

4-07-87  
ADOPTED: 5-27-87  
AS AMENDED: 6-24-92  
AS AMENDED: 10-28-92  
AS AMENDED: 2-24-93  
AS AMENDED: 12-18-02  
AS AMENDED: 10-22-03  
AS AMENDED: 2-25-04

BYLAWS, RULES, PROCEDURES AND GUIDELINES  
FOR THE  
CAPITAL AREA REGIONAL TRANSPORTATION STUDY (CARTS)  
TECHNICAL COMMITTEE

ARTICLE I - NAME

SECTION 1: The Name of the Committee shall be the Capital Area Regional Transportation Study (CARTS) Technical Committee.

ARTICLE II - PURPOSE

SECTION 1: The CARTS Technical Committee provides a regional forum at the staff level for coordination of transportation-related policies, programs and projects in the Tri-County region and makes recommendations to the Commission for action. Its responsibilities follow:

1. Develop and update regional transportation plans, programs and budgets.
2. Review and comment on transportation projects which have significant social, economic or environmental impact.
3. Review and comment on the transportation impact of land use plans and programs.
4. Develop and update regional Transportation Improvement Programs.
5. Establish design standards for transportation facilities.
6. Provide technical assistance and advice to the Commission and Transportation Review Committee.
7. Review and coordinate development of the Transportation Planning Work Program.

ARTICLE III - MEMBERSHIP

SECTION 1: Membership Composition - The Committee membership consists of persons with expertise in the area of transportation from local governmental units and local and state agencies. Representation from federal transportation agencies is ex officio. There is no direct representation from the Commission.

The CARTS Technical Committee shall be composed of agency and governmental representatives as listed in Appendix A.

SECTION 2: Voting Delegates - The CARTS Technical Committee shall be comprised of delegates appointed by the qualified governmental units and agencies listed in Appendix A.

Number of Voting Delegates - Each governmental unit and agency, except for ex-officio members, shall have one (1) voting delegate. Ex-officio members shall be represented by non-voting delegates. The Michigan Department of Transportation shall have a total of three (3) voting delegates. The Capital Area Transportation Authority shall have a total of two (2) voting delegates. Counties, cities and townships shall have additional delegates as determined by the following population guidelines:

Additional Voting Delegates - Governmental units and agencies shall be entitled to additional voting delegates based on the following:

1. A city or township may have one (1) additional delegate for every 30,000 population.
2. A county may have one (1) additional delegate for every 30,000 population, with population determined by subtracting population of any city or township in that county which, as an entity, has representation on the Technical Committee.
3. A city, township or county who has additional seats based on population, shall lose a delegate if the population falls below the 30,000 incremental population threshold and shows a decrease in the following census.

Total membership listing and respective votes appear in Appendix A.

SECTION 3. Appointment of Delegates - CARTS is a Technical Committee. Governmental units and agencies are encouraged to appoint delegate(s) with planning, traffic and/or engineering experience if such person(s) are on their staffs.

Appointments - Appointments to the CARTS Technical Committee should be made by the elected official or board as follows:

1. Counties
  - a. Initial delegate appointed by the Board of County Road Commissioners
  - b. Additional delegate(s) appointed by County Board of Commissioners
2. Cities
  - a. Initial delegate appointed by Mayor/City Council
  - b. Additional delegate(s) appointed by Mayor/City Council
3. Townships
  - a. Initial delegate appointed by Board of Trustees
  - b. Additional delegate(s) appointed by Board of Trustees

#### 4. Villages

- a. Initial delegate appointed by President/Village Council.

Delegate appointments shall be in writing and shall be submitted to staff whenever a change is made.

SECTION 4: Delegate Alternates - Each appointed delegate shall name an official alternate to represent him/her in the event of the delegate's absence from Technical Committee meetings. In the event that the delegate and alternate are unable to attend the meeting, a substitute delegate may attend and have full voting privileges, PROVIDED that the substitute delegate has a signed proxy from the delegate or the alternate.

SECTION 5: Delegate Attendance - If any delegate/alternate fails to attend three consecutive meetings, the Technical Committee shall notify his/her governmental unit or agency and request appropriate action to ensure its representation.

An appointed delegate shall attend at least fifty (50) percent of a calendar year's meetings or the governmental unit or agency shall be requested to appoint another delegate.

SECTION 6: Additional Membership - Additional agencies shall be recommended to the TCRPC for appointment to the CARTS Technical Committee upon the assent of a two-thirds (2/3) majority of those members present who are eligible to vote providing a quorum is present.

