

Rules of Procedure

Southern New Hampshire Planning Commission Technical Advisory Committee

A. NAME

The name of the organization shall be the Southern New Hampshire Planning Commission (SNHPC) Technical Advisory Committee, hereinafter referred to as the TAC.

B. AUTHORIZATION

Authorization for the establishment of the TAC is as set forth to carry out transportation planning and programming in a cooperative, comprehensive, continuous manner as required under 23 USC 134 and Section 5303 of the Federal Transit Act, as amended.

C. PURPOSE

The SNHPC TAC was established to advise the Metropolitan Planning Organization (MPO) staff on the transportation issues and projects of concern to the municipalities and agencies represented on the MPO Policy Board. The primary responsibilities of the TAC are to:

1. Provide input for the development of the annual Unified Planning Work Program, Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP).
2. Provide the MPO staff with information concerning transportation and other development projects being proposed.
3. Provide information on projects that have regional significance as they relate to the RTP.
4. Provide technical review of plans developed by the MPO staff, and make recommendations to the MPO Policy Board regarding the adoption and/or revision of RTP elements.
5. Provide the MPO staff with a list of desired projects for inclusion in the TIP in a timely fashion.
6. Ensure that public notices of regional meetings on transportation issues are disseminated in their respective agencies and communities.

D. VOTING MEMBERSHIP

The TAC is comprised principally of technical-level personnel from the SNHPC member communities. Regional Planning Commissions and MPOs surrounding the SNHPC region are also included in the TAC in a non-voting capacity. The towns of Allenstown, Bow and Pembroke in the CNHRPC region were admitted to the MPO Policy Board in 2015 and as a result, they are also voting members of the TAC.

The voting members of the TAC consist of one representative or designee from each of the following categories.

LOCAL MUNICIPALITIES:

- Town of Auburn
- Town of Bedford
- Town of Candia
- Town of Chester
- Town of Deerfield
- Town of Derry
- Town of Francestown
- Town of Goffstown
- Town of Hooksett
- Town of Londonderry
- City of Manchester*
- Town of New Boston
- Town of Weare
- Town of Windham
- Town of Allenstown (CNHRPC)
- Town of Bow (CNHRPC)
- Town of Pembroke (CNHRPC)

REGIONAL: - SNHPC
- Manchester-Boston Regional Airport

TRANSIT: - Manchester Transit Authority
- Cooperative Alliance for Regional Transportation (CART)
- Easterseals New Hampshire Special Transit Services

STATE: - NHDOT - Bureau of Planning and Community Assistance
- NHDES - Air Resources Division

OTHER: -Greater Manchester Chamber of Commerce
-Derry/Londonderry Chamber of Commerce

* The City of Manchester has two voting representatives due to its status as an employment and traffic hub for the region.

Letters will be sent to each representative and their municipality/agency on an annual basis in in May to reaffirm the TAC appointments and their willingness to participate regularly.

Failure of a representative to attend regularly (judged to be more than 50% of the regularly scheduled meetings) will generate a request by SNHPC to the representative and municipality/agency to select a new representative.

E. OFFICERS

The officers of the TAC shall consist of a Chairperson, a Vice-Chair, and a Secretary.

Duties

The Chairperson shall preside at all meetings of the TAC and shall be responsible for conduct and decorum of the meeting. The Chairperson will be the spokesperson on behalf of the TAC and will communicate regularly with the SNHPC staff and assist them in setting the meeting agenda, preparing the meeting package, arranging proper and legal notice of meetings as required by Chapter 91-A "Access to Governmental Meetings and Records" (91-A) of the New Hampshire Statutes, and ensure that an accurate record of all proceedings of the TAC is made.

The Chair shall have such other duties as are customary to the office as may be assigned by the TAC.

In the absence of the Chairperson, the Vice-Chair shall perform the duties of the Chairperson. The Chairperson and Vice-Chair shall be voting members of the TAC.

The Secretary may be an SNHPC staff person, and shall work closely with the Chair to ensure an accurate record of proceedings.

Election

The election of officers, each of whom must be a voting member, shall be held in June. Nominations shall be made from the floor and the candidate receiving a majority of the votes cast for each office shall be declared elected, and shall serve for one year or until a successor shall take office.

F. MEETINGS

Regular meetings of the TAC shall be held at 9:30AM on the third Thursday of each month. In the event of conflicts with holidays and other events, a majority vote of the voting membership in attendance at any regular meeting may change the time or date of the conflicting meeting.

Special meetings may be called by the Chairperson, and shall be called whenever two voting members request such as meeting, notice of which must be posted in accordance with 91-A.

All regular and special meetings shall include an agenda. Notices of special meetings shall state the purpose(s) for the meeting and discussion shall be restricted to the agenda item(s).

While there are officially 27 TAC members, given varying participation levels and proxy representation, it is very unlikely there would ever be 27 members at a meeting. Therefore, the quorum for the transaction of business at all TAC meetings shall be eight (8) members. Members of the TAC present are counted to determine whether a quorum is present although they may abstain from voting affirmatively or negatively. TAC members may call in to meetings, but a quorum must be physically present on site for a vote to be valid, in accordance with 91-A.

An affirmative vote of a majority of members voting on a question shall be sufficient for adoption of the question. Members are expected to vote on matters before the TAC unless that member has recused himself/herself. When the vote on a question is evenly divided, the question shall be deemed to have been defeated. The TAC may reconsider any other decision, for good cause, at the request of a member who voted on the prevailing side through a motion that specifies the reason for reconsideration. If the motion passes, this item will be placed on the next available TAC agenda for consideration.

The order of business at regular TAC meetings shall consist of the following:

1. Call to Order

2. Action on Minutes
3. New Business
4. Other Business (i.e. Project/Schedule/FTA 5310 Updates)
5. Old Business
6. Adjournment

The TAC reserves the right to change the order of the posted agenda.

The order of business at special TAC meetings shall consist of the following:

1. Call to Order
2. Agenda item
3. Adjournment

Provisions of these rules may be temporarily waived or modified for a meeting by the TAC, when in the opinion of the TAC, such action is deemed reasonably necessary to effectuate the lawful purposes of the TAC's business. The justification for such action shall be stated and noted in the minutes. A majority vote is required on the proposed waiver.

The TAC may, from time to time, establish sub-committees for specific purposes as may be necessary or advisable. Such sub-committees shall have a specific purpose and shall be automatically discharged upon completion of their assignments.

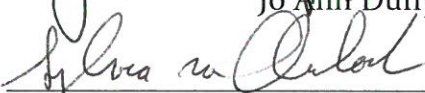
G. AMENDMENTS

These Rules of Procedure may be amended by the TAC, subject to approval of the SNHPC MPO Policy Board, at any regular or special meeting thereof in accordance with the following:

1. These rules may be amended at any regular meeting of the TAC provided that such amendment(s) is read at a regular meeting of the TAC immediately preceding the meeting at which the vote is to be taken.
2. The motion proposing adoption of the amendment(s) is voted in the affirmative in accordance with Section F of these Rules of Procedure.
3. The date of the adoption of must be included with any amendment(s) to these Rules of Procedure.

The Rules of Procedure for the SNHPC TAC were adopted January 17, 2019 as amended. Any other conflicting resolution adopted prior to the date of these Rules of Procedure is hereby repealed.


Jo Ann Duffy, TAC Chair


Sylvia von Aulock, SNHPC Executive Director