

## Appendix C

### Bylaws of the Knoxville Regional Transportation Planning Organization Technical Committee

*Approved by the TPO Technical Committee on September 10, 2013  
Adopted by the TPO Executive Board on October 16, 2013*

A Transportation Planning Organization (TPO) is the agency that is responsible for preparing the Metropolitan Transportation Plan (Regional Mobility Plan) and Transportation Improvement Program (TIP) and demonstrating that the Plan and TIP conform 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 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 Technical Committee includes transportation service providers and governmental jurisdictions with a population of 5,000 or greater according to the latest decennial US Census figures. The Technical Committee shall be composed of the following:

Executive Director	Knoxville-Knox County Metropolitan Planning Commission
Representative	Planning Division, TDOT
Director	Knox County, Department of Engineering and Public Works
Director	City of Knoxville, Engineering Division
General Manager	Knoxville Area Transit (KAT)
Twelve Staff Members	One each to be designated by Alcoa, Clinton, Farragut, Lenoir City, City of Loudon, Maryville, Oak Ridge, Lakeway MTPO and Anderson, Blount, Loudon, and Sevier Counties
Director	Knoxville Commuter Pool
Executive Director	East Tennessee Development District
Director	Metropolitan Knoxville Airport Authority

Director	Knox County CAC
Director	East Tennessee Human Resource Agency (ETHRA)
*Division Administrator	Tennessee Division, Federal Highway Administration (FHWA)
*Director	Region IV, Federal Transit Administration (FTA)
*non-voting members	

## ARTICLE III – Responsibilities

- 1.) The Technical Committee is responsible directly to the Executive Board for administration of transportation planning and programming, relying on the TPO Director to achieve coordination among technical staff participating in the process.
- 2.) The Technical Committee shall establish schedules and assign personnel to accomplish same in accordance with Executive Board policy and legislative requirements.
- 3.) The Technical Committee, individually or collectively, shall research and prepare planning studies and program development, and report to the Executive Board as appropriate.
- 4.) The Technical Committee shall cooperatively review and approve plans and the planning process.
- 5.) The Technical Committee shall carry out the provisions of Section 134 (Metropolitan Transportation Planning) of the *Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21)* or its successor.
- 6.) 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 Technical Committee shall elect a Chair and Vice Chair and Secretary. The Chair and Vice Chair shall be elected from the membership of the Technical Committee by a majority vote.
- 2.) Election of officers shall take place during the first meeting of the calendar year. The term of office shall be for one year. Any officer is eligible to serve a maximum of two consecutive terms.
- 3.) The TPO Director shall serve as permanent Secretary to the Technical Committee.

## ARTICLE V – Duties of Chair

- 1.) The Chair, or in the absence of the Chair, the Vice Chair, shall preside at all meetings of the Technical Committee.
- 2.) The Chair, or his/her designate, shall present the recommendation of the Technical Committee to the Executive Board. The Chair, or his/her designate, shall represent the Technical Committee at Executive Board meetings, hearings, conferences, and other events as required.

## **ARTICLE VI – TPO Director**

- 1.) The TPO Director shall serve as permanent Secretary to the Executive Board and Technical Committee, 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.
- 2.) The TPO Director shall sever as Chair of all ad hoc subcommittees appointed by the Executive Board and the Technical Committee.
- 3.) The TPO Director shall coordinate all activities of the TPO and with professional staff assistance accomplish analyses and documentation as assigned.

## **ARTICLE VII – Meetings**

- 1.) The Technical Committee shall meet as required to achieve coordination in the transportation planning, programming, and implementation process at least bimonthly.
- 2.) Each Technical Committee member may designate, in writing, a representative to attend meetings in said member's absence.
- 3.) The presence of a majority of the Technical Committee membership or designated representatives shall constitute a quorum for business transaction at Technical Committee meetings.
- 4.) Each Technical Committee member shall have one vote, unless they have a proxy letter from another Committee member – in this case, a Committee member may have up to two votes.

## **ARTICLE VIII – Rules of Order**

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

## **ARTICLE IX – Amendment to Bylaws**

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

## **ARTICLE X – 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 East Tennessee South RPO for this area overlaps the air quality nonattainment area where the TPO has responsibility for regional long-range transportation planning and air quality conformity analysis. The Technical Committee will cooperate with the East Tennessee South RPO to address regional issues such as the Regional Mobility Plan, Congestion Mitigation, and Air

Quality funds, Regional Air Quality Conformity Plan, Regional Transportation Improvement Program, and other issues of regional significance.

## **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.