### ARTICLE IV - OFFICERS

#### SECTION 1: Term of Office.

1. The officers of the CARTS Technical Committee shall consist of Chairperson, Vice Chairperson and Secretary. Only voting delegates shall serve as Chairpersons and Vice Chairpersons. The Chairperson and Vice-Chairperson shall be elected annually by a majority vote of the Technical Committee members present at the regular June meeting. The Tri-County Regional Planning Commission delegate shall be appointed as Secretary.
2. The term of office shall be for one (1) year, commencing at the regular June meeting each year.
3. In the event of a vacancy occurring in any of the elected offices members may fill said vacancy at any subsequent regular meeting.

#### SECTION 2: Nominations and Elections.

1. The nominating subcommittee (Article 5, Section 14) shall nominate one (1) delegate for each office to be filled. Nominations will be reported to the Technical Committee at its regular June meeting.
2. After the report of the nominating subcommittee, any voting member of the Technical Committee desiring to make a nomination for any office may do so.
3. After nominations are closed, the election of officers shall take place by written ballot and the nominees receiving the highest number of ballots for each office shall be declared elected and shall be installed immediately.

### SECTION 3: Duties of Officers.

1. The Chairperson shall preside at all meetings and assure transaction of business shall be in accordance with these Bylaws, Rules, Procedures and Guidelines. The Chairperson shall be an ex-officio member of all subcommittees.
2. The Vice-Chairperson, in the absence or incapacity of the Chairperson, shall perform the duties and have the power of the Chairperson. In the absence of the Chairperson and Vice-Chairperson, the Technical Committee shall designate a temporary Chairperson who shall perform the duties and have the powers of the Chairperson for any specific meeting and/ or perform his/her functions during the absence of the Chairperson and Vice Chairperson.
3. The Secretary, in addition to other such duties as the Technical Committee may require, shall keep detailed minutes of the Committee's transactions, resolutions, findings and determinations, which shall be a public record.

## ARTICLE V - RULES AND PROCEDURES FOR BUSINESS MEETINGS

### SECTION 1: Agenda Procedure.

1. The agenda for any given meeting shall be determined prior to that meeting by the Secretary in consultation with the Chairperson. All Technical Committee members may submit items to be included in the agenda.
2. Items not appearing on the agenda may be introduced the day of the meeting for information purposes PROVIDED there is majority assent by attending members.  
  
Items not appearing on the agenda may be introduced the day of the meeting for action, PROVIDED there is two-thirds assent by attending members.
3. The agendas for each regular and special meeting of the Technical Committee shall be distributed by the Secretary to its members and the news media not less than five (5) working days prior to the next regularly scheduled meeting.

### SECTION 2: Meetings.

1. Regular meeting days and times shall be established by a two-thirds (2/3) majority of those present. Committee members shall be notified at least five (5) working days in advance of any impending meeting. Such notification shall include an agenda. The Technical Committee may alter the date and time of any regular meeting by majority vote of those present.
2. Special meetings may be called by the Secretary in consultation with the Chairperson or by a motion adopted by the Committee, or by petition of one-third (1/3) of the represented agencies. Committee members shall be notified of the time, place and purpose of such special meeting at least five (5) working days in advance of said meeting.
3. All meetings of the Committee shall be open to the public. Public comments will be permitted, subject to reasonable rules established by the Chair.

SECTION 3: Quorum and Formal Adoption.

1. A quorum shall be required before any resolution, motion, or other official action can be formally voted upon. A quorum shall consist of eight (8) voting members PROVIDED that at least five (5) different local governmental units are represented by voting members.
2. Formal adoption of a motion or resolution shall be with the assent of a simple majority of voting members present.
3. Ex-officio members may make or second any motion for discussion, but are not permitted to vote.

SECTION 4: Parliamentary Procedures. The rules of parliamentary procedure as provided in Mason's Manual of Legislative Procedure shall govern in all cases, PROVIDED that such rules are consistent with these Bylaws, Rules, Procedures and Guidelines.

SECTION 5: Minutes. The minutes of each regular and special meeting of the Technical Committee shall be distributed by the Secretary to its members and not less than five (5) working days prior to the next regularly scheduled business meeting. If requested by CARTS, minutes will also be submitted to the Transportation Review Committee.

SECTION 6: Subcommittee Reports. All subcommittee reports and agenda items which are to be presented at a Technical Committee meeting for their action shall be distributed to the total membership not less than five (5) working days prior to the meeting at which such report will be presented.

