

**BYLAWS  
GASTON-CLEVELAND-LINCOLN  
METROPOLITAN PLANNING ORGANIZATION (MPO)  
TECHNICAL COORDINATING COMMITTEE (TCC)**

**ARTICLE I: NAME**

The name of this organization shall be the Gaston-Cleveland-Lincoln Metropolitan Planning Organization Technical Coordinating Committee, hereinafter referred to as the “TCC.”

**ARTICLE II: PURPOSE**

The purpose and goals of this committee will be in conformance with the current *Memorandum of Understanding* and includes:

1. Responsibility for general review, guidance, and coordination of the transportation planning process for the Metropolitan Planning Area, as defined in the *Memorandum of Understanding*.
2. Facilitating the coordination between the various jurisdictions of the Metropolitan Planning Area and the North Carolina Department of Transportation.
3. Advising the policy boards of the status and needs identified through the continuing planning process and recommending to the respective local and state governmental agencies and to the MPO Board regarding any necessary actions relating to the planning process.
4. The TCC shall be responsible for the development, review and recommendations for the Prospectus, Unified Planning Work Program, Transportation Improvement Program, Urbanized Area Boundary, Metropolitan Planning Area, Federal-Aid Functional Classification System, Comprehensive Transportation Plan (CTP), and Metropolitan Transportation Plan. The TCC shall also be responsible for promoting citizen participation in the planning process and preparing documentation reports for transportation studies.

**ARTICLE III: MEMBERS**

**Section 1 - Numbers and Qualifications:**

The Committee shall consist of those specified in the *Memorandum of Understanding* (MOU). The Chief Administrative Officer of each member agency or jurisdiction will appoint a representative(s) and one (1) alternate to serve in the absence of each primary appointed representative.

**Section 2 - Terms:**

Since membership is determined by the *Memorandum of Understanding*, there is no term limitation except by change of position or by changing the MOU. The position is held for as long as that individual holds that position.

## **ARTICLE IV: OFFICERS**

### **Section 1 - Officers Defined:**

The officers of the TCC shall consist of Chair and Vice-Chair. Non-voting and ex-officio members shall not be elected as an officer. Alternates shall not be elected as an officer.

### **Section 2 - Duties:**

The Chair is the principal representative of the technical staff of the Gaston-Cleveland-Lincoln MPO concerning transportation planning matters. The Chair, at his or her discretion, may also create an executive committee to advise and assist in carrying out his duties. In addition, the Chair's duties include:

- calling and presiding at meetings,
- appointing sub-committees and acting as an ex-officio member of the appointed sub-committee, and
- setting the order of business for each meeting

In the absence of the Chair, the Vice-Chair shall preside. In the event that the Chair is unable to carry out his or her duties for the remainder of their term, the Vice-Chair shall carry out the functions of the Chair for the remainder of the year.

### **Section 3 - Elections:**

Officers shall be elected annually from the members of the TCC at the first regular meeting of the calendar year. This should be the first agenda item, after which the newly elected Chair and Vice-Chair shall take office.

### **Section 4 - Terms of Office:**

The Chair and Vice-Chair shall not serve more than two (2) consecutive, one-year terms in the same office. This does not prohibit them from being elected again in the future.

## **ARTICLE V: MEETINGS**

### **Section 1 - Regular Meetings:**

The first meeting of the calendar year will be in January. Meetings shall be held bi-monthly on the second Wednesday of each month.

### **Section 2 - Special Meetings:**

Special meetings may be called by either the Chair or Vice Chair of the TCC only if there are time sensitive items. If a formal meeting cannot be conducted, e-mail, conference call, faxes or proxy voting shall be used. The purpose of the meeting shall be stated in the call, with no other agenda items permissible. At least forty-eight (48) hours notice shall be given.

### **Section 3 - Quorums:**

A quorum is constituted by the presence of at least fifty-one percent (51%) of the voting representatives in Good Standing from local municipalities, counties, and transit providers as listed in the *Memorandum of Understanding*. All other voting

representatives and all non-voting, ex-officio members shall not count toward the quorum.

**Section 4 - Attendance:**

Each voting member's representative(s) and/or their alternate shall be expected to attend each meeting, provided at least ten (10) business days notice of the meeting is provided.

The TCC and all its sub-committees shall conduct their business in compliance with the State of North Carolina's Open Meetings Law.

**Section 5 – Good Standing**

A voting member is not in Good Standing if that member has not attended three (3) consecutive meetings. Upon the third absence of a member, the Chair will send to the Chief Administrative Officer of the jurisdiction or agency of the member in question a letter indicating the number of absences and requesting that the individual be instructed to attend. A member that is not in Good Standing because of absences will automatically become in Good Standing upon attending two (2) successive meetings.

A voting member is not in Good Standing if that member's agency has not paid its portion of the local match share of the Unified Planning Work Program for three quarters, successive or not, per the *Memorandum of Understanding*. A member that is not in Good Standing because of non-payment will automatically become in Good Standing upon remitting payment for the three unpaid quarters and most recent quarter.

**Section 6 - Agenda:**

The agenda is the list of considerations for discussion at a meeting. Items on the agenda originate as a carryover from previous TCC meetings, or are placed on the agenda prior to its distribution by any member of the TCC, by request from any jurisdiction party to the *Memorandum of Understanding*, or by request of the Chair of the TCC or the Director of the Lead Planning Agency. Members of the TCC should submit their items for the agenda to the MPO Coordinating Planner fifteen (15) business days before the next regularly scheduled meeting. Additional items may be placed on the regular agenda following discussion of the last item on the regular agenda as long as a majority concurrence of the eligible voting members present at any meeting is received.

**Section 7 - Voting Procedures:**

The Chair or any member's representative may call for a vote on any issue, provided that it is seconded and within the purposes set forth in Article II and provided the issue is on the agenda as outlined in Section 6 of this article. Each representative (or alternate) of a voting member in Good Standing shall have one (1) vote, and a majority vote of the representatives (and/or alternates) present shall constitute approval of any resolution. The Chair is permitted to vote, but representatives and/or alternates from non-voting, ex-officio members are not. Abstentions are permitted by a simple majority vote of the TCC. Members may ask to be excused from voting on an issue provided that there is a legitimate conflict of interest and the TCC votes that the member be excused. Unexcused

abstentions shall be considered as a yes vote. In the absence of any direction from the Bylaws, *Robert's Rules of Order* will designate procedures governing voting.

**ARTICLE VI: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order* shall govern the TCC in all cases to which they are applicable and in which they are not inconsistent with the *Memorandum of Understanding*, these bylaws and any special rules of order the TCC may adopt.

**ARTICLE VII: AMENDMENTS TO BYLAWS**

Amendments to the Bylaws of the TCC shall require the affirmative vote of at least fifty-one percent (51%) of the representatives in Good Standing (as outlined in the *Memorandum of Understanding*) provided, however, that written notice of the proposed Amendment has been sent to each member of the committee at least one (1) week prior to the meeting at which the amendment is to be considered, and provided that such amendment does not conflict with the letter of fundamental intent of the *Memorandum of Understanding* governing this document. The *Memorandum of Understanding* shall carry precedence over the Bylaws of the TCC in the event of any conflict.

Adopted September 11, 2013