

Transportation Executive Committee Process and Procedures

Part 1- TEC Membership

Section A. Description-The Transportation Executive Committee (TEC) is NARC's member technical assistance and policy recommendation body for the transportation area. It serves as a focus for addressing the needs of members through the identification of issue areas, research, training, and policy formulation.

Section B. Bylaws- The TEC will operate under this guiding set of processes and procedures that have been approved by the NARC President, Executive Director, and TEC Chairs.

Section C. Voting Eligibility- Every full, current NARC member is allowed one voting seat on the TEC. Every seat has one equal vote. Members are allowed to register multiple participants in the TEC, but the organization exercises only one vote.

Section D. Advance Registration- NARC members must register to be on the TEC. Registration on the TEC indicates the member organization has an transportation focus, interest, or responsibility. Each member should designate a contact person in accordance with Part 1, Section E. Additional staff members, appointees or board members of a TEC member organization may also register with the TEC, but voting privileges are restricted by Part 1, Section C.

To register an organization to be on the TEC they must submit the organizations name, contact person and contact persons contact information. A member can register this information by web form, e-mail, fax, or phone to the TEC chairmen or NARC Executive Director or Transportation Director. A list of the TEC members will be published and available to members.

Section E. Contact Persons- Each member should designate a contact person who will be the TEC representative. Any person from a member organization can represent that member on the TEC by proxy if the designated TEC representative is not able to attend the TEC meeting.

Part 2- TEC Actions

Section A. Purview- The TEC may consider the following actions upon recommendation of any TEC member or TEC Chairman:

Recommend policy positions to the Board;
Identify research needs;
Identify technical assistance needs;
Identify training needs;
Identify and Disseminate information to NARC members and/or non-members;
Recommend meetings, conferences and training sessions;
Identify and/or consult on NARC's Washington Policy Conference and Annual Conference;
Identify and/or consult on NARC transportation and related marketing materials;
Identify and/or consult on Advocacy opportunities;
Identify and/or consult on NARC Transportation Outreach efforts;
Identify and/or consult on funding, grant, and contract opportunities;
Identify and/or consult on NARC Transportation Communications;
Consult on NARC's yearly Transportation Work Program;
Creation of Issue Committee;
Disbandment of Issue Committee;
Continuation of an Issue Committee;
Assign tasks to issue committees;
Consideration of an issue from the General Assembly;
Any further issue identified by the Chairmen as necessitating a vote.

Section B. Voting and Approval- Voting will be conducted and recorded by the Chairmen. Any of actions listed in Part Two, Section A can be brought up from the floor by any TEC member or chairman for a proposed vote. A motion must be made, and the motion must be seconded for a vote to proceed. Every vote will pass through a simple majority with tie-breaking authority resting with the Chairs. The Chairs may vote on behalf of their organizations. Votes may also be conducted electronically or by conference call if those options are made available by the chairs or NARC staff.

Any action approved by the TEC will carry the distinction of being "supported by" or "endorsed by" the TEC after receiving a majority vote of the present TEC membership. Final approval for NARC activities and policies rests solely with Board of Directors

Section C. Quorum- The TEC committee is permitted to consider actions when 1/3 of the registered membership is present. A member is considered to be present if they are physically present, connected by conference call, or able to type responses over the internet. At least one NARC staff member must be

present at all TEC meetings. In the absence of a quorum, all issues are tabled for consideration at the next TEC meeting.

Part 3- Transportation Executive Committee Structure

Section A. Membership in Good Standing- “Good Standing” indicates a TEC member who has participated in at least one formal TEC meeting or virtual conference during the previous year. Further, members in good standing must have their NARC membership dues paid in full. Members in “good standing” are required to have registered to be on the TEC and designate a contact person for the TEC.

Section B. Selection of the TEC Chairs- At every NARC Annual Conference, TEC chairs will be appointed by the NARC President to serve a one year term. The President retains the sole right to appoint. Any TEC member may submit a name for chairmanship consideration.

Section C. Chairman Eligibility- There will be two chairmen, one representing a rural transportation planning agency, (such as a Rural Transportation Planning Organization), and one representing a Metropolitan Planning Organization (MPO).

If at any time a chairman is no longer able to serve, through personal action, loss of good standing, or for any other reason, the President will appoint a replacement to serve out the rest of the term.

The President retains the right at any time, in consultation with NARC’s Executive Director, to replace a Chairman.

Section D. Duties of the Chairmen- Each co-chair of the TEC has equal powers. Agreement between the chairs is required.

