

Sheboygan Metropolitan Planning Organization
(MPO)
Technical and Policy Advisory Committee Bylaws
June 2021



BAY-LAKE REGIONAL PLANNING COMMISSION
BYLAWS OF THE SHEBOYGAN METROPOLITAN PLANNING
ORGANIZATION (MPO)
TECHNICAL ADVISORY COMMITTEE

RECOMMENDED FOR APPROVAL BY THE SHEBOYGAN MPO
TECHNICAL AND POLICY ADVISORY COMMITTEES ON
__, 2021

APPROVED BY THE BAY-LAKE REGIONAL PLANNING
COMMISSION ON __, 2021

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PROPOSED BYLAWS OF THE SHEBOYGAN METROPOLITAN PLANNING
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TECHNICAL ADVISORY COMMITTEE

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ARTICLE 1. AUTHORITY

The Bay-Lake Regional Planning Commission (BLRPC) is the Metropolitan Planning Organization (MPO) for the Sheboygan Metropolitan Planning Area under a *Cooperative Agreement for Continuing Transportation Planning for the Sheboygan Metropolitan Planning Area between the State of Wisconsin Department of Transportation, the Bay-Lake Regional Planning Commission, and the Sheboygan Transit Commission* (Cooperative Agreement). The Cooperative Agreement authorizes the MPO to appoint and maintain such policy, citizen, and technical advisory committees as deemed appropriate to effectively carry out the comprehensive urban transportation planning process under the Cooperative Agreement. In addition, section 66.0309 of the *Wisconsin Statutes* authorizes the BLRPC to appoint advisory committees or councils. Under these authorities, the MPO hereby creates these bylaws for the Sheboygan MPO Technical Advisory Committee.

ARTICLE 2. NAME

The name of this committee shall be the Technical Advisory Committee (TAC) of the Sheboygan Metropolitan Planning Organization.

ARTICLE 3. PURPOSE

Section 3.01

To provide technical advice and to recommend appropriate courses of action to the Sheboygan MPO Policy Advisory Committee, to BLRPC and BLRPC staff on current and emerging transportation issues, goals, plans and programs for the Sheboygan Metropolitan Planning Area. The advice and recommendations will address, at a minimum, the Transportation Improvement Program, the Annual Transportation Planning Work Program, the Long-Range Transportation Plan and the analysis that demonstrates conformity of transportation program elements with the State Implementation Plan for Air Quality.

Section 3.02

To act as a forum for intergovernmental cooperation on transportation and transportation-related issues.

Section 3.03

To assist the general public in understanding the MPO planning process.

Section 3.04

To facilitate consistency of local plans prepared under section 66.1001 of the *Wisconsin Statutes* (Comprehensive Planning Law) and the plans prepared by the MPO.

Section 3.05

To ensure opportunities for early, meaningful and continuing involvement of staff from local governmental units and transit operators in the development, review and evaluation of all transportation plans and programs.

ARTICLE 4. INTERPRETATION

Section 4.01

If any of the provisions of these bylaws conflict with the Cooperative Agreement, the Cooperative Agreement shall control.

Section 4.02

If any of the provisions of these bylaws conflict with the *Wisconsin Statutes*, the Statutes shall control.

ARTICLE 5. WORDS AND PHRASES

If the words and phrases defined herewith conflict with those used in 23 CFR Part 450 or with those in 23 U.S.C. 101(a), the definitions used in 23 CFR Part 450 or 23 U.S.C. 101(a) shall control.

Adjusted Urbanized Area – the adjusted urbanized area is the urbanized area enlarged to include developed area that may not meet the census population density requirement, but is urban-in-fact development. This is the boundary that FHWA and FTA use to determine the type of federal aid eligibility.

Consultation – one party confers with another identified party and, prior to taking action(s), considers that party's views.

Cooperation – the parties involved in carrying out the planning, programming and management systems processes work together to achieve a common goal or objective.

Coordination – the comparison of the transportation plans, programs and schedules of one agency with related plans, programs and schedules of other agencies or entities with legal standing, and adjustment of plans, programs and schedules to achieve general consistency.

