

**BY-LAWS OF THE EXECUTIVE BOARD OF THE CHATTANOOGA-HAMILTON
COUNTY/NORTH GEORGIA TRANSPORTATION PLANNING ORGANIZATION FOR
TRANSPORTATION PLANNING**

AMENDED ON: April 17, 2012

ARTICLE I – NAME

The name of the organization shall be the Chattanooga-Hamilton County/North Georgia Transportation Planning Organization Executive Board.

ARTICLE II – COMPOSITION AND VOTING

1. The Executive Board shall be composed of principal elected officials of governmental jurisdictions and officials of agencies which administer or operate major modes of transportation in the metropolitan area participating in the Chattanooga Urban Area Transportation Planning process. Membership by jurisdiction or agency is as follows:

Governor	State of Tennessee
Commissioner	Georgia Department of Transportation
Mayor	City of Chattanooga
Elected Representative	Chattanooga City Council
County Mayor	Hamilton County
Elected Representative	Hamilton County Commission
Elected Official	North Georgia Legislative Delegation Catoosa, Dade, Walker Counties, Georgia
Elected Official	Tennessee Legislative Delegation, Hamilton County, Tennessee
Chairman of the Board	Chattanooga Area Regional Transportation Authority
Chairman of the Board	Chattanooga Metropolitan Airport Authority
Executive Director	Chattanooga-Hamilton Co. Air Pollution Control Bureau
Elected Representative	Dade County, Georgia Government
Elected Representative	Walker County, Georgia Government
Elected Representative	Catoosa County, Georgia Government
Mayor/Commission Representative	Chickamauga, Georgia
Mayor/Commission Representative	Collegedale, Tennessee
Mayor/Council Representative	East Ridge, Tennessee
Mayor/Commission Representative	Fort Oglethorpe, Georgia
Mayor/Commission Representative	Lakesite, Tennessee
Mayor/Commission Representative	Lookout Mountain, Georgia
Mayor/Commission Representative	Lookout Mountain, Tennessee
Mayor/Commission Representative	Red Bank, Tennessee
Mayor/Commission Representative	Ridgeside, Tennessee
Mayor/Commission Representative	Ringgold, Georgia

Mayor/Commission Representative	Rossville, Georgia
Mayor/Council Representative	Signal Mountain, Tennessee
Mayor/Commission Representative	Soddy-Daisy, Tennessee
Mayor/Alderman Representative	Walden, Tennessee

2. The representative of the Chattanooga City Council, Hamilton County Commission, Dade County, Walker County and Catoosa County shall each be appointed to serve on the Executive Board by the respective government body.
3. Upon the announcement of a “critical issue” (that being an issue judged by any voting members or their representative to be of major importance to their governmental jurisdiction), then the number of votes for any member of the Executive Board will be as shown in Appendix A. The number of votes for each member of the Executive Board shown in Appendix A shall be based on the population of the TPO Study Area represented by each member and will be based on the latest official U. S. Bureau of Census information. When new U. S. Bureau of Census information is made available, voting strengths of each member in Appendix A will be adjusted according to population changes and approved by resolution of the TPO Executive Board.

ARTICLE III – DUTIES

The Executive Board constitutes the forum for cooperative transportation decision-making in the Chattanooga Urban Area with responsibilities as follows:

1. Administrative and Fiscal Control.
2. Review and approval of all transportation planning, programming, and implementation.
3. Establishment of study committees as required to ensure cooperative, comprehensive, and continuing transportation planning.
4. Establishment of a Public Participation Process.
5. Compliance with the eight planning factors required by 23 CFR 450.316, Safe, Accountable, Flexible, Efficient Transportation Equity: A Legacy for users, 2005 (SAFETEA-LU).
 - a. Planning Factor #1: Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
 - b. Planning Factor #2: Increase the safety of the transportation system for motorized and non-motorized users.
 - c. Planning Factor #3: Increase the security of the transportation system for motorized and non-motorized users.
 - d. Planning Factor #4: Increase the accessibility and mobility options available to people and for freight.

