



## **Charter of the Intelligent Transportation System Subcommittee (ITS)**

### **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