1. The Chairmen have the exclusive right to appoint Issue Committee Chairs.
2. The Chairmen may appoint a proxy to serve in their absence. Each Chairman, or proxy, must attend all TEC functions and their organizations must be members in good standing.
3. The Chairmen have exclusive rights to assign Issue Committee tasks, disseminate information, and inform the General Assembly of TEC as appropriate.
4. The TEC Chairmen are required to present reports on TEC activities and votes to the NARC Executives Director Committee and Board.
5. TEC Chairmen will chair meetings of the TEC at least twice per year. Members will be afforded ample opportunity to comment on the TEC’s activities and on pending action.
6. Formulate the agenda and arrange the meeting time and date.

Part 4- Issue Committees

Section A. Formation- At any TEC meeting, an Issue Committee be formed. Issue Committees would have responsibility over a single or multiple linked transportation issue (for example, Air Quality, with a rural air quality sub committee). Issue Committees should be constituted considering the current state of NARC resources, willingness of members to participate, relevance to current and future policy and technical assistance, and transferability of information to other members, associations, and agencies.

1. An Issue Committee must be created by a majority vote.
2. Upon establishing an Issue Committee, the TEC chairmen must appoint an Issue Committee Chairman. The Issue Committee Chairman (ICC) must be from a member in good standing on the TEC. The ICC may be an Executive Director, Policy Official, or staff person. It is recommended that the ICC be a person who has time to manage the committee and has an interest in and knowledge of the issue.
3. Any TEC member may submit a name for an ICC. The Chairmen will provide notice to the TEC of any chair vacancy by calling for ICC applications.
4. The ICC will hold the chair for one year and can be reappointed. ICCs may be reappointed an unlimited number of times.
5. An ICC can be dismissed by mutual agreement of the TEC Chairmen at any time.
6. Each Issue Committee must be re-authorized each year for continuation by vote of the TEC at the Annual Conference.
7. Each ICC must present to the TEC at both formal meetings the current state of the committee, membership, and work program. New tasks, the inclusion of information into the TEC, approval or policy or other actions from the Issue Committee will also be done at this time.
8. Only a NARC member can chair an issue committee.

Section B. Issue Committee Chairs Duties- Issue Committee Chairs have responsibility for managing their respective issue committee. They must be able to serve for the length of the committee and conduct meetings and communications consistently and comprehensively.

1. The Issue Committee Chair will assign group tasks, convene communications and meetings as necessary and further the goals of that issue (research, advocacy, technical assistance, and training) as he/she sees fit and in response to TEC and Issue Committee needs.
2. The Issue Committee Chair will work with NARC staff to assist the committee in its work program.
3. The Issue Committee Chair will develop a simple work program to guide the committee's time and resources.
4. The Issue Committee Chair will develop agendas for all meetings.
5. The Issue Committee Chair may reference his chairmanship when involved with other professional activities. However, he/she must make clear that his opinion is not necessarily the opinion of NARC or the TEC.

Section C. Issue Committee Roster- Upon establishment of an Issue Committee and appointment of an ICC, the ICC must solicit membership to that committee subject to the following rules:

1. The ICC is empowered to determine the number of committee members. Size of the Issue Committee should be made based upon the issue, interest, and other factors in consultation with the TEC chairmen and NARC Transportation Director.
2. Membership on the Issue Committee will begin at the time of formation and continue until the ICC determines the Committee to be full.
3. Each Committee Roster must be approved twice each year by the TEC chairs. Inactive members may be removed by the ICC and new ones taken on.
4. Each Committee may also contain up to three federal agency and other association partners. These should be identified at the formation of the committee and solicitation for membership must be done in consultation with the TEC chairmen.

Part 5- General Assembly

Section A. Introduction- The General Assembly is a forum through which members, members with other specialties, and non-members can get an overview of NARC's transportation activities. Any organization or individual can join the General Assembly at any time. There are no limits to size.

Section B. Powers- The Assembly has no voting power and may take no action upon itself on behalf of NARC unless requested by the TEC. The TEC Chairmen may determine to take any action or item up with the TEC that has risen at an Assembly for consideration.

Section C. Communications and Agenda- The General Assembly will communicate through live meetings, email, and teleconference at the discretion of the TEC Chairs. The TEC Chairs will chair all General Assembly meetings and draft agendas.

Section D. Commentary- At every meeting, assembly participants will be afforded the opportunity to voice suggestions to the TEC for further action.