



Last Amended: June 27, 2013

BYLAWS
of the
TRANSPORTATION TECHNICAL COMMITTEE

*Technical Advisory Committee to the
Roanoke Valley Area Metropolitan Planning Organization (MPO) Policy Board*

ARTICLE I - NAME AND GENERAL AUTHORITY

- Section 1 The name of this organization shall be known as the Transportation Technical Committee, hereinafter referred to as "TTC", and shall be a technical committee to the Roanoke Valley Area Metropolitan Planning Organization, hereinafter referred to as the "MPO".
- Section 2 The TTC shall advise the MPO on technical matters pertaining to the transportation study of the Roanoke Valley area; assist in coordinating the development of the plans and programs as part of a continuing, comprehensive and cooperative transportation planning and programming process as defined in Section 134 of Title 23, United States Code; Sections 3, 4(a) and 5 of the Urban Mass Transportation Act of 1964; (49 U.S.C. Para.1602, 1603 (a) and 1604: 23 CFR, Chapter 1, Part 450; 49 CFR, Chapter VI, Part 613; and in accordance with the Constitution and Statutes of the Commonwealth of Virginia; and undertake other duties that may be assigned to it by the MPO.
- Section 3 As a part of its continuing, cooperative and comprehensive transportation planning efforts, the TTC is specifically responsible for advising the MPO in the development of the regional constrained Long-Range Transportation Plan, the Transportation Improvement Program (including the Transportation Alternative and Regional Surface Transportation Program selection processes), the regional Congestion Management Process (CMP) Plan and the Unified Planning Work Program within the Roanoke urbanized area.

ARTICLE II - MEMBERSHIP

- Section 1 The membership of the TTC shall be composed of representatives of the member governmental subdivisions contained in the Roanoke urbanized area and other

MPO POLICY BOARD: Counties of Bedford, Botetourt, Montgomery and Roanoke, Cities of Roanoke and Salem, Town of Vinton, Federal Highway Administration, Federal Transit Administration, Greater Roanoke Transit Company (*Valley Metro*), Roanoke Regional Airport Commission, Roanoke Valley-Alleghany Regional Commission, Virginia Department of Rail & Public Transportation, Virginia Department of Transportation

transportation-related organizations as required by federal or state statute and/or as deemed necessary by the MPO Policy Board.

The TTC shall be composed of the following voting members:

1. City of Roanoke; 2 Members
2. City of Salem; 2 Members
3. County of Botetourt; 2 Members
4. County of Roanoke; 2 Members
5. Town of Vinton; 2 Members
6. County of Bedford; 1 Member
7. County of Montgomery; 1 Member
8. Virginia Department of Transportation; 1 Member
9. Virginia Department of Rail and Public Transportation; 1 Member
10. Greater Roanoke Transit Company; 1 Member
11. Unified Human Service Transportation System (RADAR); 1 Member
12. Roanoke Regional Airport Commission; 1 Member
13. Roanoke Valley Greenway Commission Coordinator; 1 Member

The Federal Highway Administration and the Federal Transit Administration shall have non-voting representation on the TTC.

Section 2 Voting representation on the MPO by local governments shall be determined by the following formula: If the population within the urbanized boundary is less than 7,500, the locality shall have one (1) member. Communities with populations of 7,500 or greater within the urbanized boundary shall have two (2) members. Voting representation on the TTC shall follow the same convention as the RVAMPO. Voting representation shall be reviewed upon the release of the decennial U.S. Census.

Section 3 TTC members may serve as long as the jurisdiction or agency they represent approves, and as long as the member desires to serve.

Section 4 Each member of the TTC shall be encouraged to have an alternate to attend and participate at the meetings in the member's absence. The names of appointed alternates should be submitted in writing to the MPO prior to the alternate participating in TTC activities.

Section 5 The TTC may invite non-voting members from interested organizations to participate in TTC meetings. The non-voting members representing the interested organizations shall be appointed by their respective organizations.

ARTICLE III - MEETINGS

Section 1 Meetings of the TTC shall be held in the Conference Room of the Roanoke Valley-Alleghany Regional Commission at 1:30 pm, on the second Thursday of every month, except that when a meeting day falls on or adjacent to a State-recognized holiday, the meeting shall be held as determined by the TTC chairman and the secretary.

