Wichita Area Metropolitan Planning Organization
Technical Advisory Committee
Bylaws

SECTION 1.0 NAME

The name of the Committee will be the Technical Advisory Committee (TAC).

SECTION 2.0 ORGANIZATION

2.1 Authority

The Wichita Area Metropolitan Planning Organization (WAMPO) Transportation Policy Body (TPB) is the authorizing body for the TAC.

2.2 Purpose

The purpose of the TAC is to provide technical support to the WAMPO TPB. Activities include, but are not limited to:

2.2.1 Providing technical support to the WAMPO TPB, and to other agencies, on transportation-related studies and issues.

2.2.2 Advising the WAMPO TPB on technical and policy matters with accompanying recommendations and support information.

2.2.3 Providing technical support in the preparation of the Metropolitan Transportation Plan (MTP) and recommending its adoption to the WAMPO TPB.

2.2.4 Reviewing the Transportation Improvement Program (TIP), including reviewing projects and recommending adoption to the WAMPO TPB.

2.2.5 Assisting the WAMPO TPB and staff in preparation of the Unified Planning Work Program (UPWP) and recommending its adoption by the WAMPO TPB.

2.2.6 Coordinating in the development of regional transportation planning activities. Reviewing and providing technical critique on the products and processes associated with regional transportation planning for the WAMPO region.

SECTION 3.0 MEMBERS

3.1 Committee Composition:

The membership of the TAC will consist of the voting members identified in Section 3.1.1 and the ex officio, non-voting members identified in Section 3.1.2.

3.1.1 Voting Members:

- One (1) WAMPO TPB member serves as Chair of TAC (elected by the TPB)
- Three (3) City of Wichita Representatives
- One (1) City of Wichita Transit Representative
- One (1) representative from each City of the First Class located within the WAMPO region, other than the City of Wichita.
- One (1) Coordinated Transit District Representative
- One (1) Sedgwick County Representative
- Two (2) Kansas Department of Transportation Representatives
- One (1) Butler County/Sumner County Representative
- Three (3) Sedgwick County Association of Cities (SCAC) Representatives
- One (1) Regional Economic Area Partnership (REAP) Representative
- One (1) Regional Pathways Representative (named by the TPB)
- One (1) Air Quality Representative (named by the TPB)
- One (1) At Large Representative for Freight Movement (named by the TPB)
- One (1) Railroad Freight Representative (named by the TPB)
- One (1) Economist (named by the TPB)
- One (1) Technologist (named by the TPB)
- One (1) Urban Land Use Planning and Development Trends Expert (named by the TPB)
- One (1) Public Health Representative (named by the TPB)

3.1.2 Ex Officio, Non-Voting Members

- One (1) Federal Highway Administration Representative
- One (1) Federal Transit Administration Representative
- One (1) Kansas Turnpike Authority Representative

3.2 Alternate Members

Alternates will be allowed to replace the designated member, maintaining all rights and voting privileges as the designated member.

3.2.1 Alternates will advise the Chairperson, for the record, at the beginning of each meeting, that they will be replacing the designated member.

3.3 Member Selection and Termination

TAC Members shall be approved annually by the WAMPO TPB. Staff shall present the TAC membership roster to the WAMPO TPB for approval each year.

3.3.1 Each represented agency or organization shall select its member or members according to its own practices and the membership positions identified in these Bylaws. A nomination submitted to WAMPO staff in

writing shall remain the nominating agency's or organization's standing nomination for subsequent annual TPB approvals unless and until WAMPO staff receives written notice withdrawing or changing the nomination.

3.3.2 A person's membership on the TAC shall terminate upon the member leaving the position that qualified the member for TAC membership, the represented agency withdrawing or replacing its nomination, the TPB declining to approve the member during the annual approval process, or removal pursuant to Section 3.3.3.

3.3.3 If a member or the member's alternate misses three (3) meetings within a calendar year, the TAC may vote to remove the member and request a new appointee.

SECTION 4.0 OFFICERS AND COMMITTEES

4.1 Chairperson

4.1.1 The TPB shall elect one of its members to serve as the Chairperson of the TAC. The Vice-Chair of the TPB may, but is not required to be, the TAC Chair.

4.1.2 Elections shall take place during the regular February monthly meeting of the TPB. In the event the TPB does not meet in February, elections will be at the next scheduled meeting.

4.1.3 The term of the office shall be one (1) year, or until such time the new officers are elected. The Chairperson of the TAC may serve up to two consecutive one (1) year terms.

4.1.4 In the event of a vacancy in the office of Chairperson, a TPB member shall be elected by the TPB to serve the remainder of the term of office.

4.2 Duties of the Chair person

The Chairperson shall preside at TAC meetings, assuring a comprehensive, cooperative, and continuing planning process.

