



# DELAWARE-MUNCIE METROPOLITAN PLAN COMMISSION

Delaware County Building, 100 West Main Street, Room 206, Muncie, IN 47305

## TRANSPORTATION POLICY COMMITTEE

### OF THE

## DELAWARE-MUNCIE METROPOLITAN PLAN COMMISSION

### RESOLUTION 24-25

**WHEREAS,** the Delaware-Muncie Metropolitan Plan Commission (DMMPC) is the Metropolitan Planning Organization (MPO), as designated by the Governor of the State of Indiana, for the Muncie Urbanized Area; and

**WHEREAS,** the Transportation Policy Committee (TPC) is the policy committee of the Metropolitan Planning Organization involved in the transportation planning process for the Muncie Urbanized Area; and

**WHEREAS,** the proposed amendments to the Delaware-Muncie Metropolitan Planning Organization Technical Advisory Committee (TAC) Bylaws were discussed by the Technical Advisory Committee (TAC) at their regular meeting on January 11, 2024; and

**WHEREAS,** the proposed amendments to the Delaware-Muncie Metropolitan Planning Organization Technical Advisory Committee (TAC) Bylaws were discussed by the TPC at their meeting on March 20, 2024; and

**WHEREAS,** the proposed amendments to the Delaware-Muncie Metropolitan Planning Organization Technical Advisory Committee (TAC) Bylaws were reviewed and approved by the TPC at their meeting on April 17, 2024.

**NOW, THEREFORE, BE IT RESOLVED** by the Transportation Policy Committee of the DMMPC as follows:

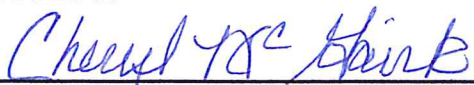
**Section 1.** That the Delaware-Muncie Metropolitan Planning Organization Technical Advisory Committee (TPC) Bylaws are amended and adopted this 17<sup>th</sup> day of April, 2024.

Approved this 17<sup>th</sup> day of April, 2024.

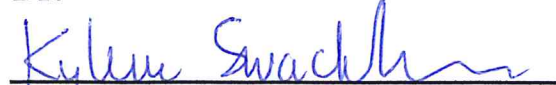
**ATTEST:**

**TRANSPORTATION POLICY COMMITTEE**

**BY:**



Cheryl McGairk, Transportation Planner  
DMMPC – Muncie MPO



Kylee Swackhamer, Executive Director  
DMMPC – Muncie MPO

# **Delaware-Muncie Metropolitan Planning Organization**

## **Technical Advisory Committee (TAC) Bylaws**

### **Section 1. Purpose**

The purpose of the DMMPC Technical Advisory Committee (TAC) is to provide the DMMPC Transportation Policy Committee (TPC) with technical support and to provide a linkage between planning and implementation.

### **Section 2. Responsibilities**

- 2.1 Recommend technical methods, procedures, and standards to the TPC to further the transportation process.
- 2.2 Help coordinate work of operating departments and agencies participating in the transportation planning process.
- 2.3 Discuss options and make recommendations on transportation plans and programs to the TPC.
- 2.4 Comment on and make recommendations to the TPC on the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Metropolitan Transportation Plan (MTP), and other plans and reports.

### **Section 3. Membership**

- 3.1 The Technical Advisory Committee (TAC) Members are as follows:

Voting Members:

- 1) Muncie City Engineer/Street Superintendent Representative
- 2) Delaware County Engineer/Project Director Representative
- 3) Executive Director Plan Commission/MPO Director
- 4) Indiana Department of Transportation (INDOT) Greenfield District Office Representative
- 5) Transportation Planner, DMMPC
- 6) Yorktown Town Manager
- 7) Muncie Indiana Transit System (MITS) Representative
- 8) Delaware-Muncie Metropolitan Plan Commission Staff Representative
- 9) Ball State University Representative
- 10) Town of Selma Representative
- 11) Chamber of Commerce Representative
- 12) Town of Gaston Representative
- 13) Town of Albany Representative
- 14) Town of Eaton Representative

Advisory/Ad Hoc Members: Indiana Department of Transportation (INDOT) Central Office, Federal Highway (FHWA) Indiana Division, DMMPC Staff, Delaware County Airport, Public Utilities: Muncie Sanitary District (MSD), Delaware County Regional Wastewater, Liberty Wastewater, American Electric Power (AEP), Vectren, Indiana American Water Company, and AT&T.

- 3.2 Additional members may be appointed by the Transportation Policy Committee, as deemed necessary. A continual attempt will be made to fill any vacant seat held by a voting member. Advisory/Ad Hoc members may remain vacant if agency does not want representation.
- 3.3 Each member of the TAC may name an alternate, in writing, from the same agency, jurisdiction, or organization that the member represents. The alternate may exercise full member powers during the absence of the member. The member will be responsible for notifying the alternate of meetings.
- 3.4 Each member of the TAC may name a proxy, in writing, for a particular meeting or vote. The proxy must be from the same agency, jurisdiction, or organization which the member represents. The proxy's power must be delineated in a written notice. The member is responsible for notifying the proxy of meetings.



#### Section 4. Officers and Staff

- 4.1 The MPO Director shall serve as Chair of the TAC Committee.
- 4.2 The DMMPC Administrative Assistant shall serve as Vice-Chair to serve in the Chair's absence.
- 4.3 The MPO Transportation Planner will serve as the Secretary of the committee or in any other capacity assigned by the committee. Other DMMPC staff may serve in the Secretary's absence.

#### Section 5. Meeting and Operational Procedure

- 5.1 The rules of order herein contained shall govern deliberations and meetings of the TAC. Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by parliamentary procedure.
- 5.2 When the TAC meets to discuss options, methods, procedures, plans, and documents related to transportation policy, it shall make recommendations to the TPC in the form of a majority vote, for or against the particular issue at hand.
- 5.3 A quorum shall consist of a majority of the currently **filled** voting member seats, their alternates, or proxies. If a quorum is not met at a meeting, the meeting will be canceled and all scheduled business will be continued to the next scheduled meeting.
- 5.4 Certain items of business that require action prior to a regularly scheduled meeting may be decided by email voting with the results to be included in the following meeting's minutes.
- 5.5 All meetings of the TAC shall be open to the public.
- 5.6 At the discretion of the Chair of the committee, a regular scheduled meeting can be canceled. Notification of the cancellation shall be made at least three (3) days prior to the date of the scheduled meeting unless circumstances prevent amount of notice given.

#### Section 6. Order of Business

The business of the committee shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by the unanimous content:

- 1) Call to Order
- 2) Roll Call
- 3) Approval of Minutes of previous meeting
- 4) Report of Officers, Staff, and/or Committees
- 5) Old Business
- 6) New Business
- 7) Other Business: invitation to interested persons wishing to be heard on matters not included in the Agenda
- 8) Adjournment

#### Section 7. Amendment of Bylaws

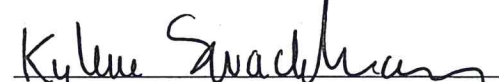
Technical Advisory Committee Bylaws may be amended by a majority vote of the Transportation Policy Committee at any regular scheduled meeting.

Section 8. These Bylaws are hereby adopted this 17<sup>th</sup> day of April, 2024.

ATTEST

  
Cheryl McGairk, DMMPC Transportation Planner

TRANSPORTATION POLICY COMMITTEE

  
Committee Chair:  
Kylene Swackhamer, DMMPC Executive Director