

## **PUBLIC MEETING NOTICE**

The Traverse Transportation Coordinating Initiative (TTCI) Policy Board will have a public meeting at 1:00 pm Friday June 16th, 2023 at the Traverse City Michigan Works, 1209 S Garfield Avenue, Suite C, Traverse City, MI 49686. During the meeting, an opportunity for public comment will take place regarding transportation issues.

In addition to the physical meeting location, the public may access the meeting via Zoom using the following:

<https://us02web.zoom.us/j/85999530724> or calling 1 (309) 205 - 3325 US and use Meeting ID: 859 9953 0724

If you wish to submit written comments prior to the meeting and/or are an individual with a disability and need special assistance to attend the meeting, please contact Networks Northwest (231-929-5000) at least two business days in advance.



600 E Front Street, Suite 104, PO Box 506  
Traverse City MI 49685-0506  
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traversetransportation.org

A program of



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*The mission of the Traverse Transportation Coordinating Initiative (TTCI) is to provide coordinated leadership and direction for the development and conduct of the continuing, cooperative & comprehensive transportation planning process for the Traverse City urban area.*

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### **TTCI Board Meeting**

**June 16th, 2023 @ 1pm**

**In person at Michigan Works - 1209 S Garfield Avenue Suite C, Traverse City, MI**

**Or virtually at the following link:**

**<https://us02web.zoom.us/j/85999530724>**

**Meeting ID: 859 9953 0724**

**Phone: 1 (312) 626-6799**

#### **Call Meeting to Order**

- A. Introduction of Eligible Members, Staff and Advisors**
- B. Approval of the Agenda**
- C. Approval of Minutes from 5/9/23** (Attached, page 3-5) **(ACTION REQUESTED)**
- D. Conflict of Interest Disclosure**
- E. Public Comment**
- F. New Business**
  - a. TTCI Eligible Entity Roster (Attached, pages 6 & 7)
    - Roster of Eligible Entities for Review
  - b. MDOT Presentation of Member Voting and Dues Options (Outline Attached, pages 8-10)
  - c. TTCI **DRAFT** Intergovernmental Agreement & **DRAFT** Bylaws (Attached, pages 11 & 25 respectively)
    - Discussion of Membership Consensus for Voting and Dues for Intergovernmental Agreement
    - Discussion of DRAFT Bylaws
- G. Old Business**
  - a. TTCI MPO Establishment Steps and Timeline (Update)
    - Deadline for participating eligible entity governing body approval.
- H. Staff Reports**
- I. Agency Project Updates**
- J. Board Members Comments / Discussion of future agenda**
- K. Public Comments**
- L. Adjourn**

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# Traverse Transportation Coordinating Initiative (TTCI)

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**Tuesday, May 9<sup>th</sup>, 2023 @ 1pm**

**1209 S Garfield Avenue Suite C, Traverse City, MI**

**Draft - MEETING MINUTES - Draft**

## **Call to Order**

Chair K. Dunham called the meeting to order at 1:05pm on Tuesday May 9<sup>th</sup>, 2023.

## **Roll Call**

Voice introduction of membership was accepted as roll call.

## **Board Present**

Mitchell Treadwell - (City of Traverse City - alternate), Brad Kluczynski (GTRC), Chuck Korn (Garfield Charter Twp.), Beth Friend (East Bay Charter Twp.), Jeff Shaw (Elmwood Charter Twp.), Brendan Mullane - (Leelanau County RC), Dan Wagner - virtual (MDOT), Doug White (Acme Twp.), Ron Lemcool (Long Lake Charter Twp.), Andy Marek (Green Lake Twp.), Wayne Schoonover (GTRC), Midge Werner (Bingham Twp.), Shawn Winter (TC), Deb Allen - virtual (Leelanau County), Jenn Cram - virtual (Peninsula Twp.),

## **Others present**

Rob Carson (NN), Luke Walters - virtual (MDOT), Jeff Franklin (MDOT), Alex Simonette - virtual (MDOT), Mathew Cooke (NN), Terry Vandercook (NN), Jessica Willis (NN), Tim Lodge (TC), Bob Nelesen (NLAA), Warren Call - virtual (Traverse Connect), Camille Hoisington - virtual (Traverse Connect), Christine Thomas (TCAPS)

## **Agenda**

Chair Dunham asked if there needed to be any changes to the agenda. No changes were stated.

*Motion by C. Korn supported by J. Shaw to approve the agenda as presented. Motion carried unanimously.*

## **Approval of Minutes from 2/23/2023**

V-Chair Korn asked if there needed to be any changes to the meeting minutes. No changes were stated.

*Motion by B. Kluczynski, supported by J. Shaw, to approve the meeting minutes, as presented. Motion carried unanimously.*

## **Conflict of Interest**

No conflicts stated.

## Public Comment

None.

## New Business

### a) TTCI DRAFT Unified Work Program FY 2024

Staff outlined the recently completed UWP and the call for review and revisions to the DRAFT document. MDOT provided a list of revisions. A resolution of support for adoption of the document with noted revisions provided by MDOT and also included provision for future revisions if necessary as proposed by MDOT. FY 24 Budget Sheet was included separately for information purposes.

*Motion made by C Korn. Second by B Kluczynski to approve the resolution to approve the Unified Work Plan FY24.*

### b) MPO Establishment Process & Timeline

Staff introduced the MPO process and timeline, noting that we are moving through condensed process due to the delay in receiving the urbanized area designation from the US Census Bureau. The timeline outlines the necessary steps for moving forward with achieving MPO designation by October 1<sup>st</sup>. Staff asked for coordination for securing a special meeting for June. *Special meeting set for June 16<sup>th</sup> at 1pm.*

## Old Business

### a) TTCI Members – Board Presentation Schedule (update)

Staff updated that all local units and agencies have been contacted. There is an upcoming meeting attended by staff at Blair Twp. this evening (May 9<sup>th</sup>). Whitewater Twp. has been the sole community which has not requested nor set a presentation for their governing board meeting schedule.

### b) Policy Board (update)

The members present at today's meeting have had presentations provided to their community or organization and are interested in the discussion of the formation of the MPO Policy Board.

### c) MTOT Checklist (updates)

- MPO Name
  - Set as TTCI per March Board meeting motion.
- MPA Boundary
  - Set when intergovernmental agreement is executed.
- Bylaws
  - Existing bylaws for TTCI will need to be revised upon completion of the draft and final intergovernmental agreement to include all necessary provisions for membership, voting and dues.
- Policy Board Membership
  - Will be secured upon local unit and agency governing board respective approval of the intergovernmental agreement.
- Intergovernmental Agreement
  - Will be developed as a draft which will be provided to the Policy Board prior to the special June 16<sup>th</sup> meeting.
  - Will be discussed with consensus for language pertaining to Policy Board Membership, Voting and Dues.
- Location of MPO
  - 600 E. Front St. Traverse City, MI 49685

**Staff Reports**

None provided.

