



600 E Front Street, Suite 104, PO Box 506
Traverse City MI 49685-0506
(231) 929-5000 □ 1-800-692-7774 □ FAX (231) 929-5012
traversetransportation.org



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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.

TTCI Technical Committee Agenda

Thursday December 14th, 1:30pm

In-Person at the MI Works! Conference Room
1209 S Garfield Ave # C, Traverse City, MI 49686

Or via zoom at:

Join Zoom Meeting

<https://us02web.zoom.us/j/81510377766>

Meeting ID: 815 1037 7766

- 1) Introductions and Roll Call of Voting Members (see roster **attached, page 2**)
- 2) October 19th 2023 Technical Committee Minutes (see **attached, pages 3-6**)
- 3) New Business
 - a) Technical Committee Bylaws (see **attached, pages 7-13**) **action requested**
 - b) Election of Officers **action requested**
 - c) Travel Demand Data Approval, population only at this time **action requested**
- 4) Old Business
 - a) MPO Next Steps
 - i) Program Manager Offer via Policy Board approval
 - ii) Policies & Process
- 5) Round-table Updates
- 6) Member Comments/Discussion of future agenda items
- 7) Next Meeting: Thursday, February 15, 2024 at 1:30 pm
- 8) Adjourn

TTCI TECHNICAL COMMITTEE MEMBERS CONTACT LIST

Name	Title	Org	Email	Phone	Voting Member
Wayne Schoonover	County Highway Engineer	GTCRC	wschoonover@gtrc.org	231-922-4848	Yes
Claire Karner	Planner	East Bay Township	ckarner@eastbaytwp.org	231-947-8719 x2	Yes
Lindsey Wolf	Planning & Zoning Administrator	Acme Township	zoning@acmetownship.org	231-938-1350	Yes
John Sych	Planning Director	Garfield Township	jsych@garfield-twp.com	231-225-3155	Yes
Craig Brown	Engineer	LCRC	cbrown@leelanauroads.org	231-271-3993	Yes
Sarah Clarren	Planner/Zoning Administrator	Elmwood Township	planner@elmwoodmi.gov	231-946-0921	Yes
Gregg Bird	Emergency Management Coordinator	Grand Traverse County	gbird@gtcountymi.gov	231-590-2373	Yes
Jenn Cram	Director of Planning & Zoning	Peninsula Twp.	planner@peninsulatownship.com		Yes
Christine Thomas	Assistant Superintendent of Finance and Operations	TCAPS	thomasch@tcaps.net	(231)933-1730	
Luke Walters	Transportation Planner / MPO Program Manager	MDOT	WaltersL3@michigan.gov		Yes
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	phillipski7@michigan.gov	989-245-2173	
Bill Clark	Transportation Planner	BATA	clarkw@bata.net	231-933-5534	Yes
Alex Yockey	Civil Engineer II	Traverse City	ayockey@traversecitymi.gov		
Art Krueger	Director of Municipal Utilities	Traverse City	akrueger@traversecitymi.gov		
Zach Cole	City Engineer	Traverse City	zcole@traversecitymi.gov		
Shawn Winter	Planning Director	Traverse City	swinter@traversecitymi.gov	231-922-4465	Yes
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	Norhern 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		
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	brcmanager@benzieroad.net		
Rob Kalbfleisch	Land & Roads Management Director	Grand Traverse Band of Ottawa and Chippewa Indians	Rob.Kalbfleisch@gtb-nsn.gov	231-534-7716	
Zach Bohrer		MDOT	BohrerZ4@michigan.gov		
James Johnson		MDOT	johnsonJ114@michigan.gov		
Steve Patmore	Zoning Administrator	Bingham Twp	zoningadmin@suttonsbaytwp.com		Yes
Lynette Wolfgang	Clerk	Blair Township	clerk@blairtownship.org	(231) 276-9263	Yes
Andy Marek	Treasurer	Green Lake Township	treasurer@greenlaketownship.org		Yes
Ron Lemcool	Supervisor	Long Lake Township	Supervisor@LongLakeTownship.com	231-946-2249	Yes
Deborah Allen	Leelanau County Administrator	Leelanau County	dallen@leelanau.gov	12312568100	Yes
Alternates					Alternate Voting Member
Chris Forsythe	Grand Traves County Deputy Administrator	Grand Traverse County	cforsyth@gtcountymi.gov		Yes
Heidi Phaneuf	North Region Planner	MDOT	PhaneufH@michigan.gov	231-340-0326	Yes
Bill Vandercook	Zoning Administrator	East Bay Township	zoning@eastbaytwp.org		Yes
Brad Kluczynski	Managing Director	GT Cty Road Commission	bkluczynski@gtrc.org	231-922-4848	Yes
Brendan Mullane	Managing Director	Leelanau County RC	bmullane@leelanauroads.org	231-271-3993	Yes
Steve Hannon	Deputy Planning Director	Garfield Township	shannon@garfield-twp.com	231-225-3156	Yes
Leslie Sickterman	Planner	Long Lake Township	planner@longlaketownship.com	231-946-2249	Yes
Kelly Dunham	Executive Director	BATA	dunhamk@bata.net	231-778-1035	Yes



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Thursday, October 19, 2023, at 1:30 pm

1209 S Garfield Avenue Suite C, Traverse City, MI Or Via Zoom

TTCI Technical Committee Meeting Minutes

Call to Order

Rob Carson called the meeting to order at 1:30 pm on Thursday, October 19, 2023.