SECTION 7: Annual Activity Schedule. The activity schedule developed as part of the annual planning work program will be used to assist in preparing agendas, to provide adequate time for reviews and promote orderliness in the transportation planning process.

SECTION 8: Subcommittees and Task Forces. The Chairperson may appoint subcommittees and task forces of voting members in order to further the purposes of the CARTS Technical Committee and to streamline the study process. On the approval of the Chairperson, voting members appointed to a given subcommittee or task force may designate a nonmember to serve instead, PROVIDED that adequate coordination between such individuals and the CARTS Technical Committee delegate is assured, and PROVIDED that no such nonmember so designated may serve as Chairperson of the subcommittee or task force.

SECTION 9: Standing Sub-Committees. Three permanent standing sub-committees will be established, the STP Sub-Committee (Section 10), the Transit Sub-Committee (Section 11) and the Work Program and Budget Subcommittee (Section 12). Additional Sub-Committees will be established on an as needed basis by the CARTS Chairperson (Section 13). In addition, a Nominating Committee will be appointed annually per Section 14.

SECTION 10: STP Sub-Committee

- A. Purposes: Reviews and recommends changes to the Urbanized Area Boundary. Reviews and prioritizes STP projects and recommends STP projects and priorities to CARTS. Reviews any other matters directed to the STP Subcommittee and makes recommendations concerning same.

- B. Membership and Voting Rights: The members are the voting members of CARTS from all agencies or governmental units which lie totally or in part within the Lansing Urban Area Boundary and are eligible for Surface Transportation Program funds. Each voting member is entitled to one vote.

In addition to those voting members permitted above, representatives of the following units of government may be permitted to vote on questions pertaining to their Small Urban Program funds, Urban Area Boundaries and use or priorities for rural or state discretionary Surface Transportation Program funds for projects which are outside the Lansing Urban Area Boundary:

- The City of Charlotte
- The City of Eaton Rapids
- The City of Potterville
- The City of St. Johns
- The Village of Webberville
- The City of Williamston

In addition to those voting members permitted above, one representative from each county shall be designated by the small urban communities in each county with populations under 5000 persons. These representatives shall represent the interests of all smaller communities in their respective counties and may vote on questions pertaining to selecting projects and establishing the priorities for use of Rural STP or State discretionary STP funds throughout the region, but outside the Lansing Urban Area Boundary. In addition to these representatives, each public transit agency (CATA, EATRAN and Clinton Area Transit System) and MDOT representatives shall be permitted to vote on all matters pertaining to use or selection of projects and priorities for Rural STP and State discretionary STP funds throughout the region but outside the Lansing Urbanized Area Boundary.

- C. Rural TEDF Task Force: A standing task force of the STP Subcommittee is hereby created to review and establish priorities for Rural Transportation Economic Development Fund projects in the three county region. The composition of this standing task force of the STP Subcommittee shall be consistent with requirements of Act 233, Michigan Public Acts of 1987 commonly known as the Transportation Economic Development Fund. This task force shall be charged with selecting projects for submittal to the State Transportation Commission using TEDF Category D funds consistent with the requirements of Act 233. Composition of this task force shall include representatives of each of the three road commissions, the designated representative of small urban communities under 5,000 population for each county, the transit representatives as referenced above and the MDOT. Any projects selected by this task force which use TEDF funds to match STP funds shall be reviewed by the full STP subcommittee, CARTS, and referred to the TRC and Commission for review, selection and approval as part of the regular TIP development process.
- D. Officers & Term of Office: The officers of both the STP Sub-Committee and its Rural TEDF Task Force shall consist of a Chairperson, Vice Chairperson and Secretary. The secretary shall be the Tri-County Regional Planning

Commission transportation staff person. The Chair and Vice Chair shall be nominated and elected by the membership of the STP Sub-Committee and its Rural TEDF Task Force, respectively. Officers may serve a one year term that may be extended annually for up to two additional terms provided there is yearly concurrence of the subcommittee.

#### SECTION 11: TRANSIT Sub-Committee

- A. Purposes: Reviews FTA rules, regulations and proposed rules and regulations and recommends methods of implementation, position statements or comments to CARTS Committee. Reviews the transportation improvement program; work program, long or short range transit plans, transit programs and such other matters directed to Transit Sub-Committee and makes recommendations concerning same. Involves the private sector in the transportation planning process.
- B. Membership and Voting Rights: Membership on this subcommittee should include each public transportation provider in the Tri-County region and any interested private sector transportation provider (whether for profit or non-profit). Any governmental unit or agency on CARTS which is a recipient of public transit service shall also be entitled to membership proportional to their membership on CARTS. Possible private sector new business entrants in transit services may participate as non-voting ex-officio members. Any organization with a significant interest in public transit service may be added to membership by a two-thirds vote of subcommittee members present.

