

**JACKSON AREA COMPREHENSIVE TRANSPORTATION STUDY (JACTS)
TECHNICAL ADVISORY COMMITTEE BYLAWS**
(Revised February 2024)

ARTICLE I. PURPOSE AND RESPONSIBILITY

Section 1. Purpose. The purpose of the Jackson Area Comprehensive Transportation Study (JACTS) Technical Advisory Committee is to provide advice, recommendations, and assistance to the JACTS Policy Committee, concerning the technical aspects of the development and conduct of the continuing, cooperative, and comprehensive transportation planning process in accordance with, and to implement the provisions of, the applicable sections of the Federal Highway Act of 1962 and the Urban Mass Transportation Act of 1964, as amended, and their successors.

Section 2. Responsibility. The primary function of the JACTS Technical Advisory Committee shall be to:

- Provide a forum for staff level coordination for transportation planning matters in the Jackson urban area;
- Provide technical assistance, advice, and recommendations to the JACTS Policy Committee;
- Develop and update comprehensive transportation plans and programs;
- Review and comment on transportation plans and programs which have significant social, economic, or environmental impacts;
- Review and comment on the transportation impact of land use plans and programs and other related factors;
- Conduct required public hearings and provide for public involvement in the formulation of transportation plans.

ARTICLE II. MEMBERSHIP

By the nature of its duties, the JACTS Technical Advisory Committee is intended to have a flexible size, giving it the ability to enlist a wide range of technical expertise.

Section 1. Voting Members. Voting membership is authorized as follows:

1. Three (3) staff representatives from the Jackson County Department of Transportation;
2. Three (3) staff representatives from the City of Jackson;
3. One (1) staff representative from the Region 2 Planning Commission;
4. One (1) staff representative from the Michigan Department of

- Transportation – Statewide Planning;
5. One (1) staff representative from the Michigan Department of Transportation – University Region;
 6. One (1) staff representative from the Michigan Department of Transportation – Jackson Transportation Service Center;
 7. One (1) staff representative from the Jackson Area Transportation Authority;
 8. One (1) staff representative from Jackson County Airport – Reynolds Field;
 9. One (1) staff representative from the Active Jackson Coalition or the environmental health section of the Jackson County Health Department;
 10. One (1) technical staff member representing all of the legally constituted governmental units in the Jackson urban area not mentioned above; and
 11. One (1) staff representative from the Enterprise Group.

Each voting member shall have one vote.

Section 2. Non-Voting Members. Non-voting members of the Technical Advisory Committee shall be as follows:

1. The staff representative from the Federal Highway Administration – Michigan Division who is assigned to JACTS.
2. The staff representative from the Federal Transit Administration who is assigned to JACTS.

Section 3. Alternate Representatives. Each member of the Technical Advisory Committee may designate, by name and in writing, one alternate representative. A listing of alternate representatives will be maintained and kept current. Alternates of voting members will be eligible to vote only in the absence of that member; however, alternates are encouraged to attend all meetings.

Section 4. Other Members. Other members may be admitted to the Technical Advisory Committee upon approval of the majority of the members present at any meeting where such membership is proposed. Addition of a non-voting member shall not be considered to constitute a change in the bylaws. Addition of a voting member must follow procedures required by bylaw amendments.

ARTICLE III. OFFICERS

Section 1. Officers. Officers of the JACTS Technical Advisory Committee shall consist of a Chairperson and a Vice-Chairperson.

Section 2. Duties of the Chairperson. The Chairperson will preside over all meetings of the Committee, appoint such committees as shall be deemed necessary, and appoint standing committees with the approval of the voting membership, and perform such duties as may be delegated by the membership. The Chairperson shall have the full right to propose motions and vote on all motions and resolutions. The Chairperson shall be an ex-officio member on all committees, if not otherwise assigned as a member of a subcommittee.

Section 3. Duties of the Vice-Chairperson. The Vice-Chairperson shall preside and exercise all of the duties of the Chairperson in their absence. Should neither the Chairperson nor the Vice-Chairperson be present at the meeting, the Recording Secretary (as defined in Article IV, Section 1) shall perform the duties of the Chair. If the Recording Secretary so chooses, a temporary Chairperson shall be elected by a majority of the members present.

Section 4. Election of Officers. These positions shall be filled at the discretion of the Committee membership, by a majority vote, at the first meeting of the calendar year.

Section 5. Vacancy of Office. If a vacancy occurs in any office during the year, the membership may fill the vacancy at any regular meeting by a simple majority vote of those present.

Section 6. Terms of Office. The terms of office shall be for one calendar year or until the successor is elected.