- e. Planning Factor #5: Protect and enhance the environment, promote energy conservation, and improve quality of life and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
- f. Planning Factor #6: Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- g. Planning Factor #7: Promote efficient system management and operation.
- h. Planning Factor #8: Emphasize the preservation of the existing transportation system.

ARTICLE IV – ORGANIZATION

1. The Executive Board shall elect a Chairman and Vice Chairman from its membership. Such election shall require participation by a majority of the members present at that election. Should the Chair become vacant in mid-term, the Vice Chairman shall become Chairman; and a new Vice Chairman shall be elected. Should the Vice Chairman be unable to serve as Chairman, elections shall be held for both Chairman and Vice Chairman.
2. Election of officers shall take place on the first meeting of even calendar years, and the term of office shall be for two years or until such time as new officers are elected.
3. An officer may succeed himself, with no limitation to the number of terms, contingent on eligibility as the result of being a principal elected official or an executive officer of a principal transportation agency.

ARTICLE V – DUTIES OF CHAIRMAN AND VICE CHAIRMAN

1. The Chairman shall preside at all meetings of the Executive Board.
2. The Chairman shall authenticate, by his signature, all resolutions adopted by the Executive Board.
3. The Chairman shall represent the Executive Board at hearings, conferences, and other events as required.
4. In the absence of the Chairman, the Vice Chairman shall perform the duties of said Chairman.
5. In the absence of the Chairman and the Vice Chairman, the Chairman's designated representative shall perform the duties of said Chairman.
6. In the absence of the Chairman, the Vice Chairman, and the Chairman's designee, the Vice Chairman's designated representative shall perform the duties of said Chairman.

ARTICLE VI – DUTIES OF THE CHAIRMAN OF THE EXECUTIVE STAFF

1. The Chairman of the Executive Staff shall serve as permanent secretary of the Executive Board.
2. The Chairman of the Executive Staff shall be responsible for recording the proceedings of each Executive Board meeting; for preparing minutes and resolutions as adopted; and for disseminating the minutes and resolutions adopted at the meetings.

ARTICLE VII – TRANSPORTATION PLANNING SERVICES

1. Transportation Planning Services for the Transportation Planning Organization are provided by the Chattanooga-Hamilton County Regional Planning Agency through contracts with State Departments of Transportation in accordance with requirements set by Federal Legislation.
2. Transportation Planning Services include administration, project planning, technical support, and long-range planning as outlined in an annual Unified Planning Work Program.
3. Study sub-committees shall be coordinated by the Chattanooga-Hamilton County Regional Planning Agency under the direction of the Director of Transportation Planning.

ARTICLE VIII – MEETINGS

1. The Executive Board shall meet at least semi-annually or as required to accomplish administrative control of the planning process and maintain certification of the Transportation Planning Process.
2. Each Executive Board member shall designate, in writing, an alternate representative to serve at meetings during said member's absence.
3. The presence of a majority of 12 members (*amended 04/17/2012*) of the Executive Board membership, or designated alternates, at Board meetings shall constitute a quorum for business transaction. A simple majority of the members present and voting at the Executive Board meeting shall be required for passage of the resolutions. Abstentions do not count as a vote.
4. At the first meeting of the calendar year, tentative dates for TPO meetings during the year will be set to assist agency members in meeting deadlines for project applications.

ARTICLE IX – RULES OF ORDER

1. The Executive Board shall conduct business as prescribed in Robert's Rules of Order Revised unless prescribed otherwise by amendment to these By-Laws.
2. The Secretary of the Executive Board shall be the Board's Parliamentarian.

ARTICLE X – AMENDMENT TO BY-LAWS

1. These By-Laws may be amended by affirmative vote of the majority of the members present at a Board meeting where a quorum is present.
2. A By-Law change shall be presented for consideration at a regular board meeting, with voting being deferred until the meeting subsequent to the meeting at which the By-Laws change was proposed.