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Major metropolitan transportation investment – a highway or transit improvement of substantial cost that is expected to have a significant effect on capacity, traffic flow, level of service or mode share at the transportation corridor or subarea scale. Consultation among the MPO, State department of transportation, transit operator, the FHWA and the FTA may lead to the designation of other proposed improvements as major investments.

Metropolitan planning area – the geographic area in which the metropolitan transportation planning process required by 23 U.S.C. 134 and section 8 of the Federal Transit Act must be carried out. As such, this is the area that the TIP and the metropolitan transportation plan must cover.

Metropolitan planning area boundary (MPAB) – the geographic area in which the metropolitan transportation planning process must be carried out. The MPAB shall, at a minimum, cover the urbanized area (UZA) and the contiguous geographic area likely to become urbanized within the minimum twenty-year forecast period covered by the transportation plan. The boundary of this area is mutually determined and formally agreed to by the MPO and the Wisconsin Department of Transportation.

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ARTICLE 6. RESPONSIBILITIES OF THE TAC

Section 6.01

Recommendations to the Policy Advisory Committee and to the MPO

- (a) Make recommendations to the Policy Advisory Committee and to the MPO concerning goals and objectives for the transportation planning process
- (b) Review and make recommendations to the Policy Advisory Committee and to the MPO on the Transportation Improvement Program (TIP) for the Metropolitan Planning Area
- (c) Review and make recommendations to the Policy Advisory Committee and to the MPO on the urban transportation planning work program
- (d) Review and make recommendations to the Policy Advisory Committee and to the MPO on the metropolitan transportation plan for the Sheboygan metropolitan planning area
- (e) Review and make recommendations to the Policy Advisory Committee and to the MPO on the Shoreline Metro Transit Development Program (TDP), in cooperation with the Sheboygan Transit Commission
- (f) Review and make recommendations to the Policy Advisory Committee and to the MPO on all other major studies prepared by the MPO
- (g) Review and make recommendations to the Policy Advisory Committee and to the MPO on changes to the Adjusted Urbanized Area Boundary and to the Metropolitan Planning Area Boundary
- (h) Review and make recommendations to the Policy Advisory Committee and to the MPO on the MPO Public Participation Plan

- (i) Review and make recommendations to the Policy Advisory Committee and to the MPO on the prioritization of Surface Transportation Block Group (STBG) Urban Program projects that are within the Metropolitan Planning Area Boundary

Section 6.02

The MPO Policy Advisory Committee may modify or reverse recommendations of the MPO Technical Advisory Committee before such recommendations are brought forward to the MPO for final action. All recommendations of the MPO Policy Advisory Committee that are consistent with that committee's bylaws shall be binding on the MPO, unless Section 6.02 of the MPO Policy Advisory Committee bylaws applies or unless a protest is filed with the MPO under Section 9.05 of the MPO Policy Advisory Committee bylaws. Any recommendation of the MPO Policy Advisory Committee that is inconsistent with the bylaws of the MPO Policy Advisory Committee will not be binding on the MPO. Unless recommendations are received in a timely fashion as to allow the MPO to take action in compliance with deadlines established by federal and state agencies, the MPO may take final action without them.

ARTICLE 7. MEMBERS

Section 7.01 Composition and Representation

The Technical Advisory Committee shall include the following voting members:

