



# METROPOLITAN PLANNING ORGANIZATION

SERVING LAS CRUCES, DOÑA ANA COUNTY, AND MESILLA

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## MESILLA VALLEY METROPOLITAN PLANNING ORGANIZATION TECHNICAL ADVISORY COMMITTEE

### AGENDA

The following is the agenda for the Mesilla Valley Metropolitan Planning Organization's (MPO) Technical Advisory Committee meeting to be held on **February 6, 2014 at 4:00 p.m.** in the **Doña Ana County Commission Chambers, 845 Motel**, Las Cruces, New Mexico. Meeting packets are available on the [Mesilla Valley MPO website](#).

The Mesilla Valley MPO does not discriminate on the basis of race, religion, sex, sexual orientation, gender identity, color, ancestry, serious medical condition, national origin, age, or disability in the provision of services. The Mesilla Valley MPO will make reasonable accommodation for a qualified individual who wishes to attend this public meeting. Please notify the Mesilla Valley MPO at least 48 hours before the meeting by calling 528-3043 (voice) or 1-800-659-8331 (TTY) if accommodation is necessary. This document can be made available in alternative formats by calling the same numbers list above. *Este documento está disponible en español llamando al teléfono de la Organización de Planificación Metropolitana de Las Cruces: 528-3043 (Voz) o 1-800-659-8331 (TTY).*

1. **CALL TO ORDER** \_\_\_\_\_ **Chair**
2. **APPROVAL OF AGENDA** \_\_\_\_\_ **Chair**
3. **APPROVAL OF MINUTES** \_\_\_\_\_ **Chair**
  - 3.1. January 2, 2014 \_\_\_\_\_
4. **PUBLIC COMMENT** \_\_\_\_\_ **Chair**
5. **ACTION ITEMS** \_\_\_\_\_
  - 5.1. MPO Bylaws Update \_\_\_\_\_ **MPO Staff**
6. **COMMITTEE and STAFF COMMENTS** \_\_\_\_\_
7. **PUBLIC COMMENT** \_\_\_\_\_ **Chair**
8. **ADJOURNMENT** \_\_\_\_\_ **Chair**

1                                   **MESILLA VALLEY METROPOLITAN PLANNING ORGANIZATION**  
2   **TECHNICAL ADVISORY COMMITTEE**

3  
4   The following are minutes for the meeting of the Technical Advisory Committee of the Mesilla  
5   Valley Metropolitan Planning Organization (MPO) which was held January 2, 2014 at 4:00 p.m.  
6   at Dona Ana County Commission Chambers, 845 N. Motel Blvd., Las Cruces, New Mexico.

7  
8   **MEMBERS PRESENT:**     Mike Bartholomew (CLC Transit)  
9                                   Jolene Herrera (NMDOT)  
10                                  John Gwynne (DA Flood Commission)  
11                                  Jack Valencia (SCRDT)  
12                                  Greg Walke (NMSU)  
13                                  Larry Shannon (proxy for John Knopp - Town of Mesilla)  
14                                  Debbie Lujan (Town of Mesilla)  
15                                  Luis Marmolejo (DAC)

16  
17   **MEMBERS ABSENT:**     Jesus Morales (EBID)  
18                                  John Knopp (Town of Mesilla)  
19                                  Larry Altamirano (LCPS)  
20                                  Harold Love (NMDOT)  
21                                  Louis Grijalva (CLC Public Works)  
22                                  Bill Childress (BLM)  
23                                  Willie Roman (CLC Transportation)

24  
25   **STAFF PRESENT:**        Andrew Wray (MPO staff)  
26                                  Chowdhury Siddiqui (MPO staff)  
27                                  Orlando Fierro (MPO staff)  
28                                  Tom Murphy (MPO staff)

29  
30   **1. CALL TO ORDER**

31  
32   Meeting was called to order at 4:06 p.m. Quorum was present.

33  
34   **2. APPROVAL OF AGENDA**

35  
36   John Gwynne motioned to approve the agenda.  
37   Jack Valencia seconded the motion.  
38   All in favor.

39  
40   **3. ELECTION OF OFFICERS**

41  
42   Mike Bartholomew said he would accept nominations for Chair for 2014.

43  
44   Luis Marmolejo nominated Jack Valencia for Chair.

45  
46   Mike Bartholomew asked for a motion to close the nominations.

