

**N. C. CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION ADVISORY COMMITTEE**

**BYLAWS**

**January 18, 2006**

**ARTICLE I - NAME**

The name of this organization shall be the Capital Area Metropolitan Planning Organization Transportation Advisory Committee, hereinafter referred to as the "TAC".

**ARTICLE II - PURPOSE**

The purpose and goals of the TAC shall be:

- 1 To develop and direct a continuing, comprehensive transportation planning process carried on cooperatively by the State and local communities in concurrence with Federal guidelines.
- 1 To advise the policy boards within the Capital Area Metropolitan Planning Organization on the status of needs identified through the continuing transportation planning process.
- 1 To facilitate coordination and communication between policy boards and agencies represented on the TAC and the Technical Coordinating Committee (TCC).
- 1 To facilitate coordination between the policy boards of the Capital Area Metropolitan Planning Organization and the North Carolina Board of Transportation.
- 1 To assist the general public in understanding decisions and policies of the policy boards.
- 1 To act as a forum for cooperative decision-making by elected officials of this metropolitan area in cooperation with the State, thereby serving as the basis for a cooperative planning process.

### **ARTICLE III - RESPONSIBILITIES**

As specified in the Memorandum of Understanding (Agreement No.12-16-93), the responsibilities of this committee shall include:

- 1 Establishment of goals and objectives for the transportation planning process.
- 1 Review and approval of a Prospectus for transportation planning which defines work tasks and responsibilities for the various agencies participating in the transportation planning process;
- 1 Review and approval of changes to the Urbanized Area Boundary, and the Metropolitan Area Boundary as well as review and recommendation for changes to the National Highway System;
- 1 Review and approval of the Capital Area Metropolitan Planning Organization Unified Planning Work Program (UPWP);
- 1 Review and approval of changes to the adopted Capital Area Metropolitan Planning Organization Long-Range Comprehensive Transportation Plan. (As required by General Statutes Section 136-66.2(d), revisions in the area's thoroughfare plan must be jointly approved by the local governing board having jurisdiction and the North Carolina Department of Transportation).  
And,
- 1 Review and approval of the Capital Area Metropolitan Planning Organization Local Transportation Improvement Program (LTIP) for multimodal capital and operating expenditures to insure coordination between local and State capital and operating improvement programs;

### **ARTICLE IV - MEMBERS**

#### **Section 1 - Number and Qualifications:**

As specified in the Memorandum of Understanding (Agreement No.12-16-93), the Transportation Advisory Committee shall include as voting members:

The membership of the **Transportation Advisory Committee**

- One member of the Angier Town Board of Commissioners
- One member of the Apex Town Board of Commissioners
- One member of the Bunn Town Board of Commissioners
- One member of the Cary Town Council
- One member of the Clayton Town Council
- One member of the Creedmoor Board of Commissioners

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- One member of the Franklinton Town Board of Commissioners
- One member of the Fuquay-Varina Town Board of Commissioners
- One member of the Garner Board of Aldermen
- One member of the Holly Springs Board of Commissioners
- One member of the Knightdale Town Council
- One member of the Morrisville Town Board of Commissioners
- One member of the Raleigh City Council
- One member of the Rolesville Town Board of Commissioners
- One member of the Wake Forest Town Board of Commissioners
- One member of the Wendell Town Board of Commissioners
- One member of the Youngsville Town Board of Commissioners
- One member of the Zebulon Town Board of Commissioners
- One member of the Franklin County Board of Commissioners
- One member of the Granville County Board of Commissioners
- One member of the Harnett County Board of Commissioners
- One member of the Johnston County Board of Commissioners
- One member of the Wake County Board of Commissioners
- Three members of the North Carolina Board of Transportation representing the Highway Divisions (currently 4, 5, and 6) within the Metropolitan Planning Area
- One member of the Triangle Transit Authority; and
- The Division Administrator of the Federal Highway Administration or his or her representative who shall serve as an advisory, non-voting member.

**Section 2 - Terms of Office:**

Members of the TAC shall be designated by the governing boards that they represent. Members shall remain in office until; (1), their designation has been rescinded by their respective governing board; (2), their governing board has designated a duly qualified replacement member, or; (3), their membership in their respective governing board has ceased.

**Section 3 - Alternates:**

Each member government policy board 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 V - OFFICERS**

### **Section 1 - Officers Defined:**

The officers of the TAC shall consist of a Chairman and Vice-Chairman, to be elected by the members of the TAC.

### **Section 2 - Elections:**

The Chairman and Vice-Chairman shall be elected annually at the first regularly scheduled meeting of the calendar year. The newly elected Chairman and Vice-Chairman shall take office immediately following the election.

### **Section 3 - Terms of Office:**

The term of office for officers shall be one year. Officers may serve successive terms. Each officer shall hold office until his/her successor has been duly elected or until his/her earlier death, resignation, disqualification, incapacity to serve, or removal in accordance with the law.