- (a) City of Sheboygan, Public Works Department, Director
- (b) City of Sheboygan, Public Works Department, City Engineer
- (c) City of Sheboygan, City Planning and Development Department, Manager of Planning & Zoning
- (d) City of Sheboygan Falls, Public Works Department, Director
- (e) Sheboygan County Transportation Department, Director
- (f) Sheboygan County Planning and Conservation Department, Director
- (g) Sheboygan County Memorial Airport, Superintendent
- (h) Sheboygan County Traffic Safety Commission, One Member
- (i) Sheboygan County UW – Madison Extension, Growth Management Educator
- (j) Sheboygan Parking and Transit Utility, Director
- (k) East Wisconsin Counties Railroad Consortium, One Member (Sheboygan County Board Representative)
- (l) Village of Howards Grove, Public Works Staff, One Member
- (m) Village of Kohler, Public Works Staff, One Member
- (n) Wisconsin Department of Transportation, Bureau of Transit and Local Roads, One Member
- (o) Wisconsin Department of Natural Resources, Northeast Region, Bureau of Environmental Analysis and Sustainability, One Member
- (p) Wisconsin Department of Natural Resources, Bureau of Air Management, Two Members
- (q) Wisconsin Department of Transportation, Northeast Region, Planning Unit Staff, One Member
- (r) Wisconsin Department of Transportation, Bureau of Planning and Economic Development, One Member

Sheboygan MPO

- (s) Sheboygan Bicycle and Pedestrian Transportation Advocate, One Member
- (t) Additional voting members may be appointed by the BLRPC Chairperson depending on the needs of the Technical Advisory Committee.

The Technical Advisory Committee shall also include the following non-voting members:

- (a) Federal Highway Administration Wisconsin Division, Madison, Transportation Planner
- (b) Federal Transit Administration Region 5, Chicago, Regional Administrator
- (c) Bay-Lake Regional Planning Commission, MPO Transportation Planner
- (d) Additional non-voting members may be appointed by the BLRPC Chairperson depending on the needs of the Technical Advisory Committee.

Section 7.02 Term of Membership

- (a) Local members of the Technical Advisory Committee shall be designated by the governing boards that they represent. Members shall remain on the Technical Advisory Committee until (1) their membership has been rescinded by their respective governing board; (2) their governing board has designated a duly qualified replacement member; or (3) their service to their respective city, village, town or county has ceased.
- (b) State and federal agency members of the Technical Advisory Committee will serve a term corresponding to their respective appointments to positions noted in Section 7.01.
- (c) Non-governmental members of the Technical Advisory Committee will serve at the pleasure of the BLRPC Chairperson, with input to appointments from railroad, bicycle and pedestrian transportation, and traffic safety interests in the metropolitan planning area.

Section 7.03 Absenteeism

Voting members (or their authorized alternate) not attending three (3) consecutive meetings will be considered non-voting members for the purpose of determining a quorum for any following meeting(s). A member's (or their authorized alternate's) voting privileges will be reinstated automatically upon the member's (or their authorized alternate's) attendance at two consecutive meetings of the TAC.

Section 7.04 Alternates

Each member may designate an alternate to represent the member in his or her absence. The alternate shall be entitled to the full privileges and responsibilities of the member represented. The member shall designate the alternate in writing to the BLRPC MPO Transportation Planner prior to the first meeting in which they are to serve as an alternate.

ARTICLE 8. OFFICERS

Section 8.01 Officers

Officers of the committee shall consist of a Chairperson and Vice-chairperson. Only voting members of the committee are eligible to be a Chairperson or Vice-chairperson. Officers shall perform the duties prescribed by these bylaws.

Section 8.02 Selection of Officers

The Chairperson and Vice-chairperson shall be elected by the TAC every two years at an annual meeting of the TAC following the spring local elections in odd-numbered years. Officers may be nominated from the floor. Election shall be by ballot, with a majority vote electing the officers.

Section 8.03 Term of Office

Elected officers shall serve for a term of two (2) years in accordance with the time schedule identified in Section 8.02. Such officers shall hold office until they resign, are removed, are otherwise disqualified to serve, or until their successors shall be elected, whichever occurs first, and their term of office shall begin at the close of the annual meeting at which they are elected. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two (2) consecutive terms in the same office.

Section 8.04 Vacancies

- (a) A vacancy in any office shall be filled for the unexpired portion of the term. In the event of a vacancy in the office of Vice-chairperson, the Chairperson may temporarily appoint a new Vice-chairperson until such time as an individual is elected to fill the unexpired term.
- (b) The election for Chairperson and/or Vice-chairperson shall be held at a regularly scheduled meeting within sixty (60) days after the vacancy occurs. The election shall follow the nominating and voting process established by Section 8.02.
- (c) A member elected to fill an unexpired term of six (6) months or longer shall be considered to be filling a full term of office.