1) Introductions and Roll Call of Voting Members

Roll Call

Voice introduction of membership was accepted as roll call.

Board Present

- Luke Walters (Transportation Planner/MPO Program Manager, MDOT)
- Claire Karner (Planner East Bay Township) Voting Member
- Gregg Bird (Emergency Management Coordinator Grand Traverse County) Voting Member
- Steve Patmore (Zoning Administrator, Bingham Township) Voting Member
- Sarah Clarren (Planner/Zoning Administrator Elmwood Township) Voting Member
- Bill Clark (Transportation Planner BATA) Voting Member
- John Sych (Planning Director, Garfield Township) Voting Member
- Derek Weichlein (GTCRC) Voting Member
- Shawn Winter (Planning Director Traverse City) Voting Member
- Craig Brown (Engineer LCRC) Voting Member
- Andy Marek (Treasurer Green Lake Township) Voting Member
- Phil Masserant (BATA) Voting Member
- Jenn Cram (Director of Planning & Zoning) Alternate Voting Member
- Wayne Schoonover (County Highway Engineer GTCRC) Alternate Voting Member

Virtual Attendees:

- Bill Vandercook (Zoning Administrator East Bay Township)
- Alex Simonetti (MDOT)
- Art Krueger (Director of Municipal Utilities Traverse City)
- Brendan Mullane (Managing Director Leelanau County RC)
- Carolyn Ulstad (Transportation Program Manager Groundwork)
- Chris Forsythe (Grand Traverse County Deputy Administrator Grand Traverse County)
- Chris Kushman (TART Trails Representative TART)



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- Bob Nelesen (Airport Engineer Cherry Capital Airport)
- Lindsey Wolf (Planning & Zoning Administrator Acme Township)
- Ron Lemcool (Supervisor Long Lake Township)

Others present

- David Fairchild (MDOT ACUB) Non-Voting Member
- Dan Wagner (Traverse City, TSC, MDOT) Non-Voting Member
- Elizabeth Calcutt (TART Trails Representative TART) Non-Voting Member
- Nicole Blonshine (Blaire Township Supervisor) Non-Voting Member
- Zach Cole (City Engineer Traverse City) Voting Member
- Chuck Korn (Garfield Charter Twp.) Non-Voting Member
- Heidi Phaneuf (North Region Planner MDOT) Non-Voting Member
- Daniela Khavajian (MDOT) Non-Voting Member
- Sam Hetherington (MDOT) Non-Voting Member
- Fern Spence (MDOT) Non-Voting Member
- Kelly Dunham (BATA) Non-Voting Member
- Isha Pithwa (Networks Northwest)
- Rob Carson (Networks Northwest)
- Mathew Cook (Networks Northwest)

2) August 17th 2023 Technical Committee Notes

Technical committee meeting notes are attached. The notes are not minutes since this committee was not formally organized under the TTCI MPO until the government letter was received.

3) New Business

a. Technical Committee Structure and Operation under TTCI MPO (NN staff)

Rob's explanation on noting meeting minutes from Oct 19 and carry forward the acceptance on next meeting. Following the Robert's rule of order to proceed with various agenda topics.

b. MDOT Travel Demand Model Presentation (Daniela Khavajian, MDOT Transportation Planner)

Daniela Khavajian presented information on Travel Demand Model. The travel demand model data and presentation was emailed to all TTCI representatives following this meeting.

c. Adjusted Census Urbanized Boundary (ACUB) Review and Drafting (ACTION REQUESTED) (NN Staff)

David Fairchild explained and presented the 2020 Adjusted Census Urbanized Boundaries maps review for TTCI. The exercise was conducted, requesting the attendees to review and provide input on changes. At the end of every census the Census bureau maps out the population density. The review is for all urbanized areas. Once is ACUB is created all the roles would be considered urban (Small Urban Programs) and outside the boundary would be considered rural (RTF program).

Approval Process – After the edits on Oct 19, the draft map is then provide to the MPO Policy Board for their review and following approval is sent to Lansing (for digitizing) and a copy of the map are given to MPO staff. They take 8-10 months for approval. Finalization by FHWA will be April 15, 2025.