- Section 2 Meetings may be canceled if no business is to be conducted. Notice of cancellations shall be mailed or electronically communicated to each member at least five days prior to the scheduled meeting date.
- Section 3 Special meetings of the TTC shall be held at the discretion of the Chairman.
- Section 4 Notice stating the time, date, place and agenda for all meetings of the TTC shall be mailed or electronically communicated to each member at least five days prior to the meeting date.

ARTICLE IV – ATTENDANCE

- Section 1 Each organization listed in Article III, Section 1 may designate one or more alternates in meetings when the duly appointed member is not able to attend. No organization shall be entitled to more votes than the number of voting members listed in Article III, Section 1.
- Section 2 Whenever a voting member fails to attend or send an alternate to three (3) consecutive meetings, the Secretary of the TTC shall notify the member by letter. If five (5) consecutive meetings are missed, the Secretary will notify, by letter, both the member and the appointing agency, confirming the agency's desire to retain the delinquent member as its representative.

ARTICLE V – VOTING RIGHTS AND PROCEDURES

- Section 1 Each voting member in attendance shall be entitled to one equal vote in all matters before the TTC.
- Section 2 Except where indicated otherwise in these bylaws, all actions of the TTC shall be approved by a majority vote of the members present.
- Section 3 One third of the voting membership shall constitute a quorum at meetings of the TTC.

ARTICLE VI - OFFICERS

- Section 1 The officers of the TTC shall include a Chairman and a Vice Chairman who shall be elected from the membership of the TTC.
- Section 2 The Chairman and Vice Chairman shall serve for a two-year term or until their successors are elected and shall be eligible for re-election. The election of officers shall be held at the July meeting of every even numbered year and those members elected to office shall assume their duties at the conclusion of the meeting.

- Section 3 At least one month prior to the election, the chairman shall appoint a nominating committee of at least two members. The nominating committee shall mail or electronically communicate to each TTC member the name(s) of the nominee(s) for the offices of Chairman and Vice Chairman one week prior to the meeting at which the election will be held. Additional nominations may be made from the floor at the time the elections are held.
- Section 4 The Chairman shall preside at all TTC meetings, shall sign all acts or orders necessary to carry out the will of the TTC, shall have the authority to assign routine administrative functions to the Secretary, and shall be eligible to vote on all matters before the TTC.
- Section 5 The Vice Chairman shall serve as Chairman in the absence or disability of the Chairman. In the case of a vacancy in the office of Chairman, the Vice Chairman is elected to fill the unexpired term.
- Section 6 A vacancy in the office of Chairman or Vice Chairman shall be filled for the unexpired term by the TTC at the next meeting following occurrence of the vacancy, except that no such action shall be taken unless placed on the agenda mailed or electronically communicated to all members.
- Section 7 The Chairman and Vice Chairman of the TTC shall not be representatives of the same governmental subdivision.
- Section 8 The appointed officers of the TTC shall be a Secretary (a member of the staff of the Roanoke Valley-Alleghany Regional Commission), who shall be appointed by the TTC membership.
- Section 9 The Secretary shall prepare and maintain a permanent written record of all TTC proceedings, and shall transmit notices and agenda to the membership and shall transmit a copy of the minutes of each TTC meeting to each member prior to the next regular meeting.

ARTICLE VII – OTHER STANDING AND SPECIAL COMMITTEES

- Section 1 The TTC may establish other standing and special committees as far as it deems necessary and shall determine the instructions for, and method of appointing members to each committee.
- Section 2 All appointments to standing and special committees shall be for a term determined by the TTC.
- Section 3 The Chairman of the TTC shall be an ex-officio member of all committees.
- Section 4 Reports of all committees shall be in writing and shall be made part of the permanent records of the TTC.

ARTICLE VIII - AMENDMENT

Section 1 Any proposed amendment to these bylaws shall be mailed or electronically communicated to each member at least five days prior to the meeting at which they are to be voted upon. A majority vote of all members of the TTC, voting at a regular meeting, shall be required to adopt any proposed amendment to the bylaws.

ARTICLE IV - EFFECTIVE DATE

Section 1 These bylaws shall become effective immediately upon ratification by the TTC and endorsement by the MPO.

Section 2 Amendments to these bylaws shall become effective immediately upon ratification by the TTC and endorsement by the MPO.