

**LACKAWANNA/LUZERNE METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION ADVISORY COMMITTEE BYLAWS  
ADOPTED JANUARY 28, 1998**

**ARTICLE 1**

**Name**

Section 1. This committee shall be named and known as the Lackawanna/Luzerne MPO Transportation Advisory Committee.

**ARTICLE 2**

**Mission**

Section 1. The mission of the Lackawanna/Luzerne MPO Transportation Advisory Committee is to provide a forum in which citizens, acting on their own behalf or on behalf of the organizations they represent, can participate in the transportation planning process.

The TAC shall:

1. Act in an advisory capacity to the MPO Technical Committee;
2. Assist the Technical Committee in updating the Long-Range Transportation Plan, and any other tasks as directed by the Technical Committee;
3. Keep the Technical Committee apprised of current and developing citizen concerns in area related to the Technical Committee's duties and responsibilities;
4. Assist the Technical Committee in reaching out to the public, both to educate them regarding the transportation planning process, and to solicit their input on pertinent transportation issues;
5. Assist the MPO in developing a consensus on transportation-related issues when necessary.

Section 2. The mission of the Lackawanna/Luzerne Transportation Advisory Committee is to support the attainment of the overall goal of the Long-Range Transportation Plan through a progressive and comprehensive planning approach, the development, maintenance, and management of an adequate, safe, convenient, accessible, environmentally-sound, and balanced intermodal transportation network to provide for the efficient movement of people and goods in both Lackawanna and Luzerne Counties.

**ARTICLE 3**  
**Offices**

Section 1. The TAC may have offices at such place or places as the chairperson may select from time to time.

Section 2. The mailing address of the TAC shall be c/o the Luzerne County Planning Commission or such other address the chairperson may appoint.

**ARTICLE 4**  
**Membership**

Section 1. The membership of the TAC shall be open to any person having an interest in transportation matters.

Section 2. Selection of members can be made at any regular or special meeting of the TAC by a majority vote of members present.

**ARTICLE 5**  
**Meetings**

Section 1. A general membership meeting shall be held once every three months, except at the direction of the chairperson.

Section 2. Meetings of the membership shall be held at such place or places within the Counties of Lackawanna and Luzerne.

Section 3. At the April membership meeting every two years, the general membership shall elect a chairperson and transact such other business as may be properly brought before the meeting.

Section 4. Written notice of every meeting of the members, stating the time, place, and object thereof, shall be given by, or at the direction of, the chairperson to each member of record, at least ten (10) days prior to the day of the meeting.

Section 5. Every member of the TAC shall be entitled to one vote. No member shall sell his/her vote for money or anything of value.

Section 6. Voting may be by ballot, mail or any reasonable means determined by the chairperson.

**ARTICLE 6**  
**Officers**

Section 1. The TAC shall elect a chairperson, vice-chairperson, and secretary who will serve for two years.

Section 2. The duties of the chairperson will be to set meeting agendas and conduct the meetings of the committee. The duties of the vice-chairperson will be to assist the chairperson in the conduct of the work of the committee, and to assume the duties of chairperson in the absence of the chairperson. The duties of the secretary – treasurer are to record the proceedings of the committee, maintain correspondence and other documents as further enumerated in Article 9.

**ARTICLE 7**  
**Election of Officers**

Section 1. The election of officers shall be held at the April meeting every two years. At the January meeting, the chairperson shall appoint a nominating committee to consist of three (3) members which will nominate officers. Members of the nominating committee shall be eligible for nomination.

**ARTICLE 8**  
**Vacancies**

Section 1. If any of the offices become vacant for any reason, the membership, by majority vote, within thirty (30) days, shall choose a successor, who shall hold office for the unexpired term.

**ARTICLE 9**  
**Books, Records and Staff**

Section 1. The TAC shall keep an original record of the proceedings of the members, the original by-laws, including all amendments thereto to date, and an original membership register, giving the names of the members, and showing their respective addresses. The TAC shall also keep complete and accurate books or records of account. The records provided for herein shall be kept at the registered office of the committee.

Section 2. The staff of the planning commissions of Luzerne and Lackawanna Counties will provide services to the committee on an as needed basis in conjunction with their roles with the Lackawanna/Luzerne MPO.

**ARTICLE 10**  
**Amendments**

Section 1. Bylaws may be adopted, amended, or replaced by a majority vote of the members present at any regular meeting of the committee duly-convened, provided that notice of such amendment be specified in the call for such meeting.