1  
2 John Gwynne motioned to close the nominations.  
3 Greg Walke seconded the motion.  
4 All in favor.  
5  
6 Jack Valencia thanked Mike Bartholomew for his year of service.  
7  
8 Jack Valencia opened nominations for Vice-Chair for 2014.  
9  
10 Mike Bartholomew stated he was willing to put forth his name for Vice Chair.  
11  
12 Jack Valencia closed nominations and asked for a motion to accept Mike Bartholomew by  
13 acclamation.  
14  
15 Greg Walker motioned to accept Mike Bartholomew for Vice Chair.  
16 Debbie Lujan seconded the motion.  
17 All in favor.

18  
19 **4. APPROVAL OF MINUTES**

20  
21 **4.1 December 5, 2013**

22  
23 Tom Murphy informed the Committee that the minutes of December 5, 2013 are the legal  
24 minimum for summary minutes for the meeting because there was a malfunction of the  
25 recording equipment in Council Chambers so no audio was recorded even though the software  
26 indicated the recording was taking place. These minutes meet the legal minimum requirement  
27 per the Open Meetings Act.  
28

29 Mike Bartholomew stated that Bill Childress was listed as both present and absent. Bill was  
30 present for the meeting of December 5, 2013.

31  
32 Mike Bartholomew motioned to approve the minutes as corrected.  
33 Greg Walke seconded the motion.  
34 All in favor.

35  
36 **5. PUBLIC COMMENT – No public comment**

37  
38 **6. ACTION ITEMS**

39  
40 **6.1 Unified Planning Work Program Amendment**

41  
42 Amendment 14-03 changes the Mesilla Valley MPO from the state fiscal year to the federal  
43 fiscal year in FY 14 and adjusts budget amounts to reflect FY 13 carryover and updated  
44 estimates.

45  
46 Tom Murphy gave a brief presentation.

1  
2 John Gwynne stated that he noticed in the makeup of the TAC that it does not include the  
3 Transit Authority which the Committee added this last year.

4  
5 Tom Murphy stated that he could make the correction.

6  
7 John Gwynne stated that maybe Tom could tell him why it specifically states staff names from  
8 the MPO staff, he asked if there was a reason for that or would it be better in case of staff  
9 changes that individual names not be listed.

10  
11 Tom Murphy stated that historically individual names of staff appeared throughout the  
12 document. There is no requirement. Tom stated that through the year staff assignments are  
13 also subject to change. He said that probably once upon a time a long time ago somebody on  
14 the Policy Committee thought that they would want to know which staff member was doing  
15 what so it was put in the document and kept in the document. Tom stated there is no  
16 compelling reason to leave it in if that is what the Committee wants.

17  
18 Greg Walker asked how staff reports numbers when they make a change. If someone is  
19 comparing one year and then another year and then another year and all of a sudden there is  
20 year that is 15 months long and the numbers are higher, is there some way to identify that  
21 when staff reports figures.

22  
23 Tom stated that was a very good question. He stated that he believes it would come up in  
24 their next annual performance report to NMDOT. At some point Tom and Jolene will have to  
25 sit down and figure out the best way to address that but he hasn't gotten that far and hopefully  
26 Jolene has already thought about what to do and will give Tom direction.

27  
28 Jolene gave some background specifically to the annual performance and expenditure report.  
29 She stated they are developing a boiler plate for how they want that report to look and they are  
30 also developing a boiler plate for the UPWP's. She said hopefully it will be a little bit clearer on  
31 how things are laid out and reported. She stated that Tom does a good job with this as well  
32 but some of the numbers got a little bit funky because they added that extra quarter on at the  
33 very last minute.

34  
35 Jolene said that on Page 17 there is a reference to LCMPO (there a few of them).

36  
37 Tom stated that he would replace the LCMPO's.

38  
39 Jolene asked Mike Bartholomew if he was okay with all the transit numbers because she only  
40 checked the L funds. She stated that the big overall picture is on page 34.

41  
42 Tom stated that the only FTA numbers are the 5303 grant, which has remained unchanged.

43  
44 Mike stated that he normally does not see the 5303 funds.

1 Jack Valencia asked if staff would accept a friendly amendment with regard to the inclusion of  
2 the Mesilla Valley MPO and the SCRTD.

3  
4 Tom replied yes.

5  
6 Jack Valencia said all those in favor signify by saying aye.

7  
8 All in favor, none opposed.

9  
10 **7. COMMITTEE AND STAFF COMMENTS** – No comments

11  
12 **8. PUBLIC COMMENT** – No public comment

13  
14 **9. ADJOURNMENT**

15  
16 Meeting adjourned at 4:25 p.m.