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4) Old Business

a. FY 24 Call for projects

Discussion forwarded with Small Urban Programs and projects that were prioritized for Small urban program funding for FY2024 by each of the agencies speak to discussions on those projects following to look for remaining amount for MPO finding.

- Wayne Schoonover – Traverse City had 1 project for every year with small urban programs working well. City of Traverse City and Road Commission carved 12% of that funding were dedicated to BATA. Most projects were under funded. Cass Rd – 2 partitions. No funds starting MPO new process. Traverse city has project for 2024 while road commission has for 2025-26
- Kelly Dunham - Which pots of money can be used for which projects or how much is being programmed and take the previously allocated funding through Small Urban Funding off the top funds to be programmed on Oct 19.
- Luke Walters - Flex Funds are available for inside and outside of ACUB. STBG Surface Transportation Block Grant or Surface Transportation Program – that can be used with anything transportation wise. Carbon Reduction funding can be used anywhere within the MPO boundary but needs to be having component to reduce carbon emissions or something in the area. Luke explained the balance sheet and further details are attached in the packet.
- 2024 start with STP-TIP and NAP submittal forms are templates
- Rob – Moving through development of TIP and Long Range Transportation Plans and carry on with 2025 - 26 projects with the remaining funds and built a TIP along with focusing on following next 3 year TIP.
- Discussion on small urban projects further on inclusion of sidewalks etc.

Kelly Dunham asked if there is Motion to honor the originally programmed small urban projects FY 24 the remainder being for the Veteran drive project.

Motion by Andy Marek (Treasurer Green Lake Township) and supported by Zach Cole (City Engineer Traverse City)

Motion carried unanimously

5) MPO Next Steps

Re-Advertising the MPO program Manger position. Have not received much interest.



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6) Roundtable Updates

- Peninsula township non-motorized committee has submitted letter of interest to MDOT for non-motorized plan for Peninsula Township
- MPO is designated by governor on Oct 3rd. A final MPWP unified work program is awaiting on its approval from FHWA before obligating the funds.
- MDOT – Construction work on Grandview pkwy primarily next year. Upcoming meeting on North Region Active Transportation Plan – focus on making active transportation plan NN and NEMCOG. Request to be a part of the input sessions.
- Low on funding discussion and other discussions on revenue sources.
- GTC Road Commission updates – Invites to workshop on 24th Oct (11 am at MI works office) for feedback on preliminary overview of 12-13 corridors around the county.

7) Member Comments/Discussion of future agenda items

8) Next Meeting : Thursday December 14, 2023 at 1:30 pm

9) Meeting Adjourn

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TRAVERSE TRANSPORTATION COORDINATING
INITIATIVE (TTCI)
TECHNICAL COMMITTEE BYLAWS

ARTICLE I. NAME OF COMMITTEE

The name of the committee shall be the Traverse Transportation Coordinating Initiative Technical Committee, a sub-committee organized and appointed as an advisory body to the TTCI Policy Board formed as an Intermunicipality Committee established under Act 200 of 1957 of the Public Acts of Michigan, and shall be hereinafter referred to as the TTCI TECH.

ARTICLE II PURPOSE AND RESPONSIBILITY

Section 1. Purpose. TTCI TECH is established to provide a coordinated advisory body to the TTCI Policy Board. TTCI TECH shall advise on the development and conduct of a continuing, cooperative, and comprehensive transportation planning process in the Traverse City-Garfield Urbanized Area. TTCI TECH shall constitute the forum for a cooperative transportation advisory committee, comprised of professional staff of the general purpose local governments and representatives of transportation based agencies who are eligible members of the TTCI Policy Board as defined within “**THE AGREEMENT**”, which is outlined in Article III. Other ancillary organizations referred to as non-eligible members are invited to participate in the TTCI TECH meetings and processes as non-voting advisors.

Section 2. Responsibility. TTCI TECH shall advise on the development of 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 (MPA) 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) Advise on a transportation planning process and improvement plan for the Metropolitan Planning Area which meets Federal and State requirements and ensures the area's eligibility for capital and operating funds.
- b) Advise on system and subsystem plans and programs for the various modes of transportation which use the area's major streets, roads and highways.
- c) Advise for Integration and coordination of 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) Advise and recommend transportation programs and projects which are consistent with the general transportation goals of the community and its transportation based agencies,
- e) Advise for the maintenance and continuously updated pertinent

- information about the area's transportation systems.
- f) Advise and 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) Advise for the operation of the urbanized area transportation planning program in a responsible and efficient manner.
 - h) Support and encourage public involvement in TTCI's transportation planning activities.
 - i) Support the solicitation and acceptance of 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 eligible voting member shall be entitled to a single vote on the TTCI TECH. A primary and alternate representative shall be appointed to TTCI TECH as hereinafter provided. All affairs of TTCI TECH shall be directed by the TTCI Policy Board, with staffing to TTCI TECH served by Networks Northwest. Voting members whose sponsoring agency becomes delinquent in any cost assessments, matching funds or other financial obligations to TTCI, shall have voting privileges stricken until such time as the sponsoring agency is in good standing from the delinquencies outlined above.