**Agency Project Updates**

None provided.

**Board Member Comments/Discussion of Future Agenda**

None provided.

**Public Comment**

None.

**Adjourn**

Meeting adjourned at 1:39 pm.

<b>TTCI POLICY BOARD MEMBER LIST (DRAFT Eligible Entity Roster)</b>					
<b>Name</b>	<b>Title</b>	<b>Org</b>	<b>Email</b>	<b>Phone</b>	<b>Officers</b>
Mark Wilson	Commissioner	Traverse City	mwilson@traversecitymi.gov	(231) 999-1436	
Brad Kluczynski	Managing Director	GT Cty Road Commission	bkluczynski@gtcrc.org	231-922-4848	Secretary
Kelly Dunham	Executive Director	BATA	dunhamk@bata.net	231-933-5544	Chair
Chuck Korn	Supervisor	Garfield Twp	ckorn@garfield-twp.com		Vice Chair
Brad Jewett	Commissioner	GT County	bjewett@gtcountymi.gov	231-633-9421	
Beth Friend	Supervisor	East Bay Twp	bfriend@eastbaytwp.org	231-947-8719	Treasurer
Jeff Shaw	Supervisor	Elmwood Twp	supervisor@elmwoodmi.gov	231-946-0921	
Brendan Mullane	Manager	Leelanau Cty Road Commission	bmullane@leelanauroads.org	231-271-3993	
Doug White	Supervisor	Acme Twp	dwhite@acmetownship.org	231-938-1350	
Dan Wagner	TC TSC Manager	MDOT	wagnerD2@michigan.gov	231-340-9295	
Ron Lemcool	Supervisor	Long Lake Township	Supervisor@LongLakeTownship.com		
Andy Marek	Treasurer	Green Lake Township	treasurer@greenlaketownship.org		
Isaiah Wunsch	Supervisor	Peninsula Township	supervisor@peninsulatownship.com		
Midge Werner	Supervisor	Bingham Township	jmw202@gmail.com		
Jeff Franklin	Supervisor, MPO Regional Services West Unit	MDOT	FranklinJ1@Michigan.gov		
Deborah Allen	Leelanau County Administrator	Leelanau County	dallen@leelanau.gov	12312568100	
Nicole Blonshine	Supervisor	Blair Township	supervisor@blairtownshipmi.gov		
<b>Alternatives</b>					
Krista Phillips	MDOT TC TSC Operations Engineer	MDOT	philipski7@michigan.gov	989-245-2173	
Craig Brown	Engineer	Leelanau Cty Road Commission	cbrown@leelanauroads.org	231-271-3993	
Wayne Schoonover	County Highway Engineer	GTCRC	wschoonover@gtcrc.org	231-922-4848	
Claire Karner	Planner	East Bay Twp	ckarner@eastbaytwp.org	231-947-8681 x2	
Eric Lingaur	Communications and Development Director	BATA	lingaure@bata.net	231-933-5534	
Mitchell Treadwell	Commissioner	Traverse City	mtreadwell@traversecitymi.gov	(231) 409-4819	
Rob Hentschel	Commissioner	Grand Traverse County	rhentschel@gtcountymi.gov	231-944-2868	
John Sych	Planning Director	Garfield Township	jsych@garfield-twp.com	231-225-3155	
Bob Neleson	Airport Engineer	Cherry Capital Airport	bob.nelesen@tvcairport.com		
Mark Bishop	Chief Financial Officer	Cherry Capital Airport	mark.bishop@tvcairport.com		
Jenn Cramer	Planner	Peninsula Twp.	planner@peninsulatownship.com		

**TTCI TECHNICAL COMMITTEE MEMBERS CONTACT LIST (DRAFT Technical Committee Roster)**

Name	Title	Org	Email	Phone
Bill Clark	Transportation Planner	BATA	clarkw@bata.net	231-778-1035
Tim Lodge	City Engineer	Traverse City	tlodge@traversecitymi.gov	231-922-4455
Wayne Schoonover	County Highway Engineer	GTCRC	wschoonover@gtcrc.org	231-922-4848
Claire Karner	Planner	East Bay Township	ckarner@eastbaytwp.org	231-947-8719 x2
Lindsey Wolf	Planning & Zoning Administrator	Acme Township	zoning@acmetownship.org	231-938-1350
John Sych	Planning Director	Garfield Township	jsych@garfield-twp.com	231-225-3155
Craig Brown	Engineer	LCRC	cbrown@leelanauroads.org	231-271-3993
Sarah Clarren	Planner/Zoning Administrator	Elmwood Township	planner@elmwoodmi.gov	231-946-0921
Gregg Bird	Emergency Management Coordinator	Grand Traverse County	gbird@gtcountymi.gov	231-590-2373
Heidi Phaneuf	North Region Planner	MDOT	PhaneufH@michigan.gov	231-340-0326
Jenn Cramer	Planner	Peninsula Twp.	planner@peninsulatownship.com	
Christine Thomas		TCAPS	thomasch@tcaps.net	(231)933-1730
Luke Walters	Transportation Planner / MPO Program Manager	MDOT	WaltersL3@michigan.gov	
Daniela Khavajian	Statewide and Urban Travel Analysis Section (SUTA)- MDOT	MDOT	KhavajianD@michigan.gov	
Bradley Sharlow	Supervisor, Urban Travel Analysis Unit	MDOT	SharlowB@michigan.gov	
Krista Phillips	MDOT TC TSC Operations Engineer	MDOT	philipski7@michigan.gov	989-245-2173
Brad Kluczynski	Managing Director	GT Cty Road Commission	bkluczynski@gtcrc.org	231-922-4848
Steve Hannon	Deputy Planning Director	Garfield Township	shannon@garfield-twp.com	231-225-3156
Eric Lingaur	Communications and Development Director	BATA	lingaure@bata.net	231-933-5534
Preston Taylor	Zoning Administrator	East Bay Township	ptaylor@eastbaytwp.org	231-947-8681 x3
Brendan Mullane	Managing Director	Leelanau County RC	bmullane@leelanauroads.org	231-271-3993
Shawn Winter	Planning Director	Traverse City	swinter@traversecitymi.gov	231-922-4465
Alex Simonetti		MDOT	SimonettiA@michigan.gov	
Valerie Shultz	RPM North Unit Manager	MDOT	ShultzV@michigan.gov	
Kevin Klein	Airport Manager	Cherry Capital Airport	admin@tvairport.com, kevin.klein@tvairport.com	
Bob Nelesen	Airpor Engineer	Cherry Capital Airport	bob.nelesen@tvairport.com	
Mark Bishop	Airport Finance Director	Cherry Capital Airport	mark.bishop@tvairport.com	
Troy Kierczynski	VP of Finance and Administration	Northern Michigan College	tkierczynski@nmc.edu	231.995.1147
Elizabeth Calcutt	TART Trails Representative	TART	elizabeth@traversetrails.org	
Chris Kushman	TART Trails Representative	TART	ckushman@traversetrails.org	
Carolyn Ulstad	Transportation Program Manager	Groundwork	carolyn@groundworkcenter.org	
Randy Mielnik	Planner	Peninsula Township	planner@peninsulatownship.com	
Camille Hoisington	Director of Ecosystem Development	Traverse Connect	Camille.Hoisington@traverseconnect.com	
Warren Call	Executive Director	Traverse Connect	warren.call@traverseconnect.com	
Matt Skeels	Manager	Benzie County RC	bcrmanager@benzieroad.net	
Rob Kalbfleisch	Land & Roads Management Director	Grand Traverse Band of Ot	Rob.Kalbfleisch@gtb-nsn.gov	231-534-7716

