

BYLAWS

DURHAM – CHAPEL HILL – CARRBORO METROPOLITAN PLANNING ORGANIZATION TECHNICAL COMMITTEE

ARTICLE I – NAME

The name of this organization shall be the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization Technical Committee, hereinafter referred to as the “TC”.

ARTICLE II – PURPOSE

The purpose and goals of this committee shall be:

1. To provide general review, guidance and coordination of the continuing, cooperative, comprehensive multi-modal transportation process in the Durham-Chapel Hill-Carrboro Urban Area.
2. To prepare and make recommendations to local, state and federal governmental agencies, and the MPO Board regarding any necessary actions relating to the continuing transportation planning process.
3. To develop, review, and make recommendations for approval and changes to the Prospectus, Unified Planning Work Program (UPWP), Transportation Improvement Program (TIP), National Highway System (NHS), Functional Classification (FC), Metropolitan Planning Area boundary (MPA), Metropolitan Transportation Plan (MTP), and Comprehensive Transportation Plan (CTP), and planning citizen participation, and documenting reports of various transportation studies.
4. To facilitate coordination and communication between policy boards and agencies represented on the MPO Board and TC.
5. To facilitate coordination of multi-modal transportation planning with other planning efforts such as those concerning land use, public utilities and maintenance of air quality.

ARTICLE III – MEMBERS

Section 1 – Number and Qualifications:

As specified in the Memorandum of Understanding dated March 12, 2014, the Technical Committee shall include as voting members:

A. The City of Durham	(5 representatives)
B. The Town of Chapel Hill	(3 representatives)
C. The Town of Carrboro	(2 representatives)
D. The Town of Hillsborough	(1 representative)
E. Durham County	(3 representatives)
F. Orange County	(3 representatives)
G. Chatham County	(1 representative)
H. N. C. Department of Transportation	(5 representatives)
I. Triangle J Council of Governments	(1 representative)
J. Duke University	(1 representative)
K. N. C. Central University	(1 representative)
L. The University of North Carolina	(1 representative)
M. The Raleigh-Durham Airport Authority	(1 representative)
N. Triangle Transit	(1 representative)
O. The Research Triangle Foundation of NC	(1 representative)
P. The N. Department of Environment and Natural Resources	(1 representative)
TOTAL	31 representatives

The City of Durham's membership shall not include members of the Lead Planning Agency staff.

In addition to voting members, the following agencies shall have one (1) non-voting representative:

- a. The Federal Highway Administration
- b. The Federal Transit Administration
- c. The U.S. Army Corps of Engineers

- d. The U.S. Environmental Protection Agency
- e. The U.S. Fish and Wildlife Service
- f. The N.C. Department of Cultural Resources
- g. The N.C. Department of Commerce
- h. The U.S. Department of Housing and Urban Development
- i. The N.C. Railroad Company
- j. The N.C. Trucking Association
- k. The N.C. Motorcoach Association
- l. Regional Transportation Alliance

Representatives and alternates will be designated by the chief executive officer of each represented agency. Designations will be made in writing and submitted to the Lead Planning Agency.

ARTICLE IV – OFFICERS

Section 1 – Officers Defined:

The TC shall, upon majority vote of its present and eligible voting members, appoint one voting member of the Committee to act as Chair and one voting member to act as Vice-Chair.

Section 2 – Elections:

The Chair and Vice Chair shall be elected annually at the first regularly scheduled meeting of the calendar year. The newly elected Chair and Vice-Chair shall take office immediately upon being elected.

Section 3 – Terms of Office:

The term of office shall be one year. Officers may serve up to two consecutive terms. Each officer shall hold office until his/her successor has been duly elected or until his/her earlier death, resignation, disqualification, incapacity to serve, or removal from the Committee by his/her chief executive officer.

Section 4 – Rotation of Officers:

The Chair shall rotate among the jurisdictions represented in Durham County, Orange County, and Chatham County so that successive chairs come from different counties (for example, if the Chair is from the City of Durham or Durham County, the next Chair shall be from Carrboro, Chapel Hill, Hillsborough, Orange County, or Chatham County). The Vice-