Section 8.05 Duties of the Chairperson

- (a) Preside at all meetings of the Committee and shall be eligible to vote on all matters
- (b) Be responsible for the effective, efficient and timely conduct of the committee’s meetings
- (c) Set meeting agenda in cooperation with the assigned BLRPC staff
- (d) Attend BLRPC meetings when possible and if requested by the BLRPC’s Chairperson

Section 8.06 Duties of the Vice-Chairperson

In the absence of the Chairperson or in the event of their inability to act or if the office is vacant, the Vice-chairperson shall perform all duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all restrictions of the Chairperson.

ARTICLE 9. MEETINGS, VOTING, AND QUORUMS

Section 9.01 Public Meetings

All meetings of the TAC and its subcommittees are open to the public. Citizens are welcome at meetings and may express their opinions at such times as designated by the agenda or when recognized by the Chairperson. All meeting agendas shall include an agenda item to give an opportunity for citizens to comment or to be heard on any matter pertinent to the metropolitan transportation planning process.

Section 9.02 Meetings

- (a) Regular meetings of the committee shall be held, at a minimum, on a quarterly basis. Meeting notices and agendas are to be emailed no later than seven (7) days prior to the meeting date. Members may elect to have meeting notices and agendas sent by U.S. Mail.
- (b) The first regular meeting following the spring general election shall be known as the annual meeting.
- (c) Special meetings of the committee may be called at the discretion of the Committee Chairperson in consultation with the BLRPC staff. Whenever possible, seven (7) days’ notice shall be given, but in no event shall the committee meet without at least one day (24 hour) notice for emergency situations only.

- (d) Emergency meetings may be called by the Chairperson with a 24-hour notice.
- (e) All meetings will be noticed in compliance with *Wisconsin Statutes* and with the MPO's written Public Participation Plan.

Section 9.03 Voting

- (a) The Chairperson and any member may call for a vote on any issue, provided that it is seconded and is within the purposes set forth in Article 3, and provided that the issue is on the agenda, as outlined in Section 9.02. Each voting member shall have one vote.
- (b) Proxy voting and absentee voting are not permitted.
- (c) Alternates not designated in accordance with Section 7.04 are not allowed to vote.
- (d) A majority vote of the voting membership present at a given meeting shall be sufficient for approval of matters, provided that a quorum is present. The voting on all questions shall be by voice vote. Any member may ask for a roll call vote and the ayes and nays shall be entered into the minutes of such meeting.

Section 9.04 Quorums

A quorum shall consist of at least six (6) voting members.

Section 9.05 Secretarial Duties

The BLRPC will meet the secretarial needs of the committee and shall keep the bylaws as amended, minutes of all meetings of the committee, a current membership list containing the names of and contact information for all committee members, and all other official documents of the committee. The MPO Transportation Planner, as a non-voting member, may call to order and preside at any meeting of the TAC in the absence of the Chairperson and Vice-chairperson.

ARTICLE 10. SUBCOMMITTEES

Section 10.01 Subcommittees

When a need arises for a subcommittee, a written request that identifies the purpose, charge, objectives, relationships, membership, officers, requirement for minutes and term of the subcommittee will be submitted to the BLRPC for approval.

Section 10.02 Subcommittee Appointments

The subcommittee shall elect its own Chairperson from the subcommittee membership. If warranted, the subcommittee may request that experts from outside the committee be appointed voting members of the subcommittee. Members of all subcommittees shall be recommended by a majority vote of the full Technical Advisory Committee, and shall be approved by a majority vote of the full Policy Advisory Committee.

Section 10.03 Subcommittee Vacancies

Vacancies on any subcommittee may be filled for the unexpired portion of the term in the same manner as provided in the case of original appointments.