# MDOT Example

## MPO Voting and Dues Structures

- **Voting Structures**

- 1 Vote for each Member Agency
  - Include additional vote for County Board
    - Holland (MACC)
    - Ann Arbor (WATS)
  - No additional vote for County Board
    - Midland (MATS)
    - Saginaw (SATA)
  - Variation
    - Muskegon (WestPlan): Not all townships included – 1 rural & urban township from each county + additional County Board vote
- Weighted Voting
  - Additional Votes for Dues Paying Members
    - Battle Creek (BCATS) – agencies with road jurisdiction
  - Population
    - Grand Rapids (GVMC)
    - Bay City (BCATS)
    - Jackson (JACTS)
  - Variation
    - Kalamazoo – 3-Tiered system based on dues/population
      - Tier 1: City of Kalamazoo, City of Portage, CRCs
      - Tier 2: High population Townships, Transit, Kalamazoo County, University
      - Tier 3: All other local governments, MDOT, Van Buren Transit
- Other
  - Twin Cities (TwinCATS) –
    - 3 Votes Berrien County (1 Board, 1 CRC, 1 Planning)
    - 3 Votes MDOT (1 Planning, 1 Region, 1 TSC)
    - 1 Vote for all other member entities
  - Niles (NATS) –
    - 4 Votes Berrien County (2 Board, 1 CRC, 1 Planning)
    - 3 Votes Cass County (2 Board, 1 CRC)
    - 3 Votes City of Niles
    - 3 Votes MDOT (1 Planning, 1 Region, 1 TSC)
    - 2 Votes Each Chamber of Commerce and Howard Township
    - 1 Vote for all other member entities
- Voting Summary
  - Various methods to structure voting



- Small MPOs often utilize a method of 1 vote for each member agency, though there are examples of Small MPOs using weighted voting
    - Weighted voting is typically based on population, dues, or both
  - Consultant Report
    - Only 13 percent of MPOs across the United States have a weighted voting system
      - Based on factors such as population of the government unit, financial contribution, or status as a transportation implementing agency
    - Michigan MPOs are well above the national average of weighted voting use as well over half of the state’s organizations use some form of weighted voting concept.
    - Weighted voting is not as common among MPOs of TTCIs size and population nationwide. All of the MPOs who do not use weighted are in a small-midsize MPO size class. Larger Michigan MPOs do employ a weighted voting structure.
    - Much of the feedback from interviews with both MPO staff from around the state and MDOT suggested a simple, straightforward voting structure, especially for smaller and new MPOs. The comment was to make things as fair and efficient early on as it can be laborious to change once a voting system is started.
    - Include, or maintain in TTCI’s case, policy committee stakeholders named in Section 134. A simple voting structure of one vote per entity was the most common suggestion.
    - As the area continues to grow TTCI can consider various ways of including further township participation, including but not limited to a rotating seat on the policy committee, rural township representatives, non-voting membership, and weighted voting.
  - TTCI Staff Recommendation
    - One Vote per Entity
- **Dues Structures**
  - Overview
    - Necessary for local match for Consolidated Planning Grant (CPG) funding used for Unified Work Program
      - CPG funding is made up of FHWA PL funds and FTA 5303 funds
    - 81.85% Federal/18.15% Local Split
    - CPG amount can increase or decrease based on various criteria
      - Population Changes
      - New Legislation
      - Actual vs Estimated
        - Currently MDOT uses a 2% annual increase for revenue estimates from FY24-26
  - Population
    - All member jurisdictions contribute
      - Grand Rapids (GVMC) – Also uses Federal Aid eligible Mileage
      - Holland (MACC) + \$125 per Federal Aid Mile for CRCs
      - Kalamazoo (KATS)

- Ann Arbor (WATS)
- Members with Jurisdiction over Roads/Transit Pay
  - Muskegon (WestPlan)
  - Bay City (BCATS)
  - Battle Creek (BCATS)
- CPG Split by Road Owners & Transit
  - Jackson (JACTS)
  - Variation
    - Midland (MATS) – PL portion of CPG is split by City of Midland and Midland CRC, 5303 portion of CPG is split between City, County, and Transit
    - Saginaw (SATA) – PL is split by City of Saginaw and Saginaw CRC, 5303 match is covered by transit
- Dues Summary
  - Although many utilize similar methods, most are slightly different from one another
  - Transit agencies typically pay part of a split or a flat rate if population based
- Consultant Report
  - A common way for MPOs to fund their planning work is through dues from participating entities and agencies.
  - Financial and political considerations can be required when setting a membership dues structure.
  - Nationwide, roughly half of MPOs use some form of per capita rate, about a quarter of use a fixed fee structure - where each local government is charged the same dues rate, regardless of the jurisdiction's size.
  - Developing a simple formula for member financial contributions is a prudent way of funding federal match requirements and planning work while also getting buy-in from member governments and agencies.
  - Develop a comprehensive, fair, and transparent dues or local match model
- TTCI Staff Recommendation
  - Required Local Match Split Evenly Among Entities

# **Traverse Transportation Coordinating Initiative (TTCI)**

## **Intergovernmental Agreement for Participants of the Metropolitan Planning Organization**

### **Article I. Name**

The name of the inter-municipality committee formed under this agreement shall be the Traverse Transportation Coordinating Initiative, hereafter referred to as TTCI.

### **Article II. Purpose and Authority**

Michigan Public Act 200 of 1957 provides for the creation, by two or more municipalities, of an inter-municipality committee for the purpose of studying area transportation issues of mutual interest and concern. TTCI shall operate and act in compliance with and under the authority of Michigan Public Act 200 of 1957 and shall have the duties, privileges and rights prescribed in that Act.

### **Article III. Fiscal Year**

The fiscal year for TTCI shall be October 1<sup>st</sup> through September 30<sup>th</sup> of the following year.

