### **1. 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:
  - I. TIP Development – every four years (2020, 2024, 2028, etc.) the TPTG develops a new TIP
  - II. TIP Amendments – the group reviews (modifies as needed) any proposed TIP amendments.
  - III. 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.
  - IV. TIP Fiscal Constraint – the group will monitor fiscal constraint of the TIP per federal regulations.
  - V. 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:
  - I. 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.
  - II. 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:
  - I. 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.

- II. Identification of Impacts Needing Further Study – based on the assessment of potential impacts, identify those requiring further analyses, and discussion to mitigate the impacts.
  - III. 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.
  - IV. Identify potential Safe Routes To Schools (SRTS) eligible projects which would improve the safety of school children being transported to/from school.
  - V. 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.

## **2. 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:
  - I. Representatives of agencies or governments eligible for full-voting or associate membership on the MTB but are "non-participating" are considered advisory members.
  - II. Representatives of full voting and associate jurisdictions beyond the number in section II-A may participate as advisory members.
  - III. 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.
  - I. 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.

- II. 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 MPO 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 may participate in meetings of this subcommittee via electronic video conference and/or teleconference.

### **3. Meeting Procedures and Consensus Process**

- A. Except for the election of officers of this subcommittee, 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.
  - I. "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 agreed upon by this subcommittee.
  - I. 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.

### **4. 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-26-01 TCC February 6, 2026