17  
18  
19  
20 \_\_\_\_\_  
21 Chair

22



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**MESILLA VALLEY METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL ADVISORY COMMITTEE  
ACTION FORM FOR THE MEETING OF February 6, 2014**

**AGENDA ITEM:**

5.1 Bylaws Update Action

**ACTION REQUESTED:**

Recommendation of Approval to the MPO Policy Committee

**SUPPORT INFORMATION:**

Draft of Updated MPO Bylaws

**DISCUSSION:**

The new Joint Powers Agreement (JPA) which took effect July 1, 2013 necessitates revisions to the MPO bylaws.



**METROPOLITAN  
PLANNING ORGANIZATION**

LAS CRUCES DOÑA ANA COUNTY MESILLA

## **Committee Bylaws and Operating Procedures**

## Introduction

The Mesilla Valley Metropolitan Planning Organization (MPO) is established by a Joint Powers Agreement between the participating members and by designation of the Governor of the State of New Mexico and contracts between the City of Las Cruces and New Mexico Department of Transportation. The MPO's purpose is to carry out the Urban Transportation Planning Process as defined within the provisions of U.S.C. 23 Section 450.

The contracts and Joint Powers Agreement establish a number of operational and procedural requirements for the MPO, however other issues are not formally addressed. The purpose of these Bylaws and Operating Procedures is to establish guidance on those other issues. However, the Bylaws and their application shall not violate any rule or regulation established by federal regulations or State laws governing transportation planning or policies enacted by the MPO or other member agencies, such as the Metropolitan Transportation Plan, Unified Planning Work Program, and the Public Participation Plan.

## **Policy Committee**

### I. Authority:

The Policy Committee has authority granted under the current Joint Powers Agreement, applicable to contracts and State and Federal laws and regulations, including but not limited to 23 CFR Section 450.

### II. Membership:

The Policy Committee is made up of ten (10) voting members. The respective governing boards of Doña Ana County, Town of Mesilla and City of Las Cruces are responsible for appointing three (3) elected officials to the Policy Committee. The District One Engineer of the New Mexico Department of Transportation (NMDOT) is the 10<sup>th</sup> member. Each Policy Committee member or designated representative has one vote.

#### A. Officers

The officers of the Policy Committee shall consist of a Chair, and Vice Chair. The Chair and Vice Chair shall not be chosen from the same governmental entity.

##### 1. Chair

The Chair shall be chosen from among the members of the Policy Committee at the first meeting of each calendar year. The duties of the Chair shall be to preside at all meetings of the Policy Committee.

##### 2. Vice Chair

The Vice Chair shall be chosen from among the members of the Policy Committee at the first meeting of each calendar year, and shall be responsible for presiding at the meetings in the absence of the Chair.

##### 3. Secretary

The Secretary is a non-voting, ex-officio position. The MPO Officer or designee shall be the Secretary, and shall have the responsibility for maintaining accurate records of all Policy Committee meetings, preparing agendas, and other duties designated by the Policy Committee.



4. Vacancy of Office

If an officer described in paragraphs one and two of this section resigns, the remaining Policy Committee members shall elect a replacement officer at the next regularly scheduled meeting.

B. Alternate Member

If a Policy Committee member is to be absent, another member of that governing body may be appointed to substitute for that particular meeting. The agency or board shall submit written notification in a timely manner to the MPO Officer designating the alternate member.

C. Removal Procedure

1. Attendance is required at all Policy Committee meetings. If a Policy Committee member is absent for more than two consecutive meetings, then the MPO Officer may petition the absent member's governing body chair for a new appointment to the Policy Committee. Additionally, if a Policy Committee member fails to attend seventy-five (75) percent of the Policy Committee meetings in a twelve-month calendar period, membership may be terminated.
2. If a Policy Committee member vacates the position by nonattendance, the Chair of the Policy Committee shall notify the Policy Committee in writing of the same. A replacement member shall then be appointed. In the event that the Policy Committee member who has been absent from official meetings, sufficient to qualify for removal, is the Chair of the Policy Committee, the Vice Chair shall conduct the removal process. If the Vice Chair is unable to participate, another Policy Committee member, appointed by the remaining membership, shall conduct the removal process. In the event of a dispute concerning the abandonment or vacation of a Policy Committee member, the Policy Committee member affected may petition the MPO Policy Committee to be allowed an opportunity to show just cause why he/she should not be removed from office.
3. The Policy Committee may remove any Policy Committee member by the affirmative vote of five (5) members upon the grounds of malfeasance or nonfeasance of office.