### **Article IV. Duties of TTCI**

The duties of TTCI shall be broad objectives that will encompass, but are not limited to the following:

1. Develop transportation plans and programs and establish processes for the continuing review of plans, recommendations, and programs to facilitate the movement of persons and goods in the TTCI Study Area.
2. Design and carry out the assembling and analysis of information pertaining to transportation with the study area.
3. Coordinate transportation facility implementation and operation within the TTCI Study Area.
4. Review and evaluate the planning and programming of transportation related activities, projects and programs within the TTCI Study Area, as they may impact the transportation system.
5. Assist in project implementation where such projects require organizational, functional and operational analysis and/or to undertake those implementation functions not reserved to other agencies or as may be appropriately delegated by such other agencies.

6. Establish and implement a continuing program of public information regarding transportation planning, programs and projects.

## **Article V. TTCI MPO Organization**

TTCI shall be the established transportation planning body for the Census Designated Traverse City-Garfield Urbanized Area and TTCI Metropolitan Planning Area. Representation from transportation agencies, transit agencies and units of government which constitute a minimum of seventy-five percent (75%) of the US Census defined urbanized area shall meet the legislative requirements to seek TTCI MPO establishment; when they have agreed to participate in the formation of the inter-municipality committee through the approval and adoption of this inter-governmental agreement.

### **Section 5.01 Census Defined Urbanized Area and Metropolitan Planning Area**

#### **(a) Census Defined Urbanized Area:**

The United States Census Bureau conducts decennial census every ten (10) years. Upon completion of the decennial census the US Census Bureau conducts a review of data which supports the designation of urbanized areas. Following each decennial census, TTCI shall work with the Michigan Department of Transportation to ascertain changes to urbanized area boundaries, and shall make necessary revisions to meet the requirements of Michigan Public Act 200 of 1957. See *Attachment A* for a map of the urbanized area prescribed by the 2020 US Decennial Census. This attachment shall be updated following each decennial census.

#### **(b) Metropolitan Planning Area:**

The Metropolitan Planning Area (MPA) is the designated geographic boundary within which the planning processes prescribed in 23 CFR 450 and 49 CFR 613 is to be carried out. The Metropolitan Planning Area shall include all geographic boundaries which contain census designated urbanized areas and shall also contain geographic unit boundaries of areas which are forecasted to become urbanized within the next twenty (20) years. MDOT shall make recommendation on MPA boundaries following each decennial census with the final MPA designated by the TTCI Policy Board. A geographic boundary is defined as a Township, Village and City civil division boundaries. See *Attachment B* for a map of the MPA. This attachment shall be updated following each decennial census or as necessary to include expansion of the planning area boundary.

### **Section 5.02 Eligibility**

All transportation agencies, transit agencies and local units of government, which include within their respective service area or civil division boundary, a portion of the defined urbanized area or MPA; are eligible for inclusion and participation with TTCI and are referred to as Eligible Entities. A local unit of government is defined as a Village, City, Township or County. Eligibility shall solely be met through this section 5.02 and section 5.03 Member Conditions.

## Section 5.03 Member Conditions

The following conditions are required of participating eligible entities.

### (a) Voting Rights:

Participating eligible entities are each provided one (1) vote on the Policy Board. The single vote shall be administered by the primary or alternate Policy Board Member, and in no case shall both the primary and alternate Policy Board Member preside at the same meeting and in no case shall more than one (1) vote be cast by an individual eligible entity.

### (b) Planning Organization Dues:

Each participating eligible entity shall pay planning dues in a sufficient amount to meet the required eighteen point fifteen percent (18.15%) of the Consolidated Planning Grant provided by MDOT. Planning due amounts are established in *Attachment C*, with the prescribed dues having been certified through approval of this agreement. Dues shall be paid by each participating eligible entity each fiscal year upon receiving the invoice, and payment shall be made within 45 days of the receipt of the invoice.

### (c) Participation:

Participating eligible entities shall make every effort to have their representative attend TTCI Policy Board, Executive Committee (*if applicable*), Technical Committee (*if applicable*), or Ad Hoc Committee meetings (*if applicable*). Participation is fundamental to the successful operation of the MPO Planning Process(es). Unexcused absences will be monitored and relayed to respective eligible entity's governing board following the absence. Accumulation of three (3) unexcused absences within a single fiscal year will cause a formal request by the TTCI Policy Board for appointment of a new representative by the respective eligible entity.

## Article VI. Meeting Standards, Policy Board, and Committees

### Section 6.01 Quorum

A quorum is required for the conducting of business. The presence of a simple majority of the TTCI Policy Board Membership (as defined in Article VI, Section 6.03.(a) OR the presence of three-fifths (3/5) of transportation implementing agencies (BATA, City of Traverse City, GTCRC, LCRC, MDOT) and two (2) local units of government shall constitute a quorum for the purpose of conducting business. Active voting members are those duly appointed representatives whose membership dues were paid in the prior budget year.

### Section 6.02 Meeting Operation

Meeting parliamentary procedure and voting decision processes of the TTCI Policy Board, Executive, Technical and Ad Hoc Committees shall operate according to "Robert's Rules of Order". All meetings of the TTCI Policy Board and Technical Committee shall operate within the requirements of the Michigan Open Meetings Act (OMA), 1976 PA 267, MCL 15.261 et seq.

## Section 6.03 TTCI Policy Board

### (a) TTCI Policy Board Membership

Membership on the TTCI Policy Board shall consist of one (1) individual from each participating eligible entity, whom is designated by the respective entities governing body to serve as their representative. Representatives may be members of the governing board, executive staff or their designee. Eligible entities shall appoint one (1) primary member to the TTCI Policy Board and shall appoint a second alternate member to attend in the primary member's absence. Designations shall be made by each participating eligible entity at their first meeting of the calendar year and as otherwise outlined for replacement, with the exception of the initiation of the board under initial execution of this agreement. Designations shall be made in writing and by name provide a primary and alternative representative. Designations shall occur for each participating entity that have executed approval of this agreement, and shall include a representative from the Michigan Department of Transportation and the Federal Highway Administration as necessary. TTCI Policy Board Members are provided in *Attachment D*.

### (b) Terms of TTCI Policy Board Members

Policy Board Members shall serve a term of two (2) years, or until their replacement is designated by the eligible entities governing body. Policy Board members, whom are elected officials for eligible local units of government or a member of a governing body of an eligible agency, shall not serve past the expiration of their elected office for the eligible entity or expiration of their appointment on the eligible entities governing body. Members of the Policy Board who are staff to a participating eligible agency or local unit of government shall not serve beyond their time of employment with such eligible entity. A participating eligible entity membership that has expired due to any of the factors above shall be notified and a new designee shall be named by the respective eligible entities governing board at that time.

