

**REGIONAL TRANSPORTATION COMMISSION (RTC)
TECHNICAL ADVISORY COMMITTEE (TAC)**

POLICIES AND PROCEDURES

Effective May 2026

ARTICLE I. PURPOSE

The purpose of the Regional Transportation Commission (RTC) Technical Advisory Committee (TAC) is to provide information and advice to RTC staff on policies, issues, and projects related to public transportation, the regional street and highway system, pedestrian and bicycle facilities, and multimodal transportation planning within Washoe County. TAC also provides recommendations to the Regional Transportation Commission, advises on transportation issues that arise during the planning, evaluation, and implementation of regional transportation improvements and serves as a forum for continuing, cooperative, and comprehensive multimodal transportation planning.

ARTICLE II. RESPONSIBILITIES

TAC will review plans and studies as required or as determined necessary and appropriate by RTC staff and will provide information and advice to RTC staff. This input will be considered for incorporation into staff recommendations to the RTC Board of Commissioners regarding the development of transportation planning documents, as well as related planning and implementation efforts. TAC review of the following is required by the RTC Public Participation Plan:

- Regional Transportation Plan (RTP) and Amendments
- Regional Transportation Improvement Program (RTIP) and Amendments
- Public Participation Plan (PPP)

TAC may also review and provide input on additional regional transportation initiatives, including but not limited to:

- Unified Planning Work Program (UPWP)
- Transit plans and studies, including major service changes and fare changes
- Area and corridor studies

ARTICLE III. MEMBERSHIP AND GOVERNANCE STRUCTURE

A. Members

TAC membership shall consist of 14 members, 13 voting members, and 1 non-voting member. TAC membership comprises the following individuals or their designated representatives:

1. Engineering and Capital Projects Division Director, Washoe County Community Services Department
2. Planning and Development Division Director, Washoe County Community Services Department
3. Director, City of Reno Public Works
4. Director, City of Reno Development Services
5. City Engineer, City of Sparks
6. City Planner, City of Sparks
7. Assistant Director, Nevada Department of Transportation
8. Planning & Research Program Manager, Federal Highway Administration (Non-voting member)
9. Director, Reno-Tahoe Airport Authority
10. District II Engineer, Nevada Department of Transportation
11. Director, Northern Nevada Public Health — Air Quality Management Division
12. Director, Truckee Meadows Regional Planning Agency
13. Chief Facilities Management Officer, Washoe County School District
14. Director, Reno-Sparks Indian Colony Planning and Community Development

B. Chair and Vice Chair

The Chair shall rotate among the City of Reno, City of Sparks, and Washoe County on an annual basis. The Vice Chair shall become the next Chair unless otherwise directed by TAC. Leadership rotation shall be determined and communicated in June of each year and shall take effect starting with the July meeting. The term of office for Chair and Vice Chair shall be from the date of rotation assignment until June 30 of the following year.

The Chair shall preside over meetings, follow the agenda, and facilitate orderly discussion. The Chair shall restate motions, call for votes, and announce the results. In the absence of the Chair, the Vice Chair shall preside over the meeting. In the absence of both the Chair and Vice Chair, a TAC member may volunteer to preside over the meeting.

C. RTC Staff Responsibilities

The RTC Director of Planning and/or their designee shall attend all TAC meetings. The RTC Director Team shall be provided with all TAC meeting agendas and shall attend meetings as necessary. RTC shall provide administrative and staff support for TAC. RTC staff shall prepare the agenda and meeting minutes to be included in the agenda packet for the next meeting. RTC staff shall also prepare a meeting summary for inclusion in the Advisory Committee Report submitted to the RTC Board of Commissioners through the monthly Board meeting packet. TAC meeting agendas and minutes are posted on the RTC website.

ARTICLE IV. MEETINGS

A. Schedule

TAC meetings shall be held monthly on the first Thursday of each month at 9:00 a.m., unless otherwise canceled or rescheduled. Special meetings may be called by RTC staff as needed to address time-sensitive issues. The meetings may be held by use of a remote technology system with no physical location. Agendas and supporting materials are generally distributed by the Friday prior to each meeting.

B. Quorum

A “quorum” means a majority (at least 51%) of the membership of TAC. If a vacancy occurs on TAC, the necessary quorum is reduced as though the membership does not include the vacancy. A quorum must be present for TAC to decide on any action items. If a quorum is not present, informational items will still be presented by staff. Any action items will be tabled until the next meeting at which a quorum is present.

C. Action Items

When a proposed plan, study, amendment, or other project deliverable is agendized as an action item for recommendation of approval, the draft materials shall be distributed to TAC members as part of the agenda packet. Member comments and feedback shall be taken into consideration in the preparation of the final draft. Following the discussion, TAC shall take formal action to recommend approval or denial.

D. Voting

For action items, each voting member shall have one vote. Motions shall be passed by a majority vote. In the event of a tie vote, the motion shall fail. The Chair shall facilitate orderly discussion and ensure that all actions comply with Robert’s Rules of Order.

E. Public Participation

Members of the public may provide comments in accordance with the instructions on the meeting agenda. Public comment is limited to three minutes per speaker unless otherwise adjusted by the Chair. TAC members shall not engage in dialogue with speakers, but the Chair or an RTC staff member may indicate that RTC staff will follow up as needed.

ARTICLE V. AMENDMENTS

Amendments to the policies and procedures may be proposed by RTC staff or requested by TAC members. Proposed amendments shall be placed on the meeting agenda as an action item. Amendments recommended for approval by TAC shall go before the RTC Board of Commissioners for final approval and shall take effect upon Board adoption.

ARTICLE VI. EXCEPTIONS

Exceptions to these policies and procedures may be made by the RTC Executive Director or their designee, when deemed necessary and appropriate.