



*2018 Update to TTC Bylaws  
Approved by RVTPO Policy Board - June 28, 2018*

## **BYLAWS of the TRANSPORTATION TECHNICAL COMMITTEE**

### **ARTICLE I**

#### **NAME AND GENERAL AUTHORITY**

- Section 1           The name of this committee shall be the Transportation Technical Committee, hereinafter referred to as "TTC", and shall be a technical advisory committee to the Roanoke Valley Transportation Planning Organization, the Metropolitan Planning Organization for the Roanoke, VA urbanized area, hereinafter referred to as the "RVTPO".
- Section 2           As a part of the RVTPO's continuing, cooperative and comprehensive transportation planning 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, the TTC is responsible for advising the RVTPO Policy Board and providing technical advice to the Roanoke Valley-Alleghany Regional Commission (RVARC) staff on transportation-related activities, as needed.
- Section 3           The TTC shall advise the RVTPO Policy Board on technical matters pertaining to the development of the regional constrained Long-Range Multimodal Transportation Plan, the Transportation Improvement Program, the Regional Surface Transportation Program and the Transportation Alternatives selection processes, the regional Congestion Management Process (CMP), and the Unified Planning Work Program. The TTC shall also undertake other duties that may be requested by the RVTPO Policy Board.

**TPO POLICY BOARD:** Cities of Roanoke and Salem; Counties of Bedford, Botetourt, Montgomery and Roanoke; Town of Vinton; Greater Roanoke Transit Company (*Valley Metro*); Roanoke-Blacksburg Regional Airport; Virginia Department of Rail & Public Transportation; Virginia Department of Transportation

## **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 transportation-related organizations as required by federal or state statute and/or as deemed necessary by the RVTPO 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-Blacksburg Regional Airport Commission; 1 Member
13.    Roanoke Valley Greenway Commission; 1 Member

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

Section 2           Voting representation on the TTC by local governments shall follow the same convention as the RVTPO Policy Board and 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 shall be reviewed upon the release of the decennial U.S. Census.

Section 3           TTC voting members shall be appointed as noted below for a term of three years concurrent with the term of the RVTPO Policy Board.

- TTC members who represent local governments shall be appointed by the locality's chief administrative official;
- The TTC representative for the Roanoke Valley Greenway Commission shall be appointed by the Chair of the Greenway Commission;
- The TTC representative for the Roanoke-Blacksburg Regional Airport shall be appointed by the Chair of the Roanoke Regional Airport Commission;

- The TTC representative for the Virginia Department of Transportation (VDOT) shall be appointed by the District Engineer of VDOT's Salem District Office;
- TTC representative for the Virginia Department of Rail and Public Transportation (VDRPT) shall be appointed by the Director of VDRPT;
- The TTC representative for the Greater Roanoke Transit Company (GRTC) shall be appointed by the General Manager of the GRTC; and
- The TTC representative for the Unified Human Services Transportation System (aka RADAR) shall be appointed by the Director of RADAR.

Section 4 Any representative may be re-appointed for consecutive terms.

Section 5 In the case of a vacancy in the TTC voting membership, the voting membership position shall be filled by a member appointed by the organization listed in Article II Section 3 until the term of membership expires.

Section 6 The TTC may invite non-voting, 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 Chair 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 Chair.

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 II, Section 1 may designate one alternate per duly appointed member. The names of appointed alternates shall be submitted by the appointer (listed in Article II, Section 3) in writing to the RVTPO prior to the alternate participating in TTC activities. No organization shall be entitled to more votes than the number of voting members listed in Article II, 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 Six (6) voting members in attendance shall constitute a quorum at meetings of the TTC.

## **ARTICLE VI OFFICERS**

- Section 1 The officers of the TTC shall include a Chair and a Vice Chair who shall be elected from the membership of the TTC.
- Section 2 The Chair and Vice Chair 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 Chair 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 Chair and Vice Chair 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 Chair shall preside over all TTC meetings, shall sign all actions 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. The Chair of the TTC shall serve on the RVTPO Policy Board in a non-voting, ex-officio capacity.
- Section 5 The Vice Chair shall serve as Chair in the absence of the Chair.
- Section 6 A vacancy in the office of Chair or Vice Chair shall be filled for the unexpired term at an election during the next TTC 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 Chair and Vice Chair of the TTC shall not be representatives of the same governmental subdivision.
- Section 8 The appointed officer 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. The Chair shall appoint an acting Secretary in the absence of the appointed Secretary.
- 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 STANDING AND SPECIAL COMMITTEES**

- Section 1 The TTC may establish 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 Chair 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 (10 members or more) of all members of the TTC, voting at a regular meeting, shall be required to recommend adoption to the RVTPO Policy Board of any proposed amendment to the bylaws.

**ARTICLE IX  
EFFECTIVE DATE**

Section 1            These bylaws and any amendments shall become effective immediately upon approval by the RVTPO Policy Board.

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Date: June 28, 2018*