

By-laws of the Greater Helena Area Metropolitan Planning Organization Transportation Technical Advisory Committee

Functions, duties, membership, and responsibilities of the Transportation Technical Advisory Committee of the Greater Helena Area Metropolitan Planning Organization, hereinafter referred to as the TTAC, are as follows:

Article I – Transportation Technical Advisory Committee

Section 1 Name

The name of this Committee shall be the Transportation Technical Advisory Committee (TTAC) of the Greater Helena Area Metropolitan Planning Organization (MPO).

Section 2 Origin

The TTAC is established by the Memorandum of Agreement for the Greater Helena Area Metropolitan Transportation Planning Process, which has been agreed to by the Montana Department of Transportation (STATE), City of Helena (HELENA), City of East Helena (EAST HELENA), and Lewis and Clark County (COUNTY).

Section 3 Purpose

The purpose of the TTAC is to provide technical advice to the Transportation Policy Coordinating Committee (TPCC) necessary to carry out the continuing, comprehensive, and cooperative (3-C) transportation planning process and provide technical direction to the metropolitan transportation planning staff.

Section 4 Function

The Committee shall provide advice to the TPCC or other appropriate committees, and technical direction to the appropriate committees and staffs regarding:

1. Local objectives, community values, community goals and policies to guide development of transportation plans and programs.
2. Professional and technical considerations involving transportation plans and decisions.
3. Long and short-range plans and programs.
4. Programs for financing, staging, administering, or otherwise implementing the transportation planning process.
5. Solutions to specific transportation problems.
6. Evaluation and consideration of social and environmental effects.

These functions will be carried out in close cooperation with the MPO staff.

Section 5 Membership

The TTAC shall, at a minimum, consist of the following membership:

Voting Members:

1. City of Helena Transportation Systems Director
2. City of Helena Community Development Director
3. City of East Helena Public Works Director
4. City of East Helena Planning Staff
5. Lewis and Clark County Public Works Director
6. Lewis and Clark County Community Development and Planning Director
7. City of Helena Transit Manager
8. City of Helena Americans with Disabilities Act (ADA) Coordinator
9. Non-Motorized Advocate at Large
10. Montana Department of Transportation (MDT) Statewide & Urban Planning Planner
11. MDT Great Falls District Preconstruction Engineer
12. Helena Public Schools District No. 1 Superintendent
13. East Helena Public Schools District No. 9 Superintendent

Non-Voting Members:

1. City-County Public Health Officer
2. Helena Regional Airport Director
3. Helena Police Chief
4. Lewis and Clark Rural Fire Council Chair
5. Federal Highway Administration (FHWA) Division Statewide and Urban Planner
6. Federal Transit Administration (FTA) Region 8 Transportation Program Specialist
7. MDT Division Maintenance Chief

Additional members shall be appointed to this Committee by nomination and approval by a majority of the voting members of TTAC, with final approval by TPCC. These members should represent specific professional and technical skills and various jurisdictional viewpoints.

Each member of the TTAC may designate an alternate to serve in his/her place via written notice to the TTAC Chairperson.

Designees may serve on a meeting-by-meeting basis or on a permanent basis.

Section 6 Organization

Officers shall be elected at the first scheduled meeting of the calendar year by a quorum of the TTAC membership present at a duly called meeting. The term of office will be one year or until a successor is elected.

Article II - Duties

Section 1 Duties and Responsibilities

The TTAC shall have the following duties and responsibilities:

1. Establish subcommittees to provide supplemental technical personnel and assistance.
2. Serve on subcommittees, as requested.
3. Review the various phases of the urban transportation planning process (i.e., methodology, projections, assumptions, recommended plans, and assignment of priorities).
4. Advise the staff in obtaining inventories and other data required for the continuing planning process.
5. Work closely with the TPCC in carrying out its duties.
6. Coordinate staff functions assigned to the participating agencies.

Section 2 Duties of Officers

1. Chairperson - The chairperson shall preside at all meetings of the TTAC and to call special meetings as needed.
2. Vice Chairperson - The Vice-Chairperson shall act in the absence of the Chairperson.

Article III – Meetings

Section 1 Meeting Time

The TTAC shall meet as frequently as necessary to carry out its duties. Special meetings of the TTAC may be called on 15 days' notice, or less when waived by a majority of the Committee.

Section 2 Subcommittees

Subcommittees shall meet as determined by the Chairperson of the Committee.

Section 3 Quorum for Committee Meetings

A quorum shall consist of a simple majority of the voting members listed in the regular membership section of these by-laws including the chairperson or his/her designated representative. Generally, Roberts Rules of Order will be used as guidance in all meeting proceedings.

Section 4 Reporting on Meetings

The Metropolitan Transportation Planning Staff, consisting of staff from HELENA shall perform the following services and functions:

1. Record meeting minutes and attendance.
2. Prepare meeting agendas.
3. Prepare meeting reports and written materials.
4. Notify members of meetings.
5. Other duties, as required.

Minutes of the Committee meetings shall include, at a minimum, the pertinent discussion and final actions of the Committee.

Article IV - Coordination with Others

Section 1 Resolving Differences of Opinion

If any differences of opinion arise between the STATE and local agencies in regard to transportation planning, or among the local agencies with reference to land use planning, these will be resolved at the TTAC level, unless they involve major policy decisions. In such instances they will be brought before the TPCC for resolution.

Article V - Adoption and Amendment of By-laws

Section 1 How Adopted

These by-laws may be adopted by:

1. a majority of the voting members of TTAC; and
2. a majority of the voting members of TPCC.

Section 2 How Amended

These by-laws may be amended by:

1. a majority of the voting members of TTAC; and
2. a majority of the voting members of TPCC.

LEWIS AND CLARK COUNTY, MONTANA

By: [Signature] Date: 7-16-24
Board of County Commissioners, Chair

ATTEST:

[Signature]
Lewis and Clark County Clerk and Recorder

CITY OF HELENA, MONTANA

[Signature] Date: 16 Jul 2024
City of Helena, Mayor

ATTEST:

[Signature]
City of Helena City Clerk

CITY OF EAST HELENA

By: [Signature] Date: 7-19-24
City of East Helena, Mayor

ATTEST:

[Signature]
City of East Helena City Clerk

APPROVED FOR THE STATE

By: [Signature] Date: 7/24⁵/24
MDT Rail, Transit, and Planning
Division Administrator

By: [Signature]
Legal Counsel, Montana Department
of Transportation