D Replacement Procedure

The designated appointing entities shall make any and all replacement appointments to the Policy Committee. All replacement appointments made shall be provided in writing to the MPO Officer in a timely manner.

E. Ex-Officio Members.

The Policy Committee may, in accordance with the Joint Powers Agreement, add non-voting members to the Policy Committee through Resolution..

III. Meetings:

All meetings held shall be in compliance with the Open Meetings Act, as amended, (NMSA 10-15-1 – 10-15-4) and the yearly MPO's Open Meeting Resolution.

Written notice of meetings (agendas) and supporting documentation shall be provided to the Policy Committee members on the following schedule:

Regular Meetings – one (1) week notice and appropriate public notification according to the Open Meetings Act and the MPO Public Participation Plan

Special Meetings – four (4) day notice

Emergency Meetings – four (4) hours prior to the meeting

- A. Regular Meetings shall be scheduled each year by the Policy Committee.
- B. Special Meetings shall be held on an as needed basis. Special Meetings may be scheduled by the Chair or a majority of the members of the Policy Committee, and will be primarily used to consider time-sensitive issues.
- C. Emergency Meetings shall only be held to discuss issues with an imminent impact to health, safety, and welfare in the Mesilla Valley MPO area. Concurrence of a majority of the members of the Policy Committee is necessary to hold an Emergency Meeting.
- D. At the first regular meeting of the calendar year, the Policy Committee shall consider the following items in addition to any other business:
  - 1. Election of Officers
  - 2. Adoption of Open Meeting Resolution
- E. Quorum:

A quorum of the Policy Committee shall consist of five (5) members and shall consist of at least one member from each governing entity. No action shall be taken without a quorum of the Policy Committee in attendance at that meeting.
- F. Voting Procedure
  - 1. The methods of taking a vote are by a “show of hands,” by “raising the hand,” by rising, by ballot, or by roll call (“yeas or nays”).
  - 2. Any vote that results in a tie shall be considered a failed action item.
  - 3. Telephonic vote may be allowed when the quorum is not present at any Policy Committee meeting. Telephonic vote shall be enacted only to approve actions that have a deadline prior to the next regular meeting and postponement of actions will have adverse financial or other consequences for the Mesilla Valley Metropolitan Planning Organization.

Telephonic vote shall be enacted on the request of any present Policy Committee Member with the approval of the majority of the present members. Only one Policy Committee Member shall participate telephonically at any allowable meeting.

Telephonic vote shall not conflict with the codes and regulations of the entity that is represented by the Policy Committee Member. The telephonic action shall be in accordance with the New Mexico Open Meeting Act, as amended.

IV. Committees:

- A. The Committee reserves the right to create committees or sub-committees, as needed, to assist with achieving goals outlined in the Metropolitan Transportation Plan. These committees may include ad hoc groups, more temporary in nature, or longer standing, perhaps permanent, advisory committees.
- B. Executive Sub-Committee: The Executive Sub-Committee shall be a three member sub-committee consisting of the current Chair and Vice-Chair and one additional member from the jurisdiction not represented by the Chair and Vice Chair. The additional member shall be appointed by a majority vote of the Committee members, and can rotate among the members from the non-represented jurisdiction based on the will of the Committee.

## **Technical Advisory Committee**

I. Committee:

The name of this committee shall be the Technical Advisory Committee of the Mesilla Valley Metropolitan Planning Organization, referred to in this section as the Committee.

II. Responsibilities:

The Committee is established by the Mesilla Valley MPO Joint Powers Agreement, and shall be responsible for providing technical review of all transportation plans within the urban area and input to the Policy Committee on issues directed to it by its membership, the Policy Committee, or the MPO Officer. Other responsibilities shall include those as may be designated by the Policy Committee.

III. Membership:

Membership shall be governed by the Policy Committee.

A. Voting Members

Members of the Committee shall include:

two (2) representatives appointed by the City of Las Cruces,

two (2) representatives appointed by the Town of Mesilla,

two (2) representatives appointed by Doña Ana County,

two (2) representatives designated by the New Mexico Department of Transportation.

one (1) representative designated by New Mexico State University,

one (1) representative designated by Bureau of Land Management,

one (1) representative designated by RoadRunner Transit,

one (1) representative designated by Doña Ana County Flood Commission,

one (1) representative designated by Elephant Butte Irrigation District, and

one (1) representative designated by Las Cruces Public School District.