4.3 Duties of the Secretary

It is the duty of the Secretary to conduct meetings in the absence of the Chairperson. The Secretary is responsible for the preparation of agendas, the handling of administrative matters, and the maintenance of records, minutes, and the official roster of members. The Director of the WAMPO will act as Secretary of the TAC.

SECTION 5.0 QUORUM

In order for business to be transacted, there must be a recognized quorum of voting members. A quorum shall consist of a majority of the TAC voting members appointed at any given time.

A quorum is not lost when a member or members abstain from voting. If a quorum is not reached within fifteen minutes of the scheduled meeting time, those members present may, by unanimous agreement, select to continue the meeting as an informational meeting to discuss items on the agenda that do not require approval or action by the TAC voting membership.

SECTION 6.0 MEETINGS

6.1 Meetings

The TAC shall typically hold meetings two weeks ahead of the WAMPO TPB meeting, whenever possible. The WAMPO TPB approves the schedule of meeting dates each year. When the date of a meeting falls on a legal holiday, the TAC meeting will be held the following calendar day or as scheduled by the Secretary.

6.1.1 The Secretary may cancel a regularly scheduled meeting or call an additional meeting as deemed necessary, with the consent of the Chairperson.

6.1.2 Changes to meeting time, place, or date and any cancellations of regular meetings shall be made at least twenty-four (24) hours prior to when such meeting was to have taken place or as soon as practicable.

6.1.3 Publication of the meetings and related information will be posted on the WAMPO website. Public involvement activities will follow the currently adopted Public Participation Plan (PPP).

6.1.4 Opportunities for public comment shall be provided at each meeting. Matters related to personnel and litigation are not appropriate for public comment. Rules of decorum will be observed.

6.2 Special Meetings

The Chair, Secretary, or a majority of the voting members may call special meetings. In calling a special meeting, the requirements of the most current Public Participation Plan must be considered. Items of business to be considered at special meetings shall be limited to the items listed in the meeting agenda. The Secretary shall give public notice and notice to all members of special meetings not less than 24 hours prior to the meeting.

6.3 Conduct of Meetings

6.3.1 The meetings of the TAC will be held in accordance with Robert's Rules of Order and the Kansas Open Meetings Act (KOMA).

6.3.2 Meetings of the TAC may be held in person, virtually, or in a combination of both in-person and virtual.

6.3.3 Locations for all TAC meetings shall be accessible by persons with disabilities.

6.4 Agendas

6.4.1 There shall be an official agenda for every regular meeting of the TAC, which shall determine the order of business conducted at the meeting.

6.4.2 The Secretary, in consultation with the Chairperson, shall draft a meeting agenda.

6.4.3 Meeting agendas sent to members shall include appropriate materials (e.g., staff reports, draft documents, etc.).

6.4.4 Regular meeting agendas shall be distributed to members at least five (5) calendar days in advance of the meetings.

6.5 Record of Proceedings

6.5.1 At all meetings of the TAC, the Secretary shall record a roll of members in attendance, minutes of proceedings, and votes.

6.5.2 The Secretary shall record the minutes of each meeting as a matter of public record and shall present such minutes to the TAC for approval. Approved minutes of the TAC meetings shall be available for public inspection at the office of the Secretary and posted on the WAMPO website.

6.6 Voting

Any member remaining silent on a vote shall be considered to have voted in the affirmative, unless the Chairperson has granted permission to a member to refrain from voting, in which event the member shall be recorded as abstaining.

6.7 Conflict of Interest

No member of the TAC shall participate in, discuss, or vote on a matter in which he or she has a substantial interest, as defined by K.S.A. 75-4301a *et. seq*.

Should any member have such a substantial interest in a matter coming before the TAC or its committees, the Chairperson shall declare an abstention for each affected TAC member for that item on the agenda.

SECTION 7.0 AMENDMENTS TO BYLAWS

These Bylaws may be amended by a majority vote of the WAMPO TPB voting membership at any regular meeting, provided that the members have been notified in writing of the proposed change at least five (5) calendar days in advance and the proposed amendment has been placed on the agenda.

All amendments to these Bylaws shall be recorded by date and incorporated into these Bylaws. An official copy will be maintained by the Secretary.

SECTION 8.0 EFFECTIVE DATE

The above and foregoing bylaws are hereby adopted as the bylaws of the TAC.

Adopted this 19th day of January 2006

Amended this 14th day of October 2008
Amended this 9th day of August 2011
Amended this 8th day of August 2017
Amended this 9th day of March 2021
Amended this 13th day of December 2022
Amended this 13th day of February 2024
Amended this 13th day of October 2026

WAMPO TAC Chairperson
Russ Kessler

10/13/2026
Date

ATTEST:

WAMPO Secretary

10/13/2026
Date