



## **Charter of the Land Use and Transportation Integration Committee (LUTI)**

### **A subcommittee of the Transportation Coordinating Committee (TCC)**

#### **I. Statement of Purpose, Roles and Responsibilities of this Subcommittee**

A. The purpose of the Land Use and Transportation Integration Committee is to come to regional consensus around the integration of local and regional land use and transportation planning in order to provide advice and recommendations to the TCC. LUTI's purpose includes the following:

- Actively integrate shared land use and transportation principles into local plans and documents;
- Update the MTP Target Scenario and Performance Measures;
- Update the Long Range Transportation Systems Guidelines (LRTS), including the process of interim updates of long range maps; and
- Evaluate development review activities by MRMPO.

B. This group will consider other matters referred to them by the TCC and/or the MTB.

#### **II. Organization and Membership of this Subcommittee**

A. Full Voting member jurisdictions and Associate member jurisdictions may fully participate and provide on this subcommittee. The number of voting representatives from any participating member government or agency shall not exceed the number of its TCC representatives from that jurisdiction.

B. Advisory members may fully participate on this subcommittee except they may not cast votes and may not serve as an officer of the committee. Advisory members include:

1. Representatives of agencies or governments eligible for full-voting or associate membership on the MTB but are "non-participating" are considered advisory members.
2. Representatives of full voting and associate jurisdictions beyond the number in section II-A may participate as advisory members.
3. Representatives from other private and public agencies which may make an effective contribution to the group may also be invited to participate at the request of this subcommittee or of the TCC or MTB.

C. The subcommittee may elect officers or choose to have the staff coordinator preside over the meetings. Any election of officers shall be by consensus or majority vote of those present to select a Chairperson and Vice Chairperson from among the representatives of Full Voting and Associate members.

1. If a vacancy occurs in the office of Chairperson, the Vice Chairperson shall assume the duties of the Chairperson. If a vacancy occurs in the office of Vice Chairperson, the group shall elect a new Vice Chairperson.

D. The M.P.O. Administrator or Executive Director shall appoint an MPO staff member to serve as the staff coordinator(s) for the subcommittee. The staff coordinator shall work with the officers to develop agendas, reports, present information and data, and other tasks relevant to the work of this subcommittee.

1. If both officers are unable to attend a meeting of this subcommittee, the most senior staff coordinator shall preside over the meeting but may not vote.

E. The Chairperson, Vice Chairperson or staff coordinator shall report on the activities of this subcommittee to the TCC (and MTB if requested).

F. Representatives of local and tribal governments and agencies with under twenty (20) employees or whose offices are located more than thirty (30) miles from MRCOG offices may participate in meetings of this subcommittee via electronic video conference and/or teleconference, provided they inform the staff coordinator at least seventy-two (72) hours prior to the meeting.

### **III. Meeting Procedures and Process**

A. Except for an election of officers and proposed revisions to this charter, formal votes shall not be taken.

B. All matters brought before this subcommittee are for the purpose of providing analyses and recommendations to the TCC and shall not be construed to have any decision-making authority.

C. Matters brought before this subcommittee shall strive to have any recommendations on the matter agreed upon by consensus of its membership. If consensus cannot be achieved or is not practical, this subcommittee shall present to the TCC for their consideration and deliberation, a summarization of the matter, reasons and rationale supporting all viewpoints and alternatives studied.

1. "Consensus" shall be defined as all members in attendance being in favor of, abstaining, or not opposing, a recommendation or motion.

D. Meetings of this subcommittee shall generally be conducted with informal discussions, presentations, and debate. At the discretion of the presiding officer, the *MRCOG Rules of Procedure* may be implemented.

E. This subcommittee shall meet at a time, location and schedule adopted by this subcommittee.

1. Special meetings of this subcommittee may be called by the Chairperson, or at the direction of the TCC Chairperson, or MTB Chairperson, MPO staff coordinator, or the Executive Director of MRMPO.

### **IV. Revisions to this Charter**

A. This subcommittee may recommend revisions to this charter.

B. Any revisions to this charter shall be approved by the TCC.

Approved by the Transportation Coordinating Committee  
R-19-02 TCC September 6, 2019