### (c) Officers

The TTCI Policy Board shall be served by an Executive Committee comprised of elected officers, which consist of a Chairperson, Vice-Chairperson, a Secretary and a Treasurer. The officers shall serve the duties outlined within the Policy Board by-laws. Officers shall be elected from TTCI Policy Board members who have served on the Policy Board from initial approval of this agreement or for a minimum of one (1) year. The four member Executive Committee shall have at least one (1) elected City, Village, Township or County representative and at least one (1) representative of a transportation or transit agency. Officers shall be elected following a formal nomination from another member of the board, followed by a vote of the board; this shall occur for each respective officer position. Election of officers shall be at the first meeting of each calendar year or as soon as possible thereafter. Officers shall serve a term of one (1) year, or until a successor is elected. If a vacancy occurs then an election for that office shall occur at the next regular meeting of the Policy Board and that successor shall serve the remainder of the existing term.

**(d) Meetings**

The TTCI Policy Board shall hold meetings in accordance with the by-laws of the Policy Board.

**Section 6.04 TTCI Executive Committee**

**(a) TTCI Executive Committee Established**

The TTCI Executive Committee shall be established through representation of the officers of the TTCI Policy Board.

**(b) TTCI Executive Committee Membership**

Membership on the Executive Committee shall follow the procedure outlined in Section 6.03.(c).

**(c) Terms of TTCI Executive Committee Members**

TTCI Executive Committee terms shall follow the standards outlined in Section 6.03.(c).

**(d) Executive Committee Meetings**

TTCI Executive Committee Meetings shall be held and operate in accordance with the TTCI Policy Board By-laws.

**Section 6.05 TTCI Technical Committee**

**(a) TTCI Technical Committee Established**

The TTCI Technical Committee is hereby established and represented by professional staff of participating eligible entities of the TTCI Policy Board with inclusion of representation of other entities which are important to the areas transportation planning processes.

**(b) TTCI Technical Committee Membership**

Membership on the TTCI Technical Committee shall occur through designation of a representative by each participating eligible entity of the TTCI Policy Board. A representative shall also be included, but not limited to from each of the following entities; Northwestern Michigan College, Traverse City Area Public Schools, Traverse Connect, Cherry Capital Airport Authority, Michigan Department of Transportation, Grand Traverse Tribe of Ottawa and Chippewa Indians. TTCI Technical Committee members shall be designated through the process established in the TTCI Policy Board By-laws.

**(c) Terms of TTCI Technical Committee Members**

TTCI Technical Committee terms shall be in accordance with the TTCI Policy Board By-laws.

**(d) TTCI Technical Committee Meetings**

TTCI Technical Committee Meetings shall be held and operate in accordance with the TTCI Policy Board By-laws.

## **Section 6.06 Ad Hoc Committee**

### **(a) TTCI Ad Hoc Committee Establishment**

Ad Hoc Committees, special committees, and subcommittees may be established as deemed necessary by the TTCI Policy Board to further purposes in keeping with responsibilities and objectives.

### **(b) TTCI Ad Hoc Committee Membership**

TTCI Ad Hoc Committees membership shall be in accordance with the TTCI Policy Board By-laws.

### **(c) Terms of TTCI Ad Hoc Committee Members**

TTCI Ad Hoc Committee terms shall be in accordance with the TTCI Policy Board By-laws.

### **(d) TTCI Ad Hoc Committee Meetings**

TTCI Ad Hoc Committee Meetings shall be held and operate in accordance with the TTCI Policy Board By-laws.

## **Section 6.07 Community Engagement**

TTCI shall meet requirements for citizen input for the planning area through placement of a public comment agenda item on each meeting agenda for the TTCI Policy Board and TTCI Technical Committee meetings. Community Engagement events will also be scheduled a minimum of two (2) times per fiscal year. Events may consist of input sessions held at community halls or centers, pop-up sessions held in public spaces or through other interactive methods which gain public feedback. The actions outlined within this section shall be included in the Public Participation Plan (PPP) which will be updated as necessary through guidance of MDOT.

## **Section 6.08 Meeting Notices, Agendas and Minutes**

### **(a) Meeting Notices**

All TTCI Policy Board, TTCI Technical Committee and TTCI Ad Hoc Committee meetings shall be appropriately noticed in meeting the requirements of section 6.02.

### **(b) Meeting Agendas**

All TTCI Policy Board, TTCI Technical Committee and TTCI Ad Hoc Committee meetings shall have an agenda provided to respective members no later than five (5) days prior to all regular meetings.

### **(c) Meeting Minutes**

Minutes shall be taken and prepared for each TTCI Policy Board meeting, with the Draft minutes reviewed and voted upon for approval to a Final Copy of the Minutes at the next regular Board Meeting.



## **Article VII. Staffing and Support**

### **Section 7.01 Staffing Arrangement**

The TTCI Policy Board shall contract with the Northwest Michigan Council of Governments (dba. Networks Northwest) to coordinate and conduct administration and staffing related to its purpose, responsibilities and objectives. Personnel assigned to TTCI will adhere to a staffing plan outlined within each fiscal year's Unified Work Program, which is approved by the TTCI Policy Board.

### **Section 7.02 TTCI Board Anonymity**

TTCI shall be a stand-alone entity autonomous from the Northwest Michigan Council of Governments (dba. Networks Northwest) Board.

### **Section 7.03 Supportive Services**

TTCI may enter into agreements with other public and private agencies, including consultants, for all types of surveys and studies relating to its purpose, responsibilities and objectives. Such surveys and studies shall be identified and described in the annual Unified Work Program.

## **Article VIII. Unified Work Program Plan & Budget**

### **Section 8.01 Unified Work Program (UWP)**

A UWP shall be prepared prior to each fiscal year. The UWP shall meet all necessary State and Federal Planning requirements and focus areas. The UWP shall include all work to be undertaken within the fiscal year, outline necessary staffing and support, include action items and deliverables and work within a fiscally constrained context of the Consolidated Planning Grant. The UWP shall be reviewed and approved by the TTCI Policy Board prior to submittal to MDOT.

### **Section 8.02 Budget**

A budget shall be prepared prior to each fiscal year. The budget shall detail the Consolidated Planning Grant (CPG) funds, and local matching funds provided for the required eighteen point fifteen percent (18.15%) match. The budget shall outline expenditures for staffing committed to the UWP action items. The budget shall be included within the UWP and voted upon by the TTCI Policy Board for approval.

## **Article IX. Bylaws**

TTCI Policy Board shall operate under an agreed upon set of by-laws. By-laws shall uphold and not conflict with any provisions of this agreement. The provisions of this agreement shall always supersede the bylaws in guidance of board operation, the processes of the organization and all matters contained within this agreement.

## **Section 9.01 Adoption**

Bylaws shall be adopted by a two-thirds (2/3) vote of the TTCI Policy Board Membership.

## **Section 9.02 Amendment**

Bylaws may be altered, amended or replaced at any regular or special meeting of the Board by at least two-thirds (2/3) vote for the purpose of bylaw amendment. A copy of the proposed changes to the bylaws shall be filed with the Secretary at least ten (10) days prior to the meeting where such action is proposed to be taken and the secretary shall send a copy of the proposed change to each representative along with written notice of the time and place of such meeting. The Secretary shall also ensure that representatives received their notices at least five (5) days prior to such meeting.

