

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: March 8, 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 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 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 Planning
Representative	Tennessee Department of Transportation, Long Range Planning Division
Director	Knox County, Department of Engineering and Public Works
Director	City of Knoxville, Engineering Department
Director of Transit	Knoxville Area Transit
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	Tennessee Vans
Executive Director	East Tennessee Development District
Director	Metropolitan Knoxville Airport Authority
Director	Knoxville Knox County Community Action Committee (CAC)

Director	East Tennessee Human Resource Agency (ETHRA)
*Division Administrator	Federal Highway Administration, Tennessee Division
*Director	Federal Transit Administration, Region IV
*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, 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) of the 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

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. 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, 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.
4. The TPO Director shall serve as Chair of all ad hoc subcommittees appointed by the Technical Committee, unless designated otherwise by the Technical Committee.
5. The TPO Director shall coordinate all activities of the TPO with professional staff assistance to accomplish analyses and documentation as assigned.
6. The TPO Director shall present the recommendations of the Technical Committee to the Executive Board. The TPO Director 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.
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 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. Meetings of the Technical Committee 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 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 VII – 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 VIII – 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 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.