

BY-LAWS OF THE TECHNICAL COORDINATING COMMITTEE
CHATTANOOGA-HAMILTON COUNTY/NORTH GEORGIA
TRANSPORTATION PLANNING ORGANIZATION

AMENDED ON: May 6, 2014

ARTICLE I – NAME

The name of the organization shall be the Chattanooga-Hamilton County/North Georgia Transportation Planning Organization Technical Coordinating Committee (TCC).

ARTICLE II – COMPOSITION

The Technical Coordinating Committee (TCC) shall be composed of representatives of public agencies having transportation or transportation related planning, programming, and/or implementation responsibilities in the Chattanooga Urban Area (Hamilton County and portions of the North Georgia Counties of Dade, Catoosa and Walker). Members may be added through an approved revision of these By-laws by the TCC and the Executive Board. Membership by agency is as follows:

| | |
|--|--|
| Executive Director | Chattanooga-Hamilton County Regional Planning Agency |
| Transportation Dept. Administrator | City of Chattanooga, Tennessee |
| City Transportation Engineer | City of Chattanooga, Tennessee |
| Engineering Manager | City of Chattanooga, Tennessee |
| Public Works Administrator | Hamilton County, Tennessee |
| County Engineer <u>or</u> Director of Engineering | Hamilton County, Tennessee |
| Engineering Projects Manager | Hamilton County, Tennessee |
| Human Services Administrator | Hamilton County, Tennessee |
| Executive Director | Northwest Georgia Regional Commission |
| Executive Director | Chattanooga Area Regional Council of Governments, Southeast Tennessee Development District |
| Executive Director | Chattanooga-Hamilton County Air Pollution Control Bureau |
| Representative | Chattanooga Area Regional Transportation Authority (CARTA) |
| Representative | Chattanooga Metropolitan Airport Authority |
| Representative | Tennessee Valley Railroad Authority |
| Representative | City of Chickamauga, Georgia |
| Representative | City of Collegedale, Tennessee |
| Representative | City of East Ridge, Tennessee |
| Representative | City of Fort Oglethorpe, Georgia |
| Representative | City of Lakesite, Tennessee |
| Representative | Town of Lookout Mountain, Tennessee |
| Representative | City of Lookout Mountain, Georgia |

| | |
|----------------------------|--|
| Representative | City of Red Bank, Tennessee |
| Representative | City of Ridgeside, Tennessee |
| Representative | City of Ringgold, Georgia |
| Representative | City of Rossville, Georgia |
| Representative | Town of Signal Mountain, Tennessee |
| Representative | City of Soddy-Daisy, Tennessee |
| Representative | Town of Walden, Tennessee |
| Representative | Catoosa County, Georgia |
| Representative | Dade County, Georgia |
| Representative | Walker County, Georgia |
| Chairman | Georgia Portion, Georgia Advisory Committee |
| Representative | Trucking Concerns within the Metropolitan Study Area |
| Representative | Multimodal Advisory Committee |
| Representative | Bike Walk Chattanooga |
| Representative | Greenways/Paths |
| Administrator | Office of Planning, Georgia Department of Transportation |
| Administrator | Intermodal Programs, Georgia Department of Transportation |
| Region II Traffic Engineer | Tennessee Department of Transportation |
| Director | Planning Division, Tennessee Department of Transportation |
| Director | Rail, Waterway, Transit Division, Tennessee Department of Transportation |
| *Division Administrator | Tennessee Division, Federal Highway Administration |
| *Division Administrator | Georgia Division, Federal Highway Administration |
| *Region IV Administrator | <u>Region IV Office, Federal Transit Administration</u> |
| *Non-Voting Members | |

ARTICLE III – DUTIES

1. The TCC is directly responsible to the Executive Board for daily administration of transportation planning, programming and implementation, relying on the TPO Coordinator to achieve coordination among technical staffs participating in the transportation planning process.
2. The TCC shall establish schedules and assign participating agencies to accomplish tasks in accordance with the approved Unified Planning Work Program and in accordance with the Executive Board policy and legislative requirements. With approval of the Executive Board, the TCC shall establish ad hoc sub-committees as deemed necessary. Sub-committees may have membership representing private agencies having transportation or transportation-related planning, programming and/or implementation responsibilities.
3. The TCC shall review progress on the development of transportation plans and programs and report status to the Executive Board as appropriate.
4. The TCC shall review and recommend transportation plans, programs, and implementation schedules resulting from the transportation planning process to comply with provisions of and collectively make progress toward the seven national performance goals [Section 1203] for Federal Highway programs as required by P. L. 112-141, The Moving Ahead for Progress in the

21st Century Act (MAP-21), passed by U. S. Congress on June 29, 2012, signed into law effective October 1, 2012 and set to expire October 1, 2014.

