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
Amended On: XX-XX-2026

Underline blue is new proposed language or language that has moved sections.
~~Strike~~ through wording in red is language proposed to be deleted

A Metropolitan ~~Transportation~~ Planning Organization (~~T~~MPO) is the agency responsible for preparing the Metropolitan Transportation Plan (MTP ~~Plan~~) and Transportation Improvement Program (TIP) and demonstrating that the MTP ~~Plan~~ and TIP meet air conformity before they are adopted. A M~~T~~PO 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/Planning Area

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

ARTICLE II – Composition

1. The Technical Committee membership may include, but is not limited to, transportation service providers, transportation related organizations, and governmental jurisdictions ~~with a population of 5,000 or greater according to the latest decennial US Census figures~~.
2. The Executive Board approves the Technical Committee membership, in accordance with their bylaws.
3. The individual representatives on the Technical Committee are determined by the principal elected official of a jurisdiction or the chief executive office of an agency or organization unless specified in the Technical Committee bylaws.
4. The Technical Committee shall be composed of the following members:

   Tennessee Department of Transportation, Long Range Planning Division Representative
   City of Alcoa Representative
   City of Clinton Representative
   Town of Farragut Representative
   City of Knoxville Representative

City of Lenior City Representative
City of Loudon Representative
City of Maryville Representative
City of Oak Ridge Representative
Anderson County Representative
Blount County Representative
Knox County Representative
Loudon County Representative
Sevier County Representative
Knoxville Area Transit, Director of Transit
Knoxville-Knox County Planning, Executive Director
Tennessee Vans, Director
East Tennessee Development District, Executive Director
Metropolitan Knoxville Airport Authority, President
Knoxville Knox County Community Action Committee (CAC), Director
East Tennessee Human Resource Agency (ETHRA), Director
*Federal Highway Administration, Tennessee Division, Division Administrator
*Federal Transit Administration, Region IV, Director
*non-voting members
~~Lakeway MTPO Representative~~

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 Coordinator to ~~achieve coordination among~~ implement the Transportation Planning Work Program with assistance from the technical staff participating in the process.
2. The Technical Committee, individually or collectively, shall research and prepare planning studies and program development, and report to the Executive Board as appropriate.
3. The Technical Committee shall cooperatively review and make recommendations to the Executive Board for approval of plans and the planning process.
4. The Technical Committee shall carry out the ~~provisions of Section 134 (~~Metropolitan Transportation Planning) provisions of the current transportation act ~~Infrastructure Investment and Jobs Act (IIJA)~~ or its successor.
5. Transportation Improvement Program (TIP) cost overruns shall be administered according to the policies outlined in the approved TIP as amended.

ARTICLE IV – ~~Organization~~ Officers

1. The Technical Committee shall elect a Chair and Vice Chair. The Chair and Vice Chair shall be elected from the membership of the Technical Committee by a majority vote.

2. The Chair, or in the absence of the Chair, the Vice Chair, shall preside at all meetings of the Technical Committee.
3. The Chair shall have the right to debate and vote on any issue before the Technical Committee.
4. Election of officers shall take place during the first meeting of the calendar year. The office term shall be for one year. Any officer is eligible to serve a maximum of two consecutive terms.
5. After completion of two consecutive terms in a particular office, the member may serve in the capacity again but must sit out for at least two years.
6. If the Chair is vacated the Vice-Chair automatically becomes the Chair and will finish that term. A new Vice-Chair will be elected. Any partial term will not count against the two allowable terms.
7. If the Vice-Chair is vacated a new one will be elected. Any partial term will not count against the two allowable terms.
8. The officer elected is the person and not the position or the representation of the jurisdiction agency, or organization. If the officer resigns or is replaced by the jurisdiction, organization, or agency the new person does not automatedly take over as the officer.
9. The TPO Coordinator shall serve as permanent Secretary to the 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 Coordinator shall be designated by the Executive Director of Knoxville-Knox County Planning.
10. ~~The TPO Coordinator shall serve as Chair of all ad hoc subcommittees appointed by the Technical Committee, unless designated otherwise by the Technical Committee.~~
11. ~~The TPO Coordinator shall coordinate all activities of the TPO with professional staff assistance to accomplish analyses and documentation as assigned.~~
12. ~~The TPO Coordinator shall present the recommendations of the Technical Committee to the Executive Board. The TPO Coordinator shall represent the Technical Committee at Executive Board meetings, hearings, conferences, and other events as required, unless designated otherwise by 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 shall have the right to debate and vote on any issue before the Technical Committee.~~