Section 2. New Voting Members. New voting members may be added to TTCI TECH following the procedures outlined in **THE AGREEMENT** Article XI, for the addition of eligible entities to the TTCI Policy Board, with appointment to TTCI TECH as outlined within these bylaws.

Section 3. Withdrawal of Members. Any eligible entity which withdraws from the TTCI Policy Board shall have its voting membership withdrawn from the TTCI TECH.

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

- City of Traverse City (G.T. County)
- 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 Voting Member Representatives and Alternates.

Membership on the TTCI TECH 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 professional staff, members of the governing board, executive staff or their designee. Eligible entities shall appoint one (1) primary member to the TTCI TECH 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 last meeting prior to the end of the TTCI Fiscal 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.

Section 6. Non-Voting Members.

Non-Voting Membership is extended to any organization which utilizes, is impacted by, advocates for or against, or otherwise is integrated into the processes or outcomes of the TTCI MPO. There is no cap on participation of non-voting members.

ARTICLE IV. OFFICERS

Section 1. General. The TTCI TECH shall have an executive committee of officers to consist of a Chairperson, a Vice- Chairperson, a Secretary, and a Treasurer. TTCI TECH executive committee members shall be eligible voting members and shall have served on TTCI TECH for a minimum of one (1) year in order to be elected to the executive committee. The four-member TTCI TECH Executive Committee shall have at least one representative from the City, County or Township, plus one representative of a Transportation Agency.

Section 2. Duties of the Chairperson. The Chairperson shall set the TTCI TECH meeting agenda, preside at all meetings, and perform such other duties as may be delegated by the TTCI Policy Board. 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 sub-committees of TTCI TECH.

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 TECH; keep a record of all plans, programs, and other material brought before the Committee; notify the TTCI TECH of all meetings; and provide agendas for all meetings.

Section 5. Duties of the Treasurer. The Treasurer shall keep a record of all financial transactions of the TTCI TECH, provide periodic financial reports to the TTCI TECH, 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 call for the nomination of officers at the first meeting of the Fiscal Year 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 Fiscal Year or as soon as possible thereafter.

Section 9. Terms of Office. The terms of office shall be for the Fiscal Year in which the officer is elected or until a successor is elected.

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

ARTICLE V. STAFFING

Section 1. Personnel. The TTCI Policy 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, which includes staffing support for TTCI TECH.

Section 2. Other Agencies. TTCI TECH with the TTCI Policy Board approval 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/SPECIAL TOPIC GROUPS/TASK FORCES

Section 1. Establishing Subcommittees, Special Topic Groups, and Task Forces. TTCI TECH as supported and not in conflict with the TTCI Policy, may establish subcommittees, special topic groups and/or task forces as are deemed necessary to further its purpose in keeping with its responsibilities and objectives, or to address specific functional areas or individual issues as deemed appropriate.

ARTICLE VII. MEETINGS AND AGENDAS

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

Section 2. Special Meetings. Special meetings may be called by the Chairperson, by a majority vote of the TTCI TECH, or upon written request to the Chairperson by three (3) or more TTCI TECH 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 Committee; all attempts shall be made to accommodate meeting substitutions when the fiscal year calendar of meetings is set. 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 Committee 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 Committee members no later than five (5) days prior to all regular meetings. Where practicable, an agenda will also be emailed 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 (Bay Area Transportation Authority, City of Traverse City, Grand Traverse County Road Commission, Leelanau County Road Commission, Michigan Department of Transportation) and two (2) municipalities shall constitute a quorum for the purpose of conducting business. Active voting members are those duly appointed representatives whose eligible entity membership dues were paid in the prior budget year.

Section 3. Actions by the Board. Except where otherwise specifically stated within these bylaws, 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,

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 TECH shall work with staff as directed by the TTCI Policy Board to develop the UWP. TTCI TECH shall recommend approval of the DRAFT UWP to the TTCI Policy Board, and TTCI Policy Board Members shall review, provide comments and adopt the UWP at their discretion.

Section 2. Fiscal Year. The fiscal year shall start October 1 and end September 30.

Section 3. Code of Conduct. The TTCI TECH shall follow the TTCI Policy Board 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

ARTICLE X. AMENDMENTS

Section 1. Procedure of Amendment. These Bylaws may be altered, amended or replaced at any regular or special meeting of the TTCI TECH 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 TTCI Technical Committee on XX XX XXXX