

Bylaws of the Knoxville Regional Transportation Planning Organization Executive Board

Adopted by the Executive Board on

August 26, 2015

Amended: April 27, 2022

A Transportation Planning Organization (TPO) is the agency responsible for preparing the Metropolitan Transportation Plan (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/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

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
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	Federal Transit Administration Section 5307 Urban Area – Designated Recipient
County Highway Officials Representative	Appointed by the Tennessee County Highway Officials – Association pursuant to Tennessee Public Chapter No. 479
*Division Administrator	Federal Highway Administration, Tennessee Division
*Director	Federal Transit Administration, Region IV
*non-voting members	

The official representing the ETDD must be an elected official from a local government within the planning 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 area of the TPO. The public transit representative acts on behalf of all public transit operators within the planning area.

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 Infrastructure Investment and Jobs Act (IIJA) or its successor.
5. Transportation Improvement Program (TIP) cost overruns shall be administrated according to the policies outlined in the approved TIP 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 Knoxville-Knox County Planning.
5. 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 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.
5. Meetings of the Executive Board shall be conducted in person, subject to the provisions of paragraph 6, below.
6. 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.

ARTICLE VII – Rules of Order

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

ARTICLE VIII – Amendment to Bylaws

1. These bylaws may 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.

2. These bylaws can be amended at any regular meeting of the Board by emergency vote provided that 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 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.