

**Lakes Region Planning Commission
Transportation Technical Advisory Committee**

STANDING RULES AND PROCEDURES

Approved: October 12, 1994

Amended: September 25, 2006, March 2, 2022, February 8, 2023, October 2023

Article I. Name

The name of this Committee shall be the Lakes Region Planning Commission Transportation Technical Advisory Committee, hereinafter referred to as the TAC.

Article II. Authorization

The authorization for this Committee is set forth in Article 7.7, "Standing Rules" of the LRPC By-Laws.

Article III. Purpose

The TAC was established as a standing committee of the LRPC to provide the Commissioners with advice concerning transportation issues. This Committee is purely advisory with no stated or implied responsibilities, or authority, for final approval or implementation of LRPC policies.

Article IV. Membership

- A. This Committee shall consist of one voting member or designee from each LRPC dues paying member community.

The appointing authority shall be the Board of Selectmen/City Council, or their designee. Appointing authorities are permitted and encouraged to designate an alternate for each voting representative, who may vote in the absence of the representative.

The appointment of each representative shall be for a period of two years. In the event a member of the TAC resigns, the LRPC shall notify the member's appointing authority that the resignation has occurred and the need to make a new appointment. A new appointment will constitute a new 2-year term, not the filling of the balance of the resigned member's term. The term of any member transitioning to an officer's position will remain the same.

Members appointed by municipalities shall attend all regular meetings of the TAC. In the event a member has three (3) consecutive unexcused absences for a regularly scheduled meeting, the appointing authority shall be so notified, in writing, by LRPC's Executive Board.

- B. Each of the following may appoint a non-voting member:
1. Federal Highway Administration
 2. Belknap County Legislative Delegation
 3. Carroll County Legislative Delegation (Lakes Region portion)
 4. Grafton County Legislative Delegation (Lakes Region portion)
 5. Merrimack County Legislative Delegation (Lakes Region portion)
 6. Belknap/Merrimack Community Action Program (CAP)
 7. Carroll County Community Action Program (CAP)
 8. Lakes Region Community Services Council
 9. N.H. Department of Environmental Services, Air Resources Division
 10. N.H. Department of Transportation, District Offices 2 and 3
 11. Lakes Region Planning Commission
 12. N.H. Department of Transportation, Bureau of Planning & Community Assistance
 13. NH Department of Transportation, Division of Aeronautics, Rail and Transit
 14. Laconia Airport Authority

Additional non-voting members may be approved by the Committee.

Article V. Officers

The officers of this Committee shall include a Chairman and a Vice Chairman who shall come from the voting membership. The Chairman shall preside at all meetings of the Committee and shall have the duties normally conferred on such office. The Vice Chairman shall perform the duties of the Chairman in the absence of the Chairman. The LRPC staff shall serve as the committee secretary.

Election of officers shall take place at the first meeting of the Committee each fiscal year. Nominations shall be made from the floor and the candidate receiving a majority vote of those members of the Committee present and voting shall be declared elected and shall serve for one year, or until a successor shall take office. Vacancies in office shall be filled immediately by the regular election procedures.

Article VI. Meetings and Determinations

The Committee shall meet at least five times per year. All meeting notices shall include an agenda, which shall be sent to all voting and non-voting members at least fourteen days prior to the meetings. Meetings will be held in various municipalities in the Lakes Region and will be open to the public.

TAC members from 51% of the member municipalities that have voting privileges and have appointed a TAC representative shall constitute a quorum. Meetings will be conducted in accordance with RSA 91-A and normal parliamentary procedures. Formal recommendations from the TAC on any issue brought to a vote will include which voting members were in attendance for the vote, the actual vote count, and any major objections or dissenting opinions that the minority wishes to be forwarded.

The TAC shall allow one or more members to participate in a meeting by electronic means of communication for the benefit of the public and the TAC, subject to the provisions of RSA 91-A.

Article VII. Subareas and Subcommittees

To facilitate participation and to accommodate the diverse transportation needs in the Lakes Region, the TAC will rely upon three subareas when the need to investigate specific corridors, routes or projects that occur entirely within a specific subarea is evident. Corridors, routes, or projects that affect more than one subarea will be considered by the full TAC, though the TAC may establish a subcommittee from those communities within which such region-wide corridors, routes or projects occur. All subareas and subcommittees shall keep the TAC informed with progress reports at regular TAC Meetings. The TAC will review the final results of any subarea and/or subcommittee report before the full TAC forwards recommendations to the LRPC Commissioners. Membership to a subcommittee shall be appointed by the Chairman with the approval of those present and voting. Membership to a subarea shall be the municipal appointment to the TAC.

For the purpose of using subregions, subareas A, B and C will be established.

Subarea A will include Hebron, Bridgewater, Bristol, Alexandria, Danbury, Andover, Hill, Franklin, Tilton, and Northfield.

Subarea B will include Alton, Barnstead, Gilmanston, Belmont, Gilford, Laconia, Sanbornton, Meredith, New Hampton, Center Harbor, Holderness, Plymouth, and Ashland.

Subarea C will include Sandwich, Tamworth, Ossipee, Freedom, Effingham, Wolfeboro, Moultonborough, and Tuftonboro.

Article VIII. Order of Business

The order of business at regular meetings shall be:

1. Call to Order.
2. Approval of Minutes.
3. Items of Information.
4. Subarea/Subcommittee Reports.
5. Items of Business.
6. Other Business.
7. Adjournment.

The normal order of business may be changed at the discretion of the Chairman. A motion from the floor must be made and passed in order to dispense with any item on the agenda. No business not officially listed on the agenda can be acted upon.

Article IX. Responsibilities

To ensure that decisions of the Lakes Region Planning Commission related to transportation are based on technical expertise, community goals and objectives, and sound planning principles, the TAC's responsibilities shall include, but not necessarily be limited to, the following:

1. Render technical advice to the LRPC regarding transportation plans, programs, and projects in the form of written memoranda and presentations at LRPC meetings.
2. Review and comment on technical reports and studies related to transportation plans or programs prepared by the LRPC staff or consultants.
3. Maintain liaison between the LRPC and municipal and state officials and the general public regarding transportation planning.
4. Make recommendations regarding the utilization of the media to provide information which will keep citizens well informed of the transportation planning process.

Article X. Amendments

These rules may be amended in accordance with Article 7.3 of the LRPC By-Laws, which requires a majority vote of the LRPC Commissioners at any regular meeting upon recommendations of the Executive Committee.