Cartersville-Bartow Metropolitan Planning Organization
Technical Coordinating Committee Bylaws

Article I – Name

The name of this organization shall be the Technical Coordinating Committee for the Cartersville-Bartow Metropolitan Planning Organization (CB-MPO) which includes the governments of Adairsville, Cartersville, Euharlee, Emerson and Bartow County.

Article II – Mission and Responsibilities

1. The Technical Coordinating Committee (TCC) is the body responsible for the provision of professional and technical review of transportation plans, projects, programs, and special studies developed through the current Long Range Transportation Study (LRTP). The TCC serves as the coordinating forum of all agencies and organizations that have transportation or transportation related planning, programming, or implementation responsibilities within the Metropolitan Planning Organization geographical area, and appropriate State officials.

2. The TCC has the following responsibilities:

   A. To oversee and advise the professional staff of the MPO in the development of an annual Unified Planning Work Program which include transportation studies, programs, and other planning activities related to maintaining the CB-MPO.
   B. To advise and provide technical assistance to the MPO professional staff in the development of a LRTP, the annual Transportation Improvement Program (TIP), and other special transportation studies as necessary.
   C. To review and subsequently recommend action by the Policy Committee relative to transportation plans, programs, and other special projects prepared by the CB-MPO staff.

3. The TCC has the responsibility to review and recommend transportation plans, programs, and implementation schedules resulting from the continuing, comprehensive, and cooperative transportation process in accordance with the planning factors mandated by Title 23 USC Section 134 as follows:

   A. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
   B. Increase the safety of the transportation system for motorized and non-motorized users.
   C. Increase the security of the transportation system for motorized and non-motorized users.
   D. Increase the accessibility and mobility of people and for freight.
   E. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
   F. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
   G. Promote efficiency of management and operation.
H. Emphasize the preservation of the existing transportation system.

**Article III - Organization**

1. The CB-MPO Policy Committee appoints members to the TCC according to member position recommended by staff and may add or delete membership positions as deemed necessary. The TCC shall be composed of representatives of public and private entities having transportation or transportation related planning, programming, or implementation responsibilities within the CB-MPO Planning Area.

2. The TCC shall have a Chairperson, a Vice Chairperson, and a Secretary. After the initial organizational meeting, elections shall take place at the July meeting of the Technical Coordinating Committee. The Secretary shall be appointed by the Chairperson; and, the Secretary may designate an assistant who may not be a member of the TCC to assist in carrying out duties. The term of office for all officers shall be for one year or until such time as new officers are elected.

3. Should the Chairperson or Vice Chairperson position become vacant in mid-term, a special election shall be conducted to fill the position(s) for the unexpired term.

4. An officer may succeed himself/herself with no limitations to the number of terms

**Article IV - Duties of Officers**

1. The Chairperson shall have the following duties:
   
   A. Preside over all meetings of the TCC.
   
   B. Authenticate, by signature, all minutes, resolutions and other official instruments adopted by the TCC.
   
   C. Represent the TCC at hearings, conferences and other events as necessary.

2. The Vice Chairperson shall have the following duties:

   A. Perform the duties of the Chairperson in the absence of the Chairperson.
   
   B. Perform other functions delegated by the Chairperson.

3. The Secretary shall have the following duties:

   A. Conduct required meeting announcement and agenda activities.
   
   B. Record the proceedings of each TCC meeting.
   
   C. Prepare minutes, resolutions, and other official instruments for committee action.

**Article V - Meetings**

1. Meetings of the TCC shall be held when necessary to carry out responsibilities of the transportation planning process and to maintain compliance with Federal transportation planning regulations.
2. The annual business meeting shall be the first meeting of the new calendar year.

3. A quorum shall be required for business transactions and shall consist of four voting members. Votes may be offered in person or via telephone conference call.

4. Official action on agenda items will require a simple majority of the voting members present and the Chairperson is entitled to vote on all matters.

**Article VI - Rules of Order**

1. The TCC shall conduct business as prescribed in Robert’s Rules of Order Revised in all areas of parliamentary procedure unless prescribed otherwise by amendment to these By-laws. However, any rules formally adopted by the TCC, including these By-laws will have precedence when in conflict with Roberts Rules of Order.

2. The Secretary of the TCC shall be the Technical Coordinating Committee’s Parliamentarian.

**Article VIII - Amendment to by-laws**

1. These by-laws may be amended by an affirmative vote of a simple majority of the full voting membership of the TCC. The proposed by-law amendment, after review and approval of the Policy Committee, shall be presented for consideration at a regular TCC meeting providing there is at least two weeks prior notice of the proposed amendment to the membership of the TCC.

2. Action to modify, change or repeal the By-laws will be deemed effective immediately unless specified differently by such change in the By-laws.

**Date of By-law adoption:** 2-4-2015

**SIGNED**

[Signature]

Name – Chairperson, Technical Coordinating Committee of the Cartersville-Bartow Metropolitan Planning Organization

**ATTEST**

[Signature]

Name – Secretary, Technical Coordinating Committee of the Cartersville-Bartow Metropolitan Planning Organization