### **Section 4 - Duties of Officers:**

The Chairman shall call and preside at meetings and appoint committees. The Chairman shall appoint a staff member to serve as Clerk of the Committee. The Clerk shall provide or otherwise delegate staff service for the TAC, as needed, and will be responsible for taking summary minutes of the Committee's proceedings. The Clerk shall maintain a current copy of these Bylaws as an addendum to the Memorandum of Understanding, to be distributed to the public upon request.

In the absence of the Chairman, the Vice-Chairman shall preside and complete all other duties of the Chairman.

## **ARTICLE VI -- MEETINGS**

### **Section 1 - Regular Meetings:**

Meetings will be held monthly on the third Wednesday of the month. Meeting notices and agendas are to be mailed in sufficient time for them to have been received by each committee member at least seven (7) days prior to the meeting. Unless otherwise stated, all meetings will begin at 4:00 pm. Regular meetings may be canceled by the Chairman should there be insufficient business on the Committee's tentative agenda.

## **Section 2 - Special Meetings:**

Special meetings may be called by the Chairman with seven (7) days notice, or at the request of the majority of the eligible voting members. Whenever possible, at least seven (7) days notice shall be given.

## **Section 3 - Quorums:**

As specified in the Memorandum of Understanding, a quorum of the TAC shall consist of at least **fourteen (14)** voting members who together represent a minimum of one more than fifty percent (50% +1) of the total optional weighted votes (see Section 6).

## **Section 4 - Attendance:**

Each member shall be expected to attend each regular meeting and each special meeting provided at least seven (7) days notice is provided. For members not attending three (3) consecutive TAC meetings, the Chairman will send to the chief elected officer of the jurisdiction of the member in question, a letter indicating the number of absences and requesting reaffirmation or redesignation of the jurisdiction's representative.

## **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 TAC meetings, or are placed on the agenda prior to its distribution by any member of the TAC, by request from any jurisdiction party to the Memorandum of Understanding, or by the request of the Chairman of the Technical Coordinating Committee. Additional items may be placed on the regular agenda following discussion of the last item on the regular agenda, as long as a majority concurrence of the present and eligible voting members is received.

## **Section 6 - 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. As specified in the Memorandum of Understanding, a majority vote of the voting membership shall be sufficient for approval of matters coming before the TAC with the exception that a TAC member may invoke the following weighted voting procedures on any matter: The weighted voting procedures shall be approved annually at the first regularly scheduled meeting of the calendar year.

WEIGHTED VOTING SCHEDULE

**WEIGHTED VOTING SCHEDULE**  
**(to be updated periodically \*)**

<b><u>Governing Body</u></b>	<b><u>Votes</u></b>
Angier	1
Apex	3
Bunn	1
Cary	11
Clayton	2
Creedmoor	1
Franklinton	1
Fuquay-Varina	2
Garner	3
Holly Springs	2
Knightdale	1
Morrisville	2
Raleigh	33
Rolesville	1
Wake Forest	2
Wendell	1
Youngsville	1
Zebulon	1
Franklin County	3
Granville County	2
Harnett County	2
Johnston County	6
Wake County	18**
Triangle Transit Authority	1
<u>N. C. Board of Transportation</u>	<u>6</u>
 TOTAL	 107

\* Each member government has been apportioned weighted voting based on the most recent certified census population utilizing a vote weighting formula of one vote for each 10,000 population, or portion thereof.

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\*\* Wake County population is the estimated persons within the Metropolitan Area Boundary including the area within the Municipalities' Extraterritorial jurisdictions assigned by the County but outside the corporate limits of the Municipalities.

The Chairman and qualified alternates to voting members are permitted to vote. Non-voting members and unauthorized alternates are not permitted to vote. Abstentions shall be considered

affirmative votes. By approval of the TAC, a member may withdraw from voting on an issue. In the absence of any direction from these Bylaws or other duly adopted voting procedures pursuant to certain approval actions, Robert's Rules of Order will designate procedures governing voting.

**ARTICLE VII - AMENDMENTS TO BYLAWS:**

Amendments to these Bylaws of the TAC shall require the affirmative vote of eligible voting members who together represent at least two-thirds of the weighted vote, provided that written notice of the proposed amendment has been received by 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 Memorandum of Understanding governing this document. In the event of any conflict, the Memorandum of Understanding shall carry precedence over these Bylaws.

These Bylaws were originally approved by the Capital Area Metropolitan Planning Organization Transportation Advisory Committee on July 8, 1993.

**INFORMATION ON AMENDMENTS:**

**DATE APPROVED:**

**DESCRIPTION OF AMENDMENT:**

January 18, 2006	Change quorum requirements from seven (7) to fourteen (14); add: Cities/Towns of Angier, Bunn, Clayton, Creedmoor, Franklinton and Youngsville, and counties of Franklin, Granville, Harnett, and Johnston; adjust weighted voting based on latest NC Certified Population Estimates.
November 18, 1998	Change quorum requirements from eight (8) members to seven (7).
April 16, 1997	Change TAC Meeting date and time to the third Wednesday of the month at 4:00 pm.
January 16, 1997	Add Rolesville, Wendell and Zebulon as per MOU (Agrmt. # 12-16-93).