## **Article X. Amendments to this Agreement**

### **Section 10.01 Addition or Withdrawal of Eligible Entity**

This intergovernmental agreement shall be amended for addition of any eligible entity and for the withdrawal of an eligible entity at any point during a fiscal year. The addition or withdrawal of an eligible entity shall require a simple majority vote of the TTCI Policy Board, and the agreement shall not require approval of each respective participating entity. *Attachment D* shall be updated to reflect any changes with eligible entity participation levels.

### **Section 10.02 Amendment to Update Attachment A (Census Urbanized Boundaries) and to Update Attachment B (Metropolitan Planning Area)**

This intergovernmental agreement shall be amended following each decennial census upon the release of the updated Urbanized Area boundaries and whenever an adjustment is made to the Metropolitan Planning Area Boundary. The amendment shall only include updates to attachments A and B. This amendment shall require only a simple majority vote of the TTCI Policy Board.

### **Section 10.03 All Other Amendments**

All other amendments to this agreement shall require approval of the TTCI Policy Board and the governing body of each participating entity. The process for amendments shall be:

1. Desired amendments shall be brought forth and placed on a TTCI Policy Board Agenda for discussion and voting.
2. A two-thirds (2/3) vote of the TTCI Policy Board shall move to amend a draft of the agreement.
3. The amended draft agreement will be taken to each respective participating eligible entity's governing board for approval.
4. Once approval from each respective participating eligible entity's governing board is received, the amended draft agreement will be voted upon by the TTCI Policy Board for adoption of the amendment.

5. A two-thirds (2/3) vote of the TTCI Policy Board shall be necessary for final approval of the amended agreement.

## **Article XI. Addition of Eligible Entities**

Eligible entities as outlined in Section 5.02 with ability to comply with the conditions of Section 5.03 may be added to TTCI during any part of the fiscal year. The process for addition of an eligible entity is as follows:

1. The eligible entity shall petition in writing, directed to the TTCI Policy Board, a formal request to be included as an entity of TTCI.
2. TTCI Staff shall review the request and determine if the entity meets the eligibility requirements.
3. The request shall then be placed on an upcoming regular meeting Agenda of the Board for the action to be considered, through the approval of an amendment to this agreement as outlined in Section 10.01.
4. The Amendment shall place the name of the eligible entity in *Attachment D* as outlined in Section 6.03.(a)
5. Upon TTCI Board approval of the amendment, the eligible entity to be added to TTCI must obtain approval of this agreement from their respective governing board.
6. Upon approval of the agreement by the respective governing board, the entity shall pay the required yearly dues as outlined in Section 5.03 (b) and *Attachment C* for the current fiscal year in which they will be added.
7. The eligible entity shall be considered a member of TTCI upon paying of the required due.
8. The bylaws shall be updated to include the eligible entity as a member of TTCI in accordance with Section 9.02 of this agreement.

## **Article XII. Withdrawal of Eligible Entities**

An eligible entity may withdrawal from TTCI at any time during the fiscal year. An eligible entity, which withdrawals from TTCI shall not be reimbursed for any portion of their dues for any past and current fiscal year. The process for withdrawal of an eligible entity is as follows:

1. The eligible entity shall petition in writing, directed to the TTCI Policy Board, a formal request to withdrawal from TTCI.
2. The request for withdrawal shall be placed on the next upcoming regular meeting Agenda of the TTCI Policy Board, with action requested.
3. The TTCI Policy Board shall take action on the request and amend the agreement as outlined in Section 10.01.
4. The amendment shall include removal of the entity name from *Attachment D* under Section 6.03.(a).

5. The eligible entity shall be considered withdrawn from TTCI once the amendment has been approved.
6. The bylaws shall be updated in accordance with Section 9.02.

### **Article XIII. Removal of Entity**

An entity which no longer meets the conditions of this agreement, and is considered an Inactive Member under Article XIV of this agreement, may be removed from TTCI by a simple majority vote of the TTCI Policy Board.

### **Article XIV. Inactive Membership Status**

Any entity which is a member of TTCI and has not paid its annual dues in accordance with Section 5.03.(b) or no longer meets the eligibility requirements of 5.02 shall be considered an "Inactive Member", and shall no longer have authority to preside at TTCI Policy or any respective Committee meetings. The entity's "Inactive Member" status shall be referred to the Executive Committee for appropriate action. Appropriate action may include Removal of the Entity under Article XIII or a request to the entity to meet the condition of Sections 5.02 and 5.03.

### **Article XV. Adoption**

Upon original adoption of this Intergovernmental Agreement by the legislative body of each participating eligible entity as outlined in Section 5.02, such adoption shall be evidenced by an endorsement on this agreement under Article XVI Signatories by the Chief Elected Official and Secretary or Clerk of each respective eligible entities governing board at the time of execution of the agreement.

### **Article XVI. Signatories**

**Attachment A: U.S. Census Defined TC-Garfield Urbanized Area (2020)**



**Attachment B: Metropolitan Planning Area (2023)**



## ***Attachment C: Membership Due Calculations***

**This section to be completed upon agreement of the TTCI Policy Board Membership for Dues contributions.**

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***Attachment D: TCI Eligible Entity Membership***

**This section to be completed upon the agreement of the eligible entities that wish to participate with a seat on the TCI MPO Policy Board.**

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TRAVERSE TRANSPORTATION COORDINATING  
INITIATIVE (TTCI)  
BYLAWS

ARTICLE I. NAME OF ORGANIZATION

The name of the organization shall be the Traverse Transportation Coordinating Initiative, an Intermunicipality Committee established under Act 200 of 1957 of the Public Acts of Michigan, and shall be hereinafter referred to as the TTCI.

ARTICLE II PURPOSE AND RESPONSIBILITY

Section 1. Purpose. TTCI is established to provide coordinated leadership and direction for the development and conduct of a continuing, cooperative, and comprehensive transportation planning process in the Traverse City Urbanized Area. As a program of Networks Northwest, TTCI shall constitute the forum for cooperative transportation decision-making by principal elected officials of general purpose local governments and representatives of transportation based agencies to develop US Census Designated Traverse City- Garfield Urbanized Area multi-modal transportation plans and programs.

Section 2. Responsibility. TTCI shall develop transportation plans and programs for the Greater Traverse Area, in coordination with local, county, regional, and state plans and programs. The Traverse City-Garfield Urbanized Area is defined by the US Census Bureau. The Metropolitan Planning Area of TTCI shall encompass the local civil divisions of the City of Traverse City, the Charter Townships of Garfield, Elmwood, East Bay, Long Lake and the General Law Townships of, Acme, Peninsula, Blair, Bingham, Green Lake and Whitewater.

Section 3. Objectives.