B. Alternate Member

Each representative from an agency or board may appoint an alternate to the Committee to serve when the appointed member cannot attend. The agency or board shall submit written notification in a timely manner to the MPO Officer designating the alternate member.

C. Membership Appointment and Replacement Procedure

The Policy Committee, at any time it deems necessary, may add new voting members to the Committee. The represented entities shall make all appointments to the Committee. All appointments from the MPO member agencies (Las Cruces, Doña Ana County, and Town of Mesilla) shall be made by the respective department heads of Community Development (Planning) or Public Works within each jurisdiction. All appointments made shall be provided in writing to the MPO Officer in a timely manner.

D. Officers

The officers of the Committee shall consist of a Chair, and Vice Chair. The Committee officers will serve one year in that capacity and can be re-elected by Committee members.

1. Chair

The Chair shall be chosen from among the members of the Committee at the first meeting of each calendar year. The Chair shall be responsible for presiding at all meetings.

2. Vice Chair

The Vice Chair shall be chosen from among the members of the Committee at the first meeting of each calendar year, and shall be responsible for presiding at the meetings in the absence of the Chair.

3. Secretary

The Secretary is a non-voting, ex-officio position. The MPO Officer or designee shall be the Secretary and shall have the responsibility for maintaining accurate records of all Committee meetings, preparing agendas and other duties as may be designated by the Committee with consent from the Policy Committee.

4. Vacancy of Office

If an officer described in paragraphs one and two of this section resigns, the remaining Committee members shall elect a replacement officer at the next regularly scheduled meeting.

E. Sub-Committees

The Committee may appoint sub-committees to assist with achieving goals outlined in the Metropolitan Transportation Plan or completing specific tasks. These sub-committees will be temporary in nature and shall disband after reporting the results to the full Committee and completing the assigned goal or task. These sub-committees shall not consist of a quorum of the membership. The Committee may appoint members to the sub-committee from outside the committee membership if particular expertise is sought.

F. Removal Procedure

1. Attendance is required at all Committee meetings. If a Committee member fails to attend seventy-five (75) percent of the Committee meetings in a twelve-month calendar period, membership may be terminated.

2. If a Committee member shall vacate the office by nonattendance, the Chair of the Committee shall notify the Policy Committee in writing of the same. A replacement member shall then be appointed. In the event that the Committee member who has been absent from official meetings, sufficient to qualify for removal, is the Chair of the Committee, the Vice Chair shall conduct the removal process. If the Vice Chair is unable to participate, another Committee member, appointed by the remaining membership, shall conduct the removal process. In the event of a dispute concerning the abandonment or vacation of a Committee member, the

Committee member affected may petition the Policy Committee to be allowed an opportunity to show just cause why he/she should not be removed from office.

3. The Policy Committee may remove any Committee member by the affirmative vote of five (5) members upon the grounds of malfeasance or nonfeasance of office.

IV. Meetings:

Meetings shall be pursuant to due notice as established by and required under the New Mexico Open Meetings Act, as amended, and the Open Meetings Resolution adopted annually by the Mesilla Valley Metropolitan Planning Organization. Meetings shall be held as scheduled by the Policy Committee, and special meetings may be called by the Committee Chair or the MPO Officer.

A. Quorum

A quorum of the Committee shall consist of a seven voting members. No action shall be taken without a quorum of the Committee in attendance at that meeting.

B. Voting Procedure

1. The methods of taking a vote are by a “show of hands,” by “raising the hand,” by rising, by ballot, or by roll call (“yeas or nays”).
2. Any vote that results in a tie shall be considered a failed action item.

## **Bicycle and Pedestrian Facilities Advisory Committee**

### I. Committee:

The name of this committee shall be the Bicycle and Pedestrian Facilities Advisory Committee of the Mesilla Valley Metropolitan Planning Organization, referred to in this section as the Committee.

### II. Responsibilities:

The Committee is established by the Policy Committee and shall be responsible for providing technical review and policy recommendations for the planning, design, and implementation of transportation infrastructure involving bicycle and pedestrian facilities. The Committee shall also provide recommendations for the encouragement and education of the public regarding bicycle and pedestrian routes, safety, and other issues. Other responsibilities shall include those as may be designated by the Policy Committee.

### III. Membership:

Membership shall be governed by the Policy Committee.

