

**BY-LAWS**  
**GREENSBORO URBAN AREA METROPOLITAN PLANNING ORGANIZATION**  
**TECHNICAL COORDINATING COMMITTEE**

**ARTICLE I - NAME**

The name of this organization shall be the Greensboro Urban Area Technical Coordinating Committee, hereinafter referred to as the "TCC".

**ARTICLE II - PURPOSE**

The purpose and goals of this committee shall be:

1. To provide technical staff review, guidance and coordination of the continuing, cooperative, and comprehensive transportation planning process in the Urban Area.
2. To prepare and make recommendations to the Transportation Advisory Committee (TAC) regarding matters relating to transportation planning, project development, and policy.
3. To facilitate coordination and communication between policy boards, agencies represented on the TAC and TCC, and citizens.
4. To facilitate coordination of metropolitan transportation planning with (a) transportation planning at the local, regional, and state level; and (b) various functional planning efforts including those for land use, parks and recreation, public facilities, public utilities, and maintenance of air quality.

**ARTICLE III - MEMBERS**

Section 1 - Number and Qualifications: As specified in the Memorandum of Understanding MOU), TCC shall include technical representatives from local and State governmental agencies directly related to and concerned with the transportation planning process in the planning area including the transit operator and the airport authority. The voting membership is divided into regular voting member whose attendance is used to determine a quorum, and special voting members whose attendance may be expected on an as-needed basis and whose attendance is not counted for the purposes of establishing a quorum.

The appointment of agency designees to provide alternates or replacements for the positions listed below will be the prerogative of the chief administrative officer of that agency. The voting membership shall include, but not be limited to, the following members:

### **Regular Voting Members**

- Transportation Director, Greensboro Department of Transportation
- Transportation Planning Manager, Greensboro Department of Transportation
- Traffic Engineering Manager, Greensboro Department of Transportation
- Public Transportation Manager Greensboro Department of Transportation
- Planning Director, City of Greensboro
- Planning Director, Guilford County
- Parks and Recreation Planner, Guilford County
- Director, Piedmont Authority for Regional Transportation
- Planning Director, Piedmont Triad Council of Governments
- Division Seven Engineer, NCDOT
- Transportation Planning Branch Director, NCDOT

### **Special Voting Members not counted for Quorum**

- Engineering & Inspections Director, City of Greensboro
- Director, Piedmont Triad International Airport
- Public Transportation Division Director, NCDOT
- North Carolina Division Administrator, FHWA
- Regional Administrator, Region 4, FTA

Section 2 - Terms of Office: There shall be no limitation on the length of time a member may serve on the TCC subject to the authorization to do so by their respective agency.

Section 3 - Alternates: Each member agency may appoint an alternate to its representative provided each alternate also meets the same qualifications of membership. That alternate member may serve as a full voting member during any meeting where that board's representative is not in attendance. Proxy and absentee voting are not permitted.

## **ARTICLE IV - OFFICERS**

Section 1 - Officers Defined: The TCC will have a Chairman, responsible for presiding over meetings and for certain communication functions on behalf of the TCC. TCC may determine to create additional officers as needed without requiring a change of the bylaws. The Lead Planning Agency (LPA) will provide a staff member known as the MPO Planner to serve as Clerk of the Committee.

Section 2 - Elections: The GDOT Director shall serve as TCC Chairman, and shall appoint an alternate to serve in his or her stead as appropriate. Alternatively, the TCC Chair may determine to yield the position, either to a staff designee or through the mechanism of elections.

Section 3 - Terms of Office: If elections are utilized for the TCC Chair or other such officers as may be created, the term of office shall be one year with successive terms permitted. The Officers shall hold office until the election of a successor or such time as they vacate their TCC-associated position.

## ARTICLE V - MEETINGS

Section 1 - Regular Meetings: Meetings shall be held according to an annual schedule and may be cancelled on an as-needed basis. The regular schedule shall be kept on file with the clerk of the Lead Planning Agency. If the schedule is changed, the changes should be given to the clerk at least one week prior to the first meeting held according to the revised schedule.