Section 10.04 Subcommittee Quorum

Five (5) members or a majority of the membership of a subcommittee (whichever is less) shall constitute a quorum of such subcommittee, and the action of a majority of the members at a meeting at which a quorum is present shall be the action of the subcommittee.

ARTICLE 11. CONFLICTS OF INTEREST

Section 11.01 Announcing Conflict

Whenever a committee or subcommittee member has cause to believe that a matter to be voted upon would involve them in a conflict of interest, they shall announce the conflict of interest and shall request a ruling by the committee.

Section 11.02 Abstention from Voting

No member or subcommittee member shall vote on any matter which would involve a conflict of interest.

ARTICLE 12. AMENDMENT OF BYLAWS

These TAC bylaws may be amended by BLRPC in accordance with Article VIII of the bylaws of the BLRPC provided that the MPO TAC and PAC have submitted their respective recommendations on the proposed amendments to the BLRPC.

ARTICLE 13. SEVERABILITY

Should any section or provision of these bylaws be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the bylaws as a whole, or any part thereof, other than the part so declared unconstitutional or invalid.

ARTICLE 14. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order: Newly Revised* shall govern the TAC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and with any statutes applicable to the TAC.

ARTICLE 15. EFFECTIVE DATE

1. Any other rules or procedures of the TAC previously adopted that are in conflict with these bylaws are hereby repealed.
2. These bylaws shall be effective upon the date of approval by the BLRPC.

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ARTICLE 1. AUTHORITY

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To provide policy advice and to recommend appropriate courses of action to BLRPC and BLRPC staff on current and emerging transportation issues, goals, plans and programs for the Sheboygan Metropolitan Planning Area. The advice and recommendations will address, at a minimum, the Transportation Improvement Program, the Annual Transportation Planning Work Program, the Long-Range Transportation Plan, and the analysis that demonstrates conformity of transportation program elements with the State Implementation Plan for Air Quality.

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Section 6.01

Recommendations to the MPO

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Section 6.02

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ARTICLE 7. MEMBERS

Section 7.01 Composition and Representation

- (a) Units of Government

The chief elected official of each unit of government located wholly or in part in the Sheboygan Metropolitan Planning Area boundary (cities, villages, towns, and Sheboygan County)

- (b) Chairperson of the Sheboygan Transit Commission

- (c) Wisconsin Department of Transportation, Northeast Region, Director

- (d) **The Governor's discretionary appointee to BLRPC representing Sheboygan County shall serve as an ex-officio member.**

- (e) The Bay-Lake Regional Planning Commission MPO Transportation Planner shall serve as a non-voting member.

Section 7.02 Term of Membership

- (a) Units of Government

Chief elected officials will serve a term corresponding to their term of office, and this term will expire upon the member leaving such elected office.

- (b) Chairperson of Sheboygan Transit Commission

The Chairperson will serve a term corresponding to his or her term of office, and this term will expire upon the member leaving such office.

- (c) Wisconsin Department of Transportation, Northeast Region, Director

The Director will serve a term corresponding to his/her appointment as Director of the WisDOT Northeast Region.

Section 7.03 Absenteeism

Voting members (or their authorized alternate) not attending three (3) consecutive meetings will be considered non-voting members for the purpose of determining a quorum for any following meeting(s). A member's (or their authorized alternate's) voting privileges will be reinstated automatically upon the member's (or their authorized alternate's) attendance at two consecutive meetings of the PAC.

Section 7.04 Alternates

Each member may designate an alternate to represent the member in his or her absence. The alternate

shall be entitled to the full privileges and responsibilities of the member represented. The member shall designate the alternate in writing to the BLRPC MPO Transportation Planner prior to the first meeting in which they are to serve as an alternate.

ARTICLE 8. OFFICERS

Section 8.01 Officers

Officers of the committee shall consist of a Chairperson and Vice-chairperson. Only voting members of the committee are eligible to be Chairperson or Vice-chairperson. Officers shall perform the duties prescribed by these bylaws.

