

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION  
TECHNICAL COORDINATING COMMITTEE**

**BYLAWS**

**February 2, 2006**

**ARTICLE I - NAME**

The name of this organization shall be the Capital Area Metropolitan Planning Organization Technical Coordinating Committee, hereinafter referred to as the "TCC".

**ARTICLE II - PURPOSE**

The purpose and goals of this committee shall be:

- | To provide general review, guidance and coordination of the continuing, cooperative, comprehensive transportation planning process in the Capital Urban Area.
- | To prepare and make recommendations to the Transportation Advisory Committee (TAC) regarding matters relating to transportation planning.
- | To facilitate coordination and communication between policy boards and agencies represented on the TAC and TCC.
- | To facilitate coordination of transportation planning with other planning efforts such as those concerning land use, public utilities and maintenance of air quality.

**ARTICLE III - MEMBERS**

**Section 1 - Number and Qualifications:**

As specified in the Memorandum of Understanding (Agreement No. 12-16-93), the Technical Coordinating Committee shall include technical representatives from local and State governmental agencies directly related to and concerned with the transportation planning process for the planning area. Each member agency's representative(s) shall be designated by the chief administrative officer of that agency. Each member government has been apportioned membership based on the most recent certified NC Population Estimate with one

vote for each 50,000 population, or portion thereof. This formula shall be examined and modified annually based on the most current certified North Carolina census information. The initial voting membership shall include, but not be limited to, the following:

**Section 1 - Number and Qualifications (cont.):**

- Town of Angier (1 representative)
- Town of Apex (1 representative)
- Town of Bunn (1 representative)
- Town of Cary (3 representatives)
- Town of Clayton (1 representative)
- City of Creedmoor (1 representative)
- Town of Franklinton (1 representative)
- Town of Fuquay-Varina (1 representative)
- Town of Garner (1 representative)
- Town of Holly Springs (1 representative)
- Town of Knightdale (1 representative)
- Town of Morrisville (1 representative)
- City of Raleigh (7 representatives)
- Town of Rolesville (1 representative)
- Town of Wake Forest (1 representative)
- Town of Wendell (1 representative)
- Town of Youngsville (1 representative)
- Town of Zebulon (1 representative)
- County of Franklin (1 representative)
- County of Granville (1 representative)
- County of Harnett (1 representative)
- County of Johnston (2 representatives)
- County of Wake (4 representatives)
- N. C. Department of Transportation\* (6 representatives)
- Triangle J Council of Governments (1 representative)
- Research Triangle Foundation (1 representative)
- Carolina Trailways (1 representative)
- Capital Area Transit (1 representative)
- Raleigh Durham Airport Authority (1 representative)
- North Carolina State University (1 representative)
- Triangle Transit Authority (1 representative)

Total 48 representatives

**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's chief administrative officer.

**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 officers of the TCC shall consist of a Chairman and Vice-Chairman, to be elected by the majority vote of the eligible voting members of the TCC.

**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 shall have 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 clerk who will 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 Clerk will maintain a current copy of these Bylaws as an addendum to the Memorandum of Understanding, to be distributed to the public upon request.

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

## ARTICLE V - MEETINGS

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

Meetings will be held on the first Thursday of the month. Meeting notices and agendas are to be mailed in sufficient time for them to have been received by each committee member no later than seven (7) days prior to the meeting date. 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:**

A quorum shall be constituted by the presence of at least fifty percent (50%) of the eligible voting 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 (7) days notice is given. Subject to his/her member agency's chief executive officer'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. Voting members (or their authorized alternates) not attending three (3) consecutive meetings will be considered non-voting members for the purpose of determining a quorum as of the third meeting. A member's or alternate's voting privileges will be reinstated automatically by his/her attendance at a later 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 member of the TCC, by request from any jurisdiction party to the Memorandum of Understanding, or by the request of the Chairman of the Transportation Advisory 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. 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. 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 VI - AMENDMENTS TO BYLAWS

Amendments to these Bylaws of the TCC shall require the affirmative vote of at least two-thirds of the TCC's eligible voting members, 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 Technical Coordinating Committee on June 6th, 1993.

INFORMATION ON AMENDMENTS

<u>DATE APPROVED</u>	<u>DESCRIPTION OF AMENDMENT</u>
January 6, 2000 February 6, 1997	Add RTF representative to voting membership Add as per MOU (Agreement # 12- 16-93) for; Town of Rolesville, Town of Wendell, and Town of Zebulon. Add Major Modal Transportation Representative
Proposed for February 02, 2006	As per MOU (Agreement # 10-01-2005) for: Angier, Bunn, Clayton, Creedmoor, Town of Franklinton, Youngsville, Franklin County of, Granville County, Harnett County, and Johnston County. Modify membership per latest NC certified population estimate.