

**KALISPELL URBAN TRANSPORTATION PLANNING PROCESS
BYLAWS
OF THE
TECHNICAL ADVISORY COMMITTEE**

Functions, duties and responsibilities of the Technical Advisory Committee of the Kalispell Urban Transportation Area, hereinafter referred to as the Technical Advisory Committee, are as follows:

ARTICLE I – TECHNICAL ADVISORY COMMITTEE

Section 1 Name

The name of this Committee shall be the Technical Advisory Committee of the Kalispell Urban Transportation Area.

Section 2 Origin

This Committee is provided for in the Memorandum of Agreement.

Section 3 Purpose

The purpose of the Committee is to coordinate transportation planning and to recommend project needs and priorities to the Kalispell City Council, Flathead County Commissioners, and the Montana Department of Transportation.

Section 4 Function

This Committee will provide advice to the Kalispell City Council, the Flathead County Commissioners, and the Montana Department of Transportation regarding:

1. Local objectives, community values, community goals and policies to guide development.
2. Professional and technical considerations involved in plans and decisions.
3. Long and short range plans and programs for development of the area.
4. Programs for financing, staging, administering or otherwise implementing the transportation plan.
5. Solutions to specific development problems.

Section 5 Membership

The Technical Advisory Committee will consist of the following officials (or designee):

Kalispell City Manager
Kalispell City Public Works Director
Kalispell Planning Department Director
City Resident (2)
Representative – Kalispell Chamber of Commerce
County Resident (2)
Flathead County Commissioner
Operations Manager/Superintendent –
Flathead County Road Department
Chief, Multi-Modal Planning – Montana Department of
Transportation
District Engineer – Montana Department of Transportation
Area Construction Engineer – Montana Department of
Transportation
Area Maintenance Engineer – Montana Department of
Transportation
Division Planning Engineer – Federal Highway Administration
(non-voting)
Kalispell Chief of Police (non-voting)
Flathead County Sheriff (non-voting)

The City Residents will be appointed by the Kalispell City Council subject to ratification of the Technical Advisory Committee.

The County Residents will be appointed by the Flathead County Commissioners subject to ratification of the Technical Advisory Committee.

Note: All citizen representatives serve 2 year staggered terms and may be reappointed. Terms expire April 30th of each year.

The Division Planning Engineer – Federal Highway Administration – shall be a non-voting member. Additional members of the Technical Advisory Committee may be appointed by nomination and approval by a majority of the Committee. These members may represent specific technical skills and various jurisdictional viewpoints such as urban renewal, finance, rail or air transportation, schools, public health, etc.

Section 6 Organization

A Chairman shall be elected by a quorum of the Technical Advisory Committee membership present at a duly called meeting. Term of office will be one year or until a successor is elected.

The Kalispell Planning Department will provide a recording secretary for each duly called meeting who will record the minutes and attendance of each meeting and submit copies of the minutes to all members with the notification of the next meeting.

ARTICLE II – DUTIES

Section 1 Duties of Members

1. Provide supplemental technical services necessary for the development and carrying out of the objectives.
2. Review the various phases of transportation planning (i.e., methodology, projections, assumptions, recommended plans, and assigning priorities).
3. Coordinate functions assigned to the participating agencies.

Section 2 Duties of Chairman

1. Chairman:
 - a. To preside at all meetings of the Technical Advisory Committee and to call special meetings as needed.
 - b. To appoint any member to represent him in case of his absence.
 - c. Prepare agenda and notify members of the meetings.

ARTICLE III – MEETINGS

Section 1 Time

The Technical Advisory Committee shall meet as necessary. A majority of the members shall constitute a quorum. Time for the regular meeting shall be set by the Committee but the Chairman is authorized to vary the meeting time or call meetings when circumstances justify. Robert Rules of Order shall be followed in all

meeting procedures, unless otherwise stated in these bylaws or by agreement of the majority of the members.

ARTICLE IV – COORDINATION WITH OTHERS

Section 1 Resolving Differences of Opinion

If any differences of opinion arise between the State and local agencies or among the local agencies with reference to transportation planning, these will be resolved at the Technical Advisory Committee level or if they involve major policy decisions, they will be brought before the Kalispell City Council, Flathead County Commissioners, and the Montana Department of Transportation.

ARTICLE V – ADOPTION AND AMENDMENT OF ARTICLES

Section 1 How Adopted

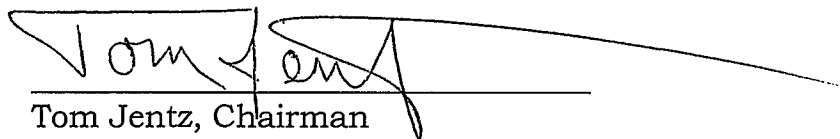
These articles may be adopted by a majority of the members of the Technical Advisory Committee.

Section 2 How Amended

These articles may be amended by a majority of the members of the Technical Advisory Committee.


Adopted by the Technical Advisory Committee on February 22, 2010.

By:


Tom Jentz, Chairman

ATTEST FOR THE TECHNICAL ADVISORY COMMITTEE

By:


Michelle Anderson, Recording Secretary