ARTICLE V~~I~~ – Meetings and Voting

1. The Technical Committee shall meet as required to achieve coordination in the transportation planning, programming, and implementation process ~~at least bimonthly~~. At a minimum, the Technical Committee must meet quarterly.
2. ~~Each Technical Committee member may designate, in writing, a representative to attend meetings in said member's absence.~~ The person whose responsibility it is to designate the Technical Committee member may also designate, in writing, an alternate to serve as a proxy in case the member cannot attend a meeting.
3. All proxy letters should be submitted to the Secretary of the Technical Committee.

4. The presence of a majority of the Technical Committee voting membership ~~representatives~~ shall constitute a quorum for the purposes of business transaction at Technical Committee meetings.
5. 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.~~
6. The Technical Committee is a recommending body, if an emergency item comes up after the Technical Committee meeting or if a quorum could not be reached, nothing in these bylaws prevent staff from taking agenda items directly to the Executive Board. Any such item will be explicitly noted to the Executive Board, and the Executive Board retains the right to send the item back to the Technical Committee to be heard.
7. Meetings of the Technical Committee shall be conducted in person, subject to the provisions of paragraph 6, below
8. Meetings of the Technical Committee shall be conducted in person. If permitted by state law or Executive Order of the Governor of Tennessee, meetings of the Technical Committee may be conducted by conference call, by videoconferencing or other electronic means, or by any combination thereof ("hybrid"). A Technical Committee member's participation in a meeting pursuant to this section shall constitute attendance for the purposes of establishing a quorum. The Technical Committee shall use good faith efforts to provide public access to and participation in meetings conducted pursuant to this section, and members of the public shall be provided with notice of the nature of the meeting and the manner in which public participation shall be made available. If contemporaneous public access cannot be provided despite reasonable efforts, the Technical Committee shall make a clear audio or video recording of the meeting available to the public as soon as practicable following the meeting. A meeting conducted pursuant to this section shall so state in the minutes of the meeting and shall indicate the manner in which the meeting was conducted.

ARTICLE VI~~I~~ – Rules of Order

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

ARTICLE VII~~I~~ – Bylaw Approval and Amendments

1. These bylaws may be amended at any regular meeting of the Technical Committee by a majority vote of the voting membership, provided that the amendment has been submitted in writing at the previous regular meeting.
2. These bylaws may be amended at any regular meeting of the Technical Committee by emergency vote as long as the amendment was included in the agenda published in advance of the meeting. To amend the bylaws by emergency requires a 2/3 vote of the membership.
3. These bylaws and all amendments must be approved by the Executive Board.

~~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 East Tennessee South RPO for this area overlaps the air quality maintenance/nonattainment area where the TPO has responsibility for regional long-range~~

~~transportation planning. The Technical Committee and the East Tennessee South RPO shall cooperate in regional decision making for the Knoxville air quality maintenance/nonattainment area.~~

ARTICLE VIII ~~X~~ – Allocation of Funds Administered and/or Distributed Directly by the TPO

The Technical Committee may recommend the allocation of funds that are administered and/or distributed directly by the TPO to a project, plan or program that occurs partially outside the planning area.

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Knox County Representative
Loudon County Representative
Sevier County Representative
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