Section 8.02 Selection of Officers

The Chairperson and Vice-chairperson shall be elected by the PAC every two years at an annual meeting of the PAC following the spring local elections in odd-numbered years. Officers may be nominated from the floor. Election shall be by ballot, with a majority vote electing the officers.

Section 8.03 Term of Office

Elected officers shall serve for a term of two (2) years in accordance with the time schedule identified in Section 8.02. Such officers shall hold office until they resign, are removed, are otherwise disqualified to serve, or until their successors shall be elected, whichever occurs first, and their term of office shall begin at the close of the annual meeting at which they are elected. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two (2) consecutive terms in the same office.

Section 8.04 Vacancies

- (a) A vacancy in any office shall be filled for the unexpired portion of the term. In the event of a vacancy in the office of Vice-chairperson, the Chairperson may temporarily appoint a new Vice-chairperson until such time as an individual is elected to fill the unexpired term.
- (b) The election for Chairperson and Vice-chairperson shall be held at a regularly scheduled meeting within sixty (60) days after the vacancy occurs. The election shall follow the nominating and voting process established in Section 8.02.
- (c) A member elected to fill an unexpired term of six (6) months or longer shall be considered to be filling a full term of office.

Section 8.05 Duties of the Chairperson

- (a) Preside at all meetings of the Committee and shall be eligible to vote on all matters
- (b) Be responsible for the effective, efficient and timely conduct of the committee's meetings
- (c) Set meeting agenda in cooperation with the assigned BLRPC staff
- (d) Attend BLRPC meetings when possible and if requested by the BLRPC's Chairperson

Section 8.06 Duties of the Vice-Chairperson

In the absence of the Chairperson or in the event of their inability to act or if the office is vacant, the Vice-chairperson shall perform all duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all restrictions of the Chairperson.

ARTICLE 9. MEETINGS, VOTING, QUORUMS, AND PROTEST

Section 9.01 Public Meetings

All meetings of the PAC and its subcommittees are open to the public. Citizens are welcome at meetings and may express their opinions at such times as designated by the agenda or when recognized by the Chairperson. All meeting agendas shall include an agenda item to give an

opportunity for citizens to comment or to be heard on any matter pertinent to the metropolitan transportation planning process.

Section 9.02 Meetings

- (a) Regular meetings of the committee shall be held, at a minimum, on a quarterly basis. Meeting notices and agendas are to be emailed no later than seven (7) days prior to the meeting date. Members may elect to have meeting notices and agendas sent by U.S. Mail.
- (b) The first regular meeting following the spring general election shall be known as the annual meeting.
- (c) Special meetings of the committee may be called at the discretion of the Committee Chairperson in consultation with the BLRPC staff. Whenever possible, seven (7) days' notice shall be given, but in no event shall the committee meet without at least one day (24 hour) notice for emergency situations only.
- (d) Emergency meetings may be called by the Chairperson with a 24-hour notice.
- (e) All meetings will be noticed in compliance with *Wisconsin Statutes* and with the MPO's written Public Participation Plan.

Section 9.03 Voting

- (a) The Chairperson and any member may call for a vote on any issue, provided that it is seconded and is within the purposes set forth in Article 3, and provided that the issue is on the agenda, as outlined in Section 9.02.
- (b) Proxy voting and absentee voting are not permitted.
- (c) Alternates not designated in accordance with Section 7.04 are not allowed to vote.
- (d) A majority vote of the voting membership present at a given meeting (provided that a quorum is present) shall be sufficient for approval of matters, with the exception that any voting PAC member may invoke weighted voting on any matter. The voting on all questions shall be by voice vote. Any member may ask for a roll call vote and the ayes and nays shall be entered into the minutes of such meeting. All weighted voting shall be by roll call.

Section 9.04 Weighted Voting

- (a) The weighted votes for towns, villages and cities are determined as follows (See Appendix A):
 - i. Traditional Voting Structure of one vote per member: 25% of the weighted vote.
 - ii. Population of the unit of government within the metropolitan planning area divided by total population of the metropolitan planning area: 25% of the weighted vote. Population is determined by the latest decennial census.
 - iii. Total street and highway mileage of the unit of government within the metropolitan planning area divided by total street and highway mileage within the metropolitan planning area: 50% of the weighted vote. Total street and highway mileage consists of the mileage of local, collector, and arterial streets and highways.
- (b) The following entities shall each have one vote:
 - i. Sheboygan County
 - ii. The Sheboygan Parking and Transit Utility
 - iii. The Wisconsin Department of Transportation Northeast Region Office

Section 9.05 Protests

- (a) PAC members representing local units of government constituting 25 percent or more of the Metropolitan Planning Area population may file a protest with the BLRPC on any such matter voted on by the PAC, excluding entities set forth in subsection 9.04(b).
- (b) Protests shall be conveyed orally at the meeting at which the aggrieved action was taken. These protests shall be followed up with written correspondence formalizing the protest, stating the specific issue or matter that is the subject of the protest. Written correspondence formalizing the protest must be filed with the BLRPC Chairperson within thirty (30) days of the action which is the subject of said protest.
- (c) The BLRPC shall schedule a hearing within a reasonable period of time of receipt of such protest.
- (d) The BLRPC shall stay any actions subject to the protest pending the final determination by the BLRPC.
- (e) All actions of the BLRPC and PAC concerning protests must be consistent with the MPO Public Participation Plan.

Section 9.06 Quorums

A quorum shall consist of at least four (4) voting members, or in meetings where weighted voting is invoked, those present represent a minimum of 51 percent of the weighted vote.

Section 9.07 Secretarial Duties

The BLRPC will meet the secretarial needs of the committee and shall keep the bylaws as amended, minutes of all meetings of the committee, a current membership list containing the names of and contact information for all committee members, and all other official documents of the committee. The MPO Transportation Planner, as a non-voting member, may call to order and preside at any meeting of the PAC in the absence of the Chairperson and Vice chairperson.

ARTICLE 10. SUBCOMMITTEES

Section 10.01 Subcommittees

When a need arises for a subcommittee, a written request that identifies the purpose, charge, objectives, relationships, membership, officers, requirement for minutes and term of the subcommittee will be submitted to the BLRPC for approval.

Section 10.02 Subcommittee Appointments

The subcommittee shall elect its own Chairperson from the subcommittee membership. If warranted, the subcommittee may request that experts from outside the subcommittee be appointed voting members of the subcommittee. Members of all subcommittees shall be approved by a majority vote of the full Policy Advisory Committee.

Section 10.03 Subcommittee Vacancies

Vacancies on any subcommittee may be filled for the unexpired portion of the term in the same manner as provided in the case of original appointments.

Section 10.04 Subcommittee Quorum

Five (5) members or a majority of the membership of a subcommittee (whichever is less) shall constitute a quorum of such subcommittee, and the action of a majority of the members at a meeting at which a quorum is present shall be the action of the subcommittee.

ARTICLE 11. CONFLICTS OF INTEREST

Section 11.01 Announcing Conflict

Whenever a committee or subcommittee member has cause to believe that a matter to be voted upon would involve them in a conflict of interest, they shall announce the conflict of interest and shall request a ruling by the committee.

Section 11.02 Abstention from Voting

No member or subcommittee member shall vote on any matter which would involve a conflict of interest.

ARTICLE 12. AMENDMENT OF BYLAWS

These PAC bylaws may be amended by BLRPC in accordance with Article VIII of the bylaws of the BLRPC provided that the MPO PAC has submitted its recommendation on the proposed amendments to the BLRPC.

ARTICLE 13. SEVERABILITY

Should any section or provision of these bylaws be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the bylaws as a whole, or any part thereof, other than the part so declared unconstitutional or invalid.

ARTICLE 14. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order: Newly Revised* shall govern the PAC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and with any statutes applicable to the PAC.

ARTICLE 15. EFFECTIVE DATE

1. Any other rules or procedures of the PAC previously adopted that are in conflict with these bylaws are hereby repealed.
2. These bylaws shall be effective upon the date of approval by the BLRPC.

