

# Appendix B

## Bylaws of the Knoxville Regional Transportation Planning Organization Executive Board

*Adopted by the TPO Executive Board  
on August 26, 2015*

A Transportation Planning Organization (TPO) is the agency responsible for preparing the Metropolitan Transportation Plan (aka Regional Mobility Plan or Plan) and Transportation Improvement Program (TIP) and demonstrating that the Plan and TIP meet air quality conformity before they are adopted. A TPO is established for each metropolitan area that has an urbanized population of 50,000 or more and is that organization designated as being responsible, together with the State of Tennessee, for conducting the continuing cooperative and comprehensive planning process under *Parts 450 and 500* of Title 23, United States Code, and *Part 613* of Title 49, United States Code.

### ARTICLE I – Name/Study Area

The name of the Transportation Planning Organization shall be the Knoxville Regional Transportation Planning Organization (TPO). The TPO shall be governed by the TPO Executive Board. The TPO study area shall include the Knoxville Urban Area as defined by the latest decennial U.S. Census, as amended by the TPO Executive Board, and may include that area to become urbanized in 20 years.

### ARTICLE II – Composition

The Executive Board shall be composed of principal elected officials of governmental jurisdictions with a population of 5,000 or greater according to the latest decennial US Census figures, participating in the Knoxville Regional Transportation Planning Process. Membership by jurisdiction is as follows:

Governor	State of Tennessee
Mayor	City of Knoxville
Vice Mayor	City of Knoxville
County Mayor	Knox County
Chairman	Knox County Commission
Mayor	City of Alcoa
County Mayor	Anderson County
County Mayor	Blount County
Mayor	City of Clinton
Mayor	Town of Farragut
Mayor	City of Lenoir City
Mayor	City of Loudon

County Mayor	Loudon County
Mayor	City of Maryville
Mayor	City of Oak Ridge
County Mayor	Sevier County
Elected Official	East Tennessee Development District (ETDD)
Public Transportation Representative	Federal Transit Administration (FTA) Section 5307 - Urban Area Program - Designated Recipient
County Highway Officials Representative	Appointed by the Tennessee County Highway Officials Association pursuant to Tennessee House Bill 1275 as amended.
*Division Administrator	Tennessee Division, Federal Highway Administration (FHWA)
*Director	Region IV, Federal Transit Administration (FTA)
*non-voting members	

The official representing the ETDD must be an elected official from a local government within the Knoxville Urbanized Area and is appointed by the Chair of ETDD for a term of two years. The representative of the Tennessee County Highway Officials Association must reside within the planning boundaries of the Transportation Planning Organization according to state law.

### ARTICLE III – Responsibilities

The Executive Board constitutes the forum for cooperative transportation decision making in the Knoxville Regional Area with responsibilities as follows:

- 1.) Provide administrative and fiscal control.
- 2.) Review and approve transportation planning and programming studies and reports.
- 3.) Establish study committees as required to ensure cooperative, comprehensive, and continuing transportation planning.
- 4.) Carry out the provisions of Section 134 (Metropolitan Transportation Planning) of the Moving Ahead for Progress in the 21st Century Act (MAP-21) or its successor.
- 5.) Transportation Improvement Program cost overruns shall be administrated according to the policies outlined in the approved Transportation Improvement Program as amended.

### ARTICLE IV – Organization

- 1.) The Executive Board shall elect a Chair and Vice Chair from its membership. Such election shall be by a majority vote of that membership.
- 2.) Election of officers shall take place on the first meeting of the calendar year and the term of office shall be for two years.
- 3.) An officer is eligible to serve a maximum of two consecutive terms.
- 4.) The TPO Director shall serve as permanent Secretary to the Executive Board, coordinate and schedule all meetings thereof, record proceedings and prepare minutes, prepare resolutions as adopted, and disseminate said minutes and resolutions as appropriate. The TPO Director shall be designated by the Executive Director of the Knoxville-Knox County Metropolitan Planning Commission.

- 5.) The TPO Director shall coordinate all activities of the TPO and with professional staff assistance, accomplish analyses and documentation as assigned.

## **ARTICLE V – Duties of Chair**

- 1.) The Chair, or in his/her absence, the Vice Chair, shall preside at all meetings of the Executive Board.
- 2.) The Chair shall authenticate, by his/her signature, all resolutions adopted by the Executive Board.
- 3.) The Chair, or his/her designated representative, may represent the Executive Board at hearings, conferences, or other events as required.
- 4.) The Chair may call special meetings when necessary. In the absence or refusal of the Chair, a majority of the Executive Board may call a special meeting.

## **ARTICLE VI – Meetings and Voting**

- 1.) The Executive Board shall meet at least quarterly as required to accomplish administrative control of the planning process and maintain certification.
- 2.) Each Executive Board member may designate, in writing, a representative to serve at meetings during said member's absence.
- 3.) The presence of a simple majority of the Executive Board membership or designated representatives at Board meetings shall constitute a quorum for business transaction.
- 4.) Each Executive Board member shall have one vote, unless they have a proxy letter from another Board member – in this case, a Board member may have up to two votes.

## **ARTICLE VII – Rules of Order**

The Executive Board shall conduct business as prescribed in Robert's Rules of Order Revised unless prescribed otherwise by amendment to these bylaws.

## **ARTICLE VIII – Amendment to Bylaws**

These bylaws can be amended at any regular meeting of the Board by a majority vote of the membership, provided that the amendment has been submitted in writing at the previous regular meeting.

## **ARTICLE IX – Relationship to the East Tennessee South Rural Planning Organization**

The Tennessee Department of Transportation created Rural Planning Organizations (RPO) to facilitate rural transportation decision-making. The RPO for this area overlaps the air quality nonattainment area where the TPO has responsibility for regional long-range transportation planning. The TPO Executive Board and the East Tennessee South RPO Board shall cooperate in regional decision-making for the air quality Knoxville Nonattainment Area.

The TPO Executive Board and the East Tennessee South RPO shall approve the following:

- 1.) Area-wide Regional Mobility Plan;
- 2.) Policies, allocations, and funding Congestion Mitigation and Air Quality (CMAQ) projects; and
- 3.) Other regional issues that may impact transportation and air quality.

## **ARTICLE X – Memorandum of Agreement for Transportation Conformity Determination**

There shall be in place a Memorandum of Agreement between the Tennessee Department of Transportation, the Knoxville Regional Transportation Planning Organization, and the Lakeway Area Metropolitan Transportation Planning Organization for the development of the Transportation Conformity Determination(s) under the Ozone and PM 2.5 standards.

## **ARTICLE XI – Allocation of Federal Highway Administration (FHWA) Surface Transportation Program (STP) Funds**

STP funds are distributed to the Knoxville TPO based on urbanized area population from the latest U.S. Census. STP funds shall not be allocated outside of the Knoxville urbanized area boundaries (revised) unless approved by a 2/3 majority vote of the Technical Committee and Board.