

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 Transportation Planning Organization (TPO) 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 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/Planning Area

The name of the 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 includes 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 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 MTPPO 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 automatically 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 VI – 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. 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.
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.~~

5. 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.
6. Meetings of the Technical Committee shall be conducted in person, subject to the provisions of paragraph 6, below
7. If permitted by state law or Executive Order of the Governor of Tennessee, meetings of the Technical Committee may be conducted in person, 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 – 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 – Amendment to Bylaws

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.

~~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 ✕ – 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.

Bylaws of the Knoxville Regional Transportation Planning Organization Executive Board

Adopted by the Executive Board on

August 26, 2015

Amended: XX XX, 2026

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A Transportation Planning Organization (TPO) 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 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/Planning Area

The name of the 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 may include that area projected to become urbanized in 20 years.

ARTICLE II – Composition

1. The Executive Board membership may include, but is not limited to, transportation service providers, transportation related organizations or agencies, and governmental jurisdictions.
2. Governmental jurisdictions include incorporated areas and county governments that must have some portion of their boundary within the TPO planning area and have a population of 5,000 or greater (withing the planning Area) according to the latest decennial US Census. The population of any member jurisdiction cannot be allocated to another overlapping jurisdiction, i.e. no double counting is permitted.
3. Even when a new jurisdiction meets the population threshold requirement, their inclusion is not automatic. The Executive Board must approve all new members.
4. Any jurisdiction seeking membership into the TPO, who does not meet these requirements, can petition the Executive Board for inclusion.
5. The Executive Board has the option of adding voting members or non-voting members.
6. The Executive Board confirms the Technical Committee membership.
7. The term membership refers to the provider, organization, agency, position, or governmental jurisdiction and not the individual representing the member. The individual representing the Executive Board or Technical Committee member is determined by the principal affected official of a jurisdiction or the chief executive office for an agency or organization unless specified in these bylaws. Federal and state designees will be determined by the regional or departmental director of the agency or department listed.

8. The representative of the East Tennessee Development District (ETDD) must be an elected official from a local government within the planning area and is appointed by the Chair of the ETDD Executive Committee.
9. The representative from the Tennessee County Highway Officials Association (TCHOA) must reside within the planning area of the TPO and be appointed by the TCHOA Executive Director.
10. The public transit representative is the Federal Transit Administration (FTA) Section 5307 Urban Area Designated Recipient and acts of behalf of all public transit operators within the planning area.

The Executive Board membership is as follows:

Governor	State of Tennessee
Mayor	City of Knoxville
Vice Mayor	City of Knoxville
Mayor	Knox County
Chairman	Knox County Commission
Mayor	City of Alcoa
Mayor	Anderson County
Mayor	Blount County
Mayor	City of Clinton
Mayor	Town of Farragut
Mayor	City of Lenoir City
Mayor	City of Loudon
Mayor	Loudon County
Mayor	City of Maryville
Mayor	City of Oak Ridge
Mayor	Sevier County
Elected Official	East Tennessee Development District (ETDD)
Public Transportation Representative	FTA Section 5307 Designated Recipient
Representative	TCHOA
*Division Administrator	Federal Highway Administration, Tennessee Division
*Director	Federal Transit Administration, Region IV
*non-voting members	

ARTICLE III – Responsibilities

The Executive Board constitutes the forum for cooperative transportation decision making in the TPO planning area with responsibilities as follows:

1. Provide administrative and fiscal control.
2. Review and approve the Transportation Planning Work Program ~~transportation and 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 (~~ the most current Metropolitan Transportation Planning ~~)-~~ act of the Infrastructure Investment and Jobs Act (IIJA) or its successor.

5. Approve the Technical Committee membership and bylaws.
6. ~~Transportation Improvement Program (TIP) cost overruns shall be administrated according to the policies outlined in the approved TIP as amended.~~

ARTICLE IV – ~~Organization~~ Officers

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 one year ~~two years~~.
3. An officer is eligible to serve a maximum of two consecutive terms.
4. After completion of two consecutive terms as Chair of Vice-Chair, the member may serve in that capacity again but must sit out a least two years.
5. 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.
6. If the Vice Chair is vacated, a new one will be elected. Any partial term will not count against the two allowable terms.
7. The Chair, or in their absence, the Vice Chair, shall preside at all meetings of the Executive Board.
8. The Chair shall authenticate, by their signature, all resolutions adopted by the Executive Board.
9. The Chair, or their designated representative, may represent the Executive Board at hearings, conferences, or other events as required.
10. 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.
11. The Chair shall have the right to debate and vote on any issue before the Executive Board.
12. The TPO Coordinator 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 Coordinator shall be designated by the Executive Director of Knoxville-Knox County Planning.
13. ~~The TPO Director shall coordinate all activities of the TPO with professional staff assistance to 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.~~
5. ~~The Chair shall have the right to debate and vote on any issue before the Executive Board.~~

ARTICLE V – 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. If an Executive Board member cannot attend meetings, they can appoint a proxy in writing. As the Executive Board sets policy and approves funding, it is preferred that the proxy be another elected official or the City Manager from that jurisdiction.
 3. Each Executive Board member may designate, in writing, a temporary representative to serve at meetings during said member's absence.
 4. Executive Board members can appoint, in writing, a permanent representative. They can also name a secondary person to act as a proxy if the permanent representative is not available. A representative, whether temporary, permanent, or secondary, cannot appoint a proxy themselves.
 5. The presence of a simple majority of the Executive Board voting membership shall constitute a quorum for business transaction.
 6. 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.~~
 7. It is preferred that any action item on the agenda be heard by the Technical Committee prior to the Executive Board meeting. However, if the Technical Committee cannot reach a quorum or an emergency action item occurs after the regular scheduled Technical Committee meeting, but before the Executive Board meeting, nothing in these bylaws prevents staff from taking an action item directly to the Executive Board, even if not on the agenda. Any such item will be explicitly noted. The Executive Board has the right to send the item back to the Technical Committee to be heard.
 8. Meetings of the Executive Board shall be conducted in person, subject to the provisions of paragraph 9 6, below.
 9. If permitted by state law or Executive Order of the Governor of Tennessee, meetings of the Executive Board may be conducted in person, by conference call, by videoconferencing or other electronic means, or by any combination thereof (“hybrid”). An Executive Board member’s participation in a meeting pursuant to this section shall constitute attendance for the purposes of establishing a quorum. The Executive Board 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 Executive Board 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.

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ARTICLE VII – Amendment to Bylaws

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

~~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 TPO Executive Board and the East Tennessee South RPO Board shall cooperate in regional decision-making for the Knoxville air quality maintenance/nonattainment area.~~

ARTICLE X – Memorandum of Agreement for the Development of Transportation Conformity Determinations

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 Funds Administered and/or Distributed Directly by the TPO

The Executive Board may approve by 2/3 majority vote 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.