



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