

**MECKLENBURG-UNION METROPOLITAN PLANNING
ORGANIZATION (MUMPO)
TECHNICAL COORDINATING COMMITTEE**

BY LAWS

Amended September 2003

ARTICLE I – NAME

The name of this organization shall be the Mecklenburg-Union Metropolitan Planning Organization Technical Coordinating Committee, hereinafter referred to as the “TCC.”

ARTICLE II – PURPOSE

The purpose and goals of the TCC shall be:

1. To provide general review, guidance and coordination of the continuing, cooperative, comprehensive transportation planning process for the Mecklenburg-Union Urban Area.
2. To prepare and make recommendations to the Mecklenburg-Union Metropolitan Planning Organization (MUMPO) regarding matters related to transportation planning.
3. To facilitate coordination and communication between policy boards and agencies represented on the MUMPO and TCC
4. To facilitate coordination of transportation planning with other planning efforts such as those concerning land use, public utilities, and maintenance of air quality.
5. To facilitate public involvement regarding transportation planning issues.

ARTICLE III – MEMBERS

Section 1 – Number and Qualifications:

As specified in the Memorandum of Understanding, the TCC shall include one non-elected, technical representatives from each local, State and Federal governmental agency directly related to and concerned with the transportation planning process for the planning area. The chief administrative officer of each member agency shall designate that agency’s representative.

Section 2 – Terms of Office:

There shall be no limitation on the length of time members may serve on the TCC subject to the authorization to do so by their respective agencies' chief administrative officers (CAO).

Section 3 – Alternates:

Each member agency shall appoint an alternate to its representative. That alternate member may serve as a full voting member during any meeting where that agency's representative is not in attendance. Proxy and absentee voting are not permitted.

ARTICLE IV – OFFICERS

Section 1 – Officers Defined:

The officers of the TCC shall consist of a Chairperson, and Vice-Chairperson, who shall be elected by and from amongst voting TCC members.

Section 2 – Elections:

The Chairperson and Vice-Chairperson shall be elected annually at the first regularly scheduled meeting of the calendar year. The newly elected Chairperson and Vice-Chairperson shall take office immediately following the election. The Chair must have served as a TCC member (delegate or alternate) for one full year immediately prior to election.

Additional elections may be held if either the Chairperson or Vice-Chairperson cannot carry out his/her duties and complete the remainder of the elected term.

Section 3 – Terms of Office:

The term of office for officers shall be one year. Each officer shall hold office until a successor has been duly elected. Time served in officer positions prior to calendar year 2002 shall not be considered in determining eligibility.

Section 4 – Duties of Officers:

The Chairperson shall call and preside at meetings and sub-committee meetings, and shall set the order of business (agenda) for each meeting. In the Chairperson's absence, the Vice-Chairperson shall preside and complete all other duties of the Chairperson. In the event that the Chairperson is unable to carry out his/her duties for the remainder of his/her term, the Vice-Chairperson shall carry out the functions of the Chairperson for the remainder of the term and a new Vice-Chairperson shall be elected.

Section 5 – Duties of the Secretary:

The Secretary will be designated by the Lead Planning Agency and also serve in the same capacity to the MUMPO. The Secretary shall provide or otherwise delegate staff service for the TCC, as needed, and will be responsible for taking summary minutes of the Committee's proceedings. The Secretary will maintain a current copy of these Bylaws as an addendum to the Memorandum of Understanding, to be distributed to the public upon request.

ARTICLE V – MEETINGS

Section 1 – Regular Meetings:

Meetings will be held on the first Thursday of each month. The Chairperson may cancel regular meetings if there is insufficient business on the TCC's tentative agenda or reschedule meetings as appropriate.

Section 2 – Special Meetings:

Special meetings may be called by the Chairperson with three (3) business days notice, or at the request of the majority of the eligible voting members with three (3) business days' notice. The purpose of the meeting shall be stated in the call, with no other agenda items permissible

Section 3 – Quorums:

A Quorum shall consist of:

- at least fifty percent (50%) of the total membership for regular meetings, and
- at least fifty percent (50%) of the total membership for special meetings.

In calculating quorum, the number of TCC representatives, not the number of agencies represented, shall be the determining factor. Quorum shall be determined at the beginning of meetings. During meetings (or portions of meetings) during which no quorum is present, members may present and receive reports and information, and communication may be shared; however actions and decisions can only be taken and made in meetings at which a quorum is present.

Section 4 – Attendance:

Each voting member shall be expected to attend each regular meeting. Voting members (or their authorized alternates) not attending three (3) consecutive regular meetings will be considered non-voting members for the purpose of determining a quorum as of the fourth meeting. A member's or alternate's voting privileges will be reinstated automatically by his/her attendance at a subsequent TCC meeting.

Section 5 – Agenda:

The agenda is a list of considerations for discussion at a meeting. Items on the agenda originate as a carryover from previous TCC meetings, or are placed on the agenda prior to its distribution by any voting member of the TCC, by request from any jurisdiction party to the Memorandum of Understanding, or by the request of the MUMPO Chairperson. Additional items may be placed on the agenda by any voting member following discussion of the last item on the agenda, as long as a majority concurrence of the present and eligible voting members is received.

The TCC and all sub-committees shall conduct their business in compliance with the State of North Carolina's Open Meetings law.

Section 6 – Voting Procedures:

The Chairperson and any present voting member (or alternate eligible to vote) 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. If a single individual represents more than one agency or jurisdiction, the designated representative shall cast one vote for each agency/jurisdiction represented. Jurisdictions that are to share TCC member representation must send a letter from the jurisdiction's MUMPO representative or from the CAO of the agency to the TCC Chair approving this arrangement.

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 TCC. The Chairperson is permitted to vote. Non-voting members and unauthorized alternates cannot vote. Abstentions shall be considered as affirmative votes. By approval of the voting membership of the TCC present, a voting member may be allowed to withdraw from voting on an issue. In the absence pursuant of any direction from these Bylaws or other duly adopted voting procedures pursuant to certain approval actions, the most current edition of *Robert's Rules of Order* will designate procedures governing voting.

ARTICLE VI – PARLIAMENTARY PROCEDURES

The rules contained in the most current edition of *Robert's Rules of Order* shall govern the TCC in all cases to which they are applicable and in which they are not inconsistent with the Memorandum of Understanding, the MUMPO Bylaws, these Bylaws, or any special rules of order the TCC may adopt.

ARTICLE VII – AMENDMENTS TO BYLAWS

The MUMPO shall adopt a set of Bylaws for the MUMPO and the TCC. Amendments to either set of Bylaws shall occur by a $\frac{3}{4}$ vote of the MUMPO.