- a. Safety – To achieve a significant reduction in traffic fatalities and serious injuries on all public roads.
 - b. Infrastructure condition – To maintain the highway infrastructure asset system in a state of good repair.
 - c. Congestion reduction – To achieve a significant reduction in congestion on the NHS.
 - d. System reliability – To improve the efficiency of the surface transportation system.
 - e. Freight movement and economic vitality – To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development.
 - f. Environmental sustainability – To enhance the performance of the transportation system while protecting and enhancing the natural environment.
 - g. Reduced project delivery delays – To reduce project costs, promote jobs and the economy, and expedite the movement of people and goods by accelerating project completion through eliminating delays in the project development and delivery process, including reducing regulatory burdens and improving agencies' work practices.
5. The TPO TCC shall review concerns regarding transportation needs expressed by citizens participating in the Public Participation Process for the Tennessee and Georgia portions of the Study Area.

ARTICLE IV – ORGANIZATION

1. Organization of the TCC shall consist of a Chairman, Vice Chairman, and Secretary. The Executive Director of the Chattanooga-Hamilton County Regional Planning Agency shall serve as permanent Chairman of the TCC.
2. The Vice Chairman shall be elected from the membership of the TCC by a majority vote.
3. The TPO Coordinator shall act as Chairman of the Technical Coordinating Committee (TCC) in the event that the Chairman and Vice Chairman are unable to serve as Chairman, shall have the privilege to fully carry out the duties of the TCC Chairman, and shall serve as the permanent Secretary to the TCC.

ARTICLE V – DUTIES OF THE CHAIRMAN AND VICE CHAIRMAN

1. The Chairman shall preside at all meetings of the TCC.
2. The Chairman shall authenticate, by his signature, all resolutions adopted by the TCC. The Chairman shall represent the TCC at Executive Board meetings, hearings, conferences, and other events as required.

3. The Chairman shall serve as Secretary to the Executive Board and be responsible for recording proceedings of each Executive Board meeting, for preparing resolutions adopted at the meeting, and for disseminating the proceedings and resolutions.
4. In the absence of the Chairman, the Vice Chairman shall perform the duties of said Chairman. In the absence of both the Chairman and Vice Chairman, the TPO Coordinator shall perform the duties of said Chairman.

ARTICLE VI – TRANSPORTATION PLANNING COORDINATOR

1. The TPO Coordinator shall serve as a permanent secretary to the TCC and be responsible for coordinating and scheduling all TCC meetings; for recording proceedings of each meeting; for preparing minutes and resolutions as adopted; and for disseminating the minutes and resolutions adopted at the meetings.
2. The TPO Coordinator shall serve as Chairman of all ad hoc sub-committees appointed by the Executive Board and TCC.
3. The TPO Coordinator shall coordinate all activities of the Chattanooga Urban Area Transportation Planning Process, and with assistance of technical staff and Consultants when appropriate, accomplish analyses and documentation; and perform responsibilities as assigned by the approved Unified Planning Work Program and/or assigned by the Executive Board and TCC.
4. The Deputy Director of the Chattanooga-Hamilton County Regional Planning Agency shall serve as the TPO Coordinator.

ARTICLE VII – MEETINGS

1. The TCC shall meet as required to achieve coordination in the transportation planning, programming, and implementation process.
2. Each TCC member shall designate an alternate representative to attend meetings in the event of the member's absence.
3. Those members present at the TCC meeting shall constitute a quorum. A simple majority of the members present and voting at the TCC meeting shall be required for passage of resolutions. Abstentions do not count as a vote.

ARTICLE VIII – RULES OF ORDER

1. The TCC shall conduct business as prescribed in Robert's Rule of Order Revised unless prescribed otherwise by amendment to these By-laws.

ARTICLE IX – AMENDMENT TO BY-LAWS

1. These By-Laws may be amended by affirmative vote of the majority of voting members at a TCC meeting where a quorum is present.
2. A By-laws change shall be presented for consideration at any meeting of the TCC, with voting being deferred until a subsequent meeting.