Section 2 - Special Meetings: Special meetings may be called by the Chair. Whenever possible, at least seven (7) days notice shall be given. At least 48 hours prior to the meeting notice for such meetings, other than emergency meetings, should be posted at the door of the usual meeting room and mailed or delivered to such media outlets as have requested such notice. For an emergency meeting, notice shall be provided immediately after it has been provided to committee members.

Section 3 - Quorums: A quorum shall be constituted by the presence of at least 51% of the regular (Group A) members at the beginning of the meeting.

Section 4 - Attendance: Each member shall be expected to attend each regular meeting and each special meeting provided at least seven days notice is given. Subject to his/her member agency's approval, a member may appoint an alternate to serve in his/her absence provided that the member informs the Clerk of the Committee prior to the meeting which the alternate will attend. This notification shall authorize the alternate to vote in the member's absence.

Section 5 - Standing: Good standing for all representatives shall be maintained through regular attendance at meetings. Following two consecutive absences, a representative's seat shall be declared vacant and shall not be counted towards quorum. Good standing shall automatically be restored upon a representative's attendance at a meeting. A replacement representative may be request by Committee vote or at the discretion of the MPO secretary on an as-needed basis.

Section 6 - Agenda: The agenda is a list of considerations for discussion or action at a meeting. The agenda is developed and distributed by the Lead Planning Agency (LPA) Staff. Items on the agenda may (a) be identified by LPA staff, (b) may originate as a carryover from previous TCC meetings, (c) may be requested by any member of the TCC, (d) may be requested from any jurisdiction party to the MOU, or (e) may be requested by the Chair of the Transportation Advisory Committee. Additional items may be placed on the regular agenda during a meeting, as long as a majority concurrence of the present and eligible voting members is received.

Section 7 - Voting Procedures: The Chairman and any member may call for a vote on any issue, provided that it is seconded and within the purposes set forth in Article II and provided the issue is on the agenda as outlined in Section 5 of this article. Each voting member of the TCC shall have one vote. A majority vote of the members (or their authorized alternates) present and eligible to vote shall be sufficient for approval of matters coming before the Committee. The Chairman is permitted to vote. Abstentions shall be considered affirmative votes. By approval of the TCC, a member may withdraw from voting on an issue. No secret ballot voting is allowed. E-mail voting is not allowed, however written ballots are allowed provided they are signed by each voter and included in the meeting record after the vote is taken. Written ballots shall be kept available for public inspection until the meeting minutes are approved. In the absence of any direction from these By-laws or other duly adopted voting procedures pursuant to certain approval actions, ***Robert's Rules of Order, Newly Revised*** will designate procedures governing voting.

## **ARTICLE VI – PARLIAMENTARY PROCEDURES**

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the TCC in all cases to which they are applicable and in which they are not inconsistent with the MOU, these bylaws and/or any special rules of order the TCC may adopt.

## **ARTICLE VII - AMENDMENTS TO BY-LAWS**

Amendments to these By-laws of the TCC shall require the affirmative vote of at least two thirds of the TCC members present, provided that written notice of the proposed amendment has been transmitted to each member at least seven (7) days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the MOU governing this document. In the event of any conflict, the MOU shall carry precedence over these By-laws. TCC bylaws adoption and amendment requires the approval of the TAC to become effective.

APPROVED by the Greensboro Urban Area Metropolitan Planning Organization Transportation Advisory Committee and Technical Coordinating Committee on September 26, 2007:

I, Sandy Carmany, TAC Chair  
(Name of Certifying Official) (Title of Certifying Official)

do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the Greensboro Urban Area TAC duly held on this, the 26<sup>th</sup> day of September, 2007.

Sandy Carmany  
Chair, Transportation Advisory Committee

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I, Jim Westmoreland, P.E., TCC Chair  
(Name of Certifying Official) (Title of Certifying Official)

do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the Greensboro Urban Area TCC duly held on this, the 26<sup>th</sup> day of September, 2007.

Jim Westmoreland, P.E.  
Chair, Technical Coordinating Committee

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Subscribed and sworn to me on this, the 26<sup>th</sup> day of September, 2007.

Margie L. Chrismon  
Notary Public

My commission expires 6-23-2012