Each subcommittee member is entitled to one vote except possible new business entrants from the private sector and FTA. CARTS voting members may designate a non-member to serve instead.

- C. Officers & Term of Office: The Officers shall consist of a Chairperson, Vice-chairperson and Secretary. The secretary shall be the Tri-County Regional Planning Commission transportation staff person. The chair and vice chair shall be nominated and elected by the membership of the Transit Sub-Committee. Officers may serve a one year term that may be extended annually for up to two additional terms provided there is yearly concurrence by the subcommittee.

#### SECTION 12: Work Program and Budget Subcommittee

- A. Purposes: Reviews and recommends action on the Annual Transportation Planning Work and Transportation Planning Budget. Reviews and recommends action on those major changes in budget such as changes in scope of work, addition of new planning activities to adopted work programs or other major revisions to the adopted Transportation Planning Work Program which require Commission action. Provides opportunity for staff input and coordination on work activities included in the Transportation Planning Work Program to local member governments and transportation agencies. Makes recommendations on activities and tasks to be included in the annual transportation work program. Makes recommendations on funding requirements to support and implement transportation planning work program activities.

- B. Membership and Voting Rights: Voting membership on this subcommittee shall be limited to one voting member of CARTS from each major transportation implementing agency and local governmental unit which has voting representation on the Tri-County Regional Planning Commission. Each subcommittee member is entitled to one vote. Subcommittee members may designate a voting alternate to represent their agency or governmental unit in the event that they are unable to attend.
- C. Officers & Term of Office: The Officers shall consist of a Chairperson, Vice-chairperson and Secretary. The secretary shall be the Tri-County Regional Planning Commission transportation staff person. The chair and vice chair shall be nominated and elected by the membership of the Work Program and Budget Sub-Committee. Officers may serve a one year term that may be extended annually for up to two additional terms provided there is yearly concurrence by the subcommittee.

SECTION 13: TASK FORCE Sub-Committees

- A. Purpose: To review, study and analyze matters directed to the subcommittee and to make recommendations based on the subcommittee's findings to CARTS.
- B. Membership and Voting Rights. The CARTS Chairperson may appoint task force sub-committees of voting members and/or non-members in order to further the purposes of the CARTS Technical Committee and to streamline the study process. Every sub-committee member shall have one vote. The Chair of the Sub-committee shall be appointed by the CARTS Chairperson or the Chairperson may direct the Sub-committee to elect their own Chairperson.

SECTION 14: NOMINATING COMMITTEE

The Chairperson, at the regular meeting of the Technical Committee in May of each year, shall appoint a nominating subcommittee of three (3) voting members, one of whom shall be designated as Chairperson.

APPENDIX A MEMBERSHIP BY UNITS OF GOVERNMENT AND AGENCIES & THEIR VOTES AS OF 2/25/04			
	Initial Votes	Votes Based on Population**	Total Votes
1) Bath Township	1	0	1
2) Capital Area Transportation Authority*	2	0	2
3) Capital Region Airport Authority*	1	0	1
4) Clinton County	1	1	2
5) City of DeWitt	1	0	1
6) City of East Lansing	1	1	2
7) City of Lansing	1	4	5
8) Delhi Charter Township	1	0	1
9) Delta Charter Township	1	0	1
10) DeWitt Township	1	0	1
11) Eaton County	1	2	3
12) EATRAN	1	0	1
13) Ingham County	1	1	2
14) Lansing Charter Township	1	0	1
15) Meridian Charter Township	1	1	2
16) Michigan Department of Natural Resources, Air Pollution Control Division*	1	0	1
17) Michigan Department of Transportation*	3	0	3
18) Michigan State University*	1	0	1
19) Village of Dimondale	1	0	1
20) City of Grand Ledge	1	0	1
21) City of Mason	1	0	1
22) Tri-County Regional Planning Commission (ex-officio)*	0	0	0
23) Federal Aviation Administration (ex-officio)*	0	0	0
24) Federal Highway Administration (ex-officio)*	0	0	0
25) Federal Transit Administration (ex officio)*	0	0	0
26) Environmental Resources Advisory Council (ex- officio)*	0	0	0
27) Clinton Transit	1	0	1
	25	10	35

\* These core organizations shall be included as members.

\*\* Refer to Article III Section 2. Population used to determine these votes is based on 2000 census data.