ARTICLE IV. RECORDING SECRETARY

Section 1. The Recording Secretary of the Technical Advisory Committee shall keep a record of all transactions, resolutions, and findings and shall distribute notifications and agendas of meetings to committee members at least five (5) working days prior to their occurrence. Minutes of the Technical Advisory Committee shall be distributed, by the Recording Secretary, to all Technical Advisory Committee members. The Recording Secretary shall be a member of the JACTS staff. The Recording Secretary shall perform the duties of the Chair in the absence of both the Chairperson and Vice-Chairperson (as defined in Article III, Section 3).

ARTICLE V. SUBCOMMITTEES/ADVISORY COMMITTEES/TASK FORCES

Section 1. Establishing Subcommittees/Advisory Committees/Task Forces. The Technical Advisory Committee may establish such subcommittees, advisory committees, and/or task forces as it deems necessary and appropriate. This includes any standing subcommittees already in existence and any other special subcommittees established to address specific functional areas or individual issues as deemed appropriate.

ARTICLE VI. MEETINGS AND AGENDAS

Section 1. Regular Meetings. The schedule of regular meetings of the Technical Advisory Committee for each calendar year shall be established at the final meeting of the previous calendar year. These meetings shall take place at a time and location established by the Technical Advisory Committee.

Section 2. Special Meetings. Special meetings may be called by the Chairperson, by a majority vote of the membership, or upon written request to the Chairperson by three (3) or more representatives of voting members of the Technical Advisory Committee.

Section 3. Changes in Meetings. In the event that a regular meeting falls on a holiday, or needs to be changed due to other circumstances, a substitute meeting date may be set for the Technical Advisory Committee. A cancellation or change in the date of a scheduled meeting shall be communicated to the members as promptly as possible.

Section 4. Open Meetings. All Technical Advisory Committee meetings shall be open to the public and shall be held in conformance with Act 267 of the Public Acts of Michigan of 1976, as amended, known as the "Open Meetings Act".

Section 5. Notices of Meetings. Notices of all regular meetings, including agenda, will be mailed, or communicated via electronic or another medium, to members no later than five (5) days prior to the meeting. Notices of special meetings may be communicated to the representatives by electronic media or telephone. Notices of special meetings may be communicated to the representatives within a shorter time frame than five (5) days, but in no event shall such notice be provided less than 18 hours before a special meeting.

Section 6. Agenda. An agenda shall be provided to Committee members as provided for in Section 5. above. The Chairperson has the responsibility to determine the draft

agenda. Responsibility for determining and setting the agenda may be delegated by the Chairperson to the JACTS agency staff.

Section 7. Order of Business. The order of business for regular Technical Advisory Committee meetings shall be as follows:

1. Call to Order
2. Introductions (if necessary)
3. Public Comment
4. Election of Officers (if applicable)
5. Approval of the Minutes
6. Status Updates of Individual Agencies
7. Old Business
8. New Business
9. Other Business
10. Public Comment
11. Adjournment

ARTICLE VII. RULES.

Section 1. General. Except where specific rules and procedures are set forth herein, Robert's Rules of Order shall govern all meetings.

Section 2. Quorum. A quorum shall be required before any formal action can be taken on agenda items. The presence of one-third (1/3) of the fifteen (15) voting members shall constitute a quorum for the purpose of conducting business. If a quorum is present at any time during the meeting, a quorum shall be considered to exist throughout the meeting.

Section 3. Actions by the Technical Advisory Committee. Except where otherwise specifically stated, formal adoption of a motion, resolution, or other action shall be with the assent of a simple majority of those present at the meeting, with at least a quorum of the voting membership present at such meeting. Any item not included on the agenda as provided in advance requires a two-thirds (2/3) majority of those present at the meeting.

Section 4. Advisory Actions. The Technical Advisory Committee may be polled by telephone, electronically, or other means on advisory matters. If such a poll is taken, a record of the results shall be presented at the next scheduled meeting.

ARTICLE VIII. AMENDMENTS

Section 1. Procedure of Amendment. These bylaws may be altered, amended, added to, or replaced at any regular or special meeting of the Technical Advisory Committee through the approval of a majority of those present at any meeting of the Committee. A copy of the proposed changes shall be filed with the Secretary at least ten (10) days prior to the meeting where such action is proposed to be taken. The Secretary shall provide a copy of the proposed changes to each member of both the Technical Advisory and Policy Committees, so that they will have them at least five (5) days prior to the meeting. Amendments to the Technical Advisory Committee bylaws require Policy Committee approval.

Section 2. Continuation and/or Conflict. These bylaws will remain in full force and effect until such time as amendments are made and approved, or until such time as the bylaws are found to be in conflict with the laws or regulations of the State of Michigan or the United States of America.

These bylaws were adopted by the JACTS Technical Advisory Committee on May 10, 2011.

Revisions adopted by action of the JACTS Technical Advisory Committee on February 14, 2024.
Revisions approved by action of the JACTS Policy Committee on February 15, 2024.