#### A. Voting Members

Members of the Committee number eleven (11) and include:

- two (2) Bicycling Community representatives,
- one (1) Pedestrian Community representative,
- one (1) City of Las Cruces citizen representative,
- one (1) Doña Ana County citizen representative,
- one (1) Town of Mesilla citizen representative,
- one (1) City of Las Cruces staff representative,
- one (1) Doña Ana County staff representative,
- one (1) Town of Mesilla staff representative,
- one (1) New Mexico State University staff representative,
- one (1) New Mexico Department of Transportation staff representative.

#### B. Alternate Member

Each representative from a represented entity may appoint an alternate to the Committee to serve when the appointed member cannot attend. The representative of the entity shall submit a letter to the MPO Officer designating the alternate member.

#### C. Membership Appointment and Replacement Procedure

All non-staff appointments shall be citizens residing within each respective jurisdiction. The Policy Committee shall make all citizen appointments. The citizen appointment process shall be conducted as follows:

- MPO staff will issue a call for letters of interest for the respective open position(s)
- The letters will be submitted to the Policy Committee for review

- If only one letter is received, the Policy Committee can decide to appoint the sole applicant or reopen the call for applicants
- If more than one citizen applies, the Policy Committee shall select the appointee by ballot at a regularly scheduled meeting

All staff appointments shall be made by the respective department heads of Community Development (Planning) or Public Works within each jurisdiction. All appointments made shall be provided in writing to the MPO Officer in a timely manner.

D. Officers

The officers of the Committee shall consist of a Chair, and Vice Chair. The Committee officers will serve one year in that capacity and can be re-elected by Committee members.

1. Chair

The Chair shall be chosen from among the members of the Committee at its first meeting of each new calendar year. The Chair shall be responsible for presiding at all meetings.

2. Vice Chair

The Vice Chair shall also be selected from among the members of the Committee at the first meeting of each new calendar year and shall be responsible for presiding at the meetings in the absence of the Chair.

3. Secretary

The Secretary is a non-voting, ex-officio position. The MPO Officer, or the MPO Officer's designated staff person, shall be the Secretary and have the responsibility for maintaining accurate records of all Committee meetings, preparing agendas and such other duties as may be directed by and needed for the Committee, with consent of the MPO Policy Committee.

4. Vacancy of Office

If an officer described in paragraphs one and two of this section resigns, the remaining Committee members shall elect a replacement officer at the next regularly scheduled meeting.

IV. Meetings:

Regular meetings shall be held as scheduled by the Policy Committee, Notice of time, date, location of each regular or special meeting will be in accordance with the New Mexico Open Meetings Act, as amended, and the Open Meetings Resolution, adopted annually by the MPO. A special meeting may be determined and called for by the Committee Chair or MPO Officer.

A. Quorum

A quorum of the committee shall consist of a majority of sitting members. No action shall be taken without a quorum of the Committee in attendance at any meeting.



B. Removal Procedure

1. Attendance is required at all Committee meetings. . If a Committee member is absent for more than two consecutive meetings, then the MPO Officer may petition the absent member's governing body for a new appointment. In the case of a citizen representative it would be handled as in item 4 below. If a Committee member fails to attend seventy-five (75) percent of the regularly scheduled Committee meetings in a twelve-month period, membership may be terminated.
2. If a Committee member shall vacate the office by nonattendance, the Chair of the Committee shall notify the Policy Committee in writing of the same. If the Committee Chair is the member who has been absent from the official meetings, the Vice Chair shall conduct the removal process. If the Vice Chair is unable to participate, another Committee member, appointed by the remaining membership, shall conduct the removal process.
3. In the event of a dispute concerning the abandonment or vacation of a Committee office by a member, the Committee member affected may petition the Policy Committee to be allowed an opportunity to show just cause why he/she should not be removed from office.
4. The Policy Committee may remove any Committee member by the affirmative vote of five (5) members upon the grounds of malfeasance or nonfeasance of office, or for any reason whatsoever upon the affirmative vote of all of the members.

C. Voting Procedure

1. The methods of taking a vote are by a "show of hands," by "raising the hand," by rising, by ballot, or by roll call ("yeas or nays").
2. Any vote that results in a tie shall be considered a failed action item.

V. Sub-Committees:

The Committee reserves the right to create sub-committees, as needed, to assist with achieving goals outlined in the Metropolitan Transportation Plan or completing specific tasks. These sub-committees will be temporary in nature and shall disband after reporting the results to the full Committee and completing the assigned goal or task.