- a) Maintain a transportation planning process and improvement plan for the Traverse City area which meets Federal and State requirements and ensures the area's eligibility for capital and operating funds.
- b) Pursue, develop and maintain system and subsystem plans and programs for the various modes of transportation which use the area's major streets, roads and highways.
- c) Integrate and coordinate transportation plans and programs with existing and future plans and programs within the region, as defined by the State of Michigan, and the Michigan Department of Transportation.
- d) Recommend transportation programs and projects which are consistent with the general transportation goals of the community and its transportation based agencies,
- e) Maintain continuously updated pertinent information about the area's transportation systems.
- f) Assist local and state implementation agencies in developing transportation projects. Collaborate with local, regional, state, and federal

- transportation planning agencies in developing transportation plans and projects.
- g) Operate the urbanized area transportation planning program in a responsible and efficient manner.
  - h) Provide for and encourage public involvement in TTCI's transportation planning activities.
  - i) Solicit and accept appropriate gifts and grants which will assist in the accomplishment of TTCI objectives.

### ARTICLE III. MEMBERSHIP

Section 1. General. Voting membership shall consist of the municipalities and entities which are listed in Section 4 and which execute the “*Traverse Transportation Coordinating Initiative (TTCI) Intergovernmental Agreement for Participants of Metropolitan Planning Organization*” hereafter referred to as **“THE AGREEMENT”**. Each member shall be entitled to representation on the TTCI Policy Board as hereinafter provided. With administrative and staffing assistance from Networks Northwest, all affairs of TTCI shall be managed by the Board. Voting members whose sponsoring agency becomes delinquent in any cost assessments, matching funds or other financial obligations to TTCI, shall be subject to review by the TTCI Policy Board.

Section 2. New Members. New members may be added to the Board according to the procedures outlined in **THE AGREEMENT** Article XI.

Section 3. Withdrawal of Membership. Any member may withdraw its membership according to the procedures outlined in **THE AGREEMENT** Article XII.

Section 4. Voting Members. Voting members shall consist of one member from each of the following:

- City of Traverse City
- Charter Township of Garfield (G.T. County)
- Charter Township of Elmwood (Leelanau Co.)
- Charter Township of East Bay (G.T. County)
- Acme Township (G.T. County)
- Bingham Township (Leelanau County)
- Blair Township (G.T. County)
- Peninsula Township (G.T. County)
- Green Lake Township (G.T. County)
- Charter Township of Long Lake (G.T. County)
- Grand Traverse County Board of Commissioners
- Leelanau County Board of Commissioners
- Leelanau County Road Commission
- Grand Traverse County Road Commission
- Michigan Department of Transportation
- Bay Area Transportation Authority

Section 5. Designation of Representatives and Alternates.

Membership on the TTCI Policy Board shall consist of one (1) individual from each participating eligible entity, whom is designated by the respective entities governing body to serve as their representative. Representatives may be members of the governing board, executive staff or their designee. Eligible entities shall appoint one (1) primary member to the TTCI Policy Board and shall appoint a second alternate member to attend in the primary member's absence. Designations shall be made by each participating eligible entity at their first meeting of the calendar year and as otherwise outlined for replacement. Designations shall be made in writing and by name provide a primary and alternative representative. Designations shall occur for each participating entity that have executed approval of this agreement, and shall include a representative from the Michigan Department of Transportation and the Federal Highway Administration as necessary. See Section 4 of these bylaws for Voting Members.

ARTICLE IV. OFFICERS

Section 1. General. The TTCI Executive Committee shall consist of the Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer. Board of Directors members are eligible to be elected to the Executive Board once they have served on the Board of Directors for a minimum of one year. The four-member Executive Board shall have at least one elected City, Village, County or Township official plus one representative of a Transportation Agency.

Section 2. Duties of the Chairperson. The Chairperson shall set the Board of Directors meeting agenda, preside at all meetings, appoint such committees as shall be deemed necessary, appoint standing committees with the approval of the TTCI Policy Board, and perform such other duties as may be delegated by the TTCI. The Chairperson shall have the full right to propose motions and vote on all motions and resolutions. The Chairperson shall be an ex-officio member on all committees.

Section 3. Duties of the Vice-Chairperson. The Vice-Chairperson shall preside at meetings in the absence of the Chairperson and perform such other duties as may be delegated by the Chairperson or the Board.

Section 4. Duties of the Secretary. The Secretary shall keep a record of all meetings of the TTCI; keep a record of all plans, programs, and other material brought before the Committee; notify the TTCI of all meetings; and provide agenda for all meetings.

Section 5. Duties of the Treasurer. The Treasurer shall keep a record of all financial transactions of the TTCI, provide periodic financial reports to the TTCI, and generally perform the traditional duties of this office.

Section 6. Delegation of Duties. The duties of the Secretary and/or Treasurer may be delegated to the TTCI Professional Staff assigned from Networks Northwest, or another appropriate individual. The secretarial and financial duties may be delegated separately or together and may be delegated to different individuals.

Section 7. Nomination of Officers. The Chairperson shall at the November meeting (or as soon as possible thereafter) appoint a Nominating Committee to present nominations for the offices of Chairperson, Vice-Chairperson, Secretary and Treasurer at the December meeting (or as soon as possible thereafter). Nominations for all officers may be presented from the floor with the consent of the nominee.

Section 8. Election of Officers. Election of officers of the TTCI shall be at the first meeting of each calendar year or as soon as possible thereafter.

Section 9. Terms of Office. The terms of office shall be for one calendar year or until a successor is elected.

Section 10. Vacancy of Office. If a vacancy occurs in any office during the year, the TTCI Board of Directors may fill the vacancy at any regular meeting by a simple majority vote of those representatives present. Appointments made to fill vacancies shall fill the remaining term of the vacancy.

#### ARTICLE V. STAFFING

Section 1. Personnel. The Board contracts with Networks Northwest to coordinate and conduct administration and staffing relating to its purpose, responsibilities and objectives. Personnel assigned to TTCI will adhere to a staffing plan approved by the Policy Board.

Section 2. Other Agencies. The Board may enter into agreements with other public and private agencies, including consultants, for all types of surveys and studies relating to its purpose, responsibilities and objectives. Such surveys and studies shall be identified and described in the annual Unified Work Program.

#### ARTICLE VI. SUBCOMMITTEES/ADVISORY COMMITTEES/TASK FORCES

Section 1. Establishing Subcommittees, Advisory Committees, and Task Forces. The Board may establish such subcommittees, advisory committees and/or task forces as are deemed necessary to further its purpose in keeping with its responsibilities and objectives.

Section 2. Standing Subcommittees, Advisory Committees and Technical Advisory Committee Standing subcommittees or advisory committees shall be established by the approval of the Board. Standing committees and advisory committees may develop their own Bylaws, subject to the approval of the Board, and not in conflict with **THE AGREEMENT**.

Section 3. Other Subcommittees and Special Topic Groups. Other subcommittees and/or special topic groups may be established to address specific functional areas or individual issues as deemed appropriate.

Section 4. Executive Committee. The Executive Committee is established in **THE**

**AGREEMENT** as a standing subcommittee. The Executive Committee is responsible for reviewing various items relating to TTCI's management and administration. The membership of the Executive Board is described in Article IV, Section 1.

Section 5. Technical Committee. The Technical Committee shall advise the Governing Board on matters requiring technical planning expertise. The Technical Committee's makeup shall consist of only one (1) representative from each member agency of TTCI. TTCI requests that each member agency designate its Technical Committee representation with preference to engineers, planners, and zoning administrators (in order of preference). Governing Board members may not serve on the Technical Committee as means to better delineate roles and diversify participation in TTCI. Technical Committee meetings are open to the public; however, all deliberations and actions for the purposes of advising the Policy Board are done by Technical Committee membership only.

## ARTICLE VII. MEETINGS AND AGENDAS

Section 1. Regular Meetings. The schedule of regular meetings of the TTCI shall be established at the first meeting of the calendar year. These meetings shall take place at a time and location established by the Board.

Section 2. Special Meetings. Special meetings may be called by the Chairperson, by a majority vote of the Board, or upon written request to the Chairperson by three (3) or more Board members.

Section 3. Changes in Meetings. In the event that a regular meeting falls on a holiday, a substitute meeting shall be set by the Board. A cancellation or change in the date of a scheduled meeting shall be communicated to the representatives as promptly as possible.

Section 4. Open Meetings. All Board meetings shall be open to the public and shall be held in conformance with Act 267 of the Public Acts of Michigan of 1976, as amended, known as the "Open Meetings Act."

Section 5. Notices of Meetings. Notices of all regular meetings, including agenda, shall be provided to the Board members and posted to the general public no later than five (5) days prior to the meeting.

Section 6. Agendas. An agenda shall be provided to Board members no later than five (5) days prior to all regular meetings. Where practicable, an agenda will also be mailed for special meetings. The Chairperson has the responsibility of determining the agenda.

## ARTICLE VIII. RULES

Section 1. General. Except where specific rules and procedures are set forth herein, Robert's Rules of Order shall govern all meetings.

Section 2. Quorum. A quorum shall be required before any formal action can be taken on agenda items. The presence of a simple majority of the current active voting members (members as defined in Article III, Section 4) OR the presence of three-fifths (3/5) of transportation implementing agencies (BATA, City of Traverse City, GTCRC, LCRC, MDOT) and two (2) municipalities shall constitute a quorum for the purpose of conducting business. Active voting members are those duly appointed representatives whose membership dues were paid in the prior budget year.

Section 3. Actions by the Board. Except where otherwise specifically stated within these bylaws or within **THE AGREEMENT**, formal adoption of a motion or resolution or other action shall be with the assent of a simple majority of the assigned votes of those representatives at the meeting, with at least a quorum present.

#### ARTICLE IX. UNIFIED WORK PLAN, FUNDS AND BUDGET

Section 1. Unified Work Plan. TTCI shall undertake the development of an annual Unified Work Plan (UWP) in accordance with the requirements of State and Federal Agencies. The TTCI Policy Board shall direct staff to develop the UWP, present the draft plan to the Policy Board, and Policy Board Members shall review, provide comments and adopt the UWP at their discretion.

Section 1. Budget and Cost Allocation Formula. The Board shall annually adopt a budget as a part of the Unified Work Plan (UWP). The budget shall be prepared and approved in accordance with Michigan Department of Transportation guidelines and timelines. No funds shall be expended without an approved budget.

Section 3. Fiscal Year. The fiscal year shall start October 1 and end September 30.

Section 2. Receipt of Funds. All funds received from local contributions or other sources shall be deposited in a specially designated account by the designated fiscal agent, Networks Northwest. A record will be maintained of all funds received by the TTCI, including interest payments.

Section 3. Expenditure or Obligation of Funds. The TTCI Board, assigned Networks Northwest staff, may cause the expenditure or obligation of funds, if such expenditure or obligation is within the budget approved by the Board and appears to be reimbursable. Examples of such approved expenditures or obligations include salary and fringe benefit costs, indirect costs of operation associated with the conduct of doing business, and direct costs identified in the budget. The expenditure or obligation of funds which are either not budgeted, not reimbursable or may not be reimbursable requires the approval by a simple majority vote of the Board. A continuous record of all funds expended or obligated by the TTCI Board, assigned Networks Northwest staff, shall be maintained.

Section 4. Audit. A competent and independent individual or firm on an annual basis shall audit

the records of receipts, expenditures and obligations in conjunction with the overall Networks Northwest audit, and the results of the audit shall be provided to the TTCI Board.

Section 5. Financial Reports. The Treasurer, assigned Networks Northwest staff, shall provide financial reports to the Board at each regularly scheduled Board meeting, and shall prepare an annual report which can be included in the final Audit Report.

Section 6. Code of Conduct. The Board shall maintain a written Code of Conduct which shall govern the participation of its members, officers, agents and employees engaged in the award and administration of all contracts.

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## ARTICLE X. AMENDMENTS

Section 1. Procedure of Amendment. These Bylaws may be altered, amended or replaced at any regular or special meeting of the Board by at least two-thirds vote of the representatives of the voting members, each having one (1) vote for the purpose of Bylaw amendment. A copy of the proposed changes shall be filed with the Secretary at least ten (10) days prior to the meeting where such action is proposed to be taken, and the secretary shall send a copy of the proposed change to each representative along with written notice of the time and place of such meeting. The Secretary shall also ensure that representatives receive their notices at least five (5) days prior to such meeting.

Section 2. Continuation and/or Conflict. The Bylaws will remain in full force and effect until such time as amendments are made and approved or until it may be determined the Bylaws are found to be in conflict with the laws or regulations of the State of Michigan or the United States of America.

Approved by the TC-TALUS Board of Directors on August 30, 1990  
Amended by the TC-TALUS Board of Directors on January 28, 1993  
Amended by the TC-TALUS Board of Directors on September 23, 1993  
Amended by the TC-TALUS Board of Directors on January 27, 1994  
Amended by the TC-TALUS Board of Directors on September 17, 1998  
Amended by the TC-TALUS Board of Directors on April 12, 2006  
Amended by the TC-TALUS Board of Directors on May 15, 2007  
Amended by the TC-TALUS Board of Directors on January 27, 2009  
Amended by the TC-TALUS Board of Directors on June 16, 2009  
Amended by the TC-TALUS Board of Directors on October 16, 2012  
Amended by the TC-TALUS Board of Directors on August 18, 2015  
Amended by the TTCI (formerly named TC-TALUS) Board of Directors on May 17, 2016  
Amended by the TTCI Board of Directors on September 18, 2018  
Amended by the TTCI Policy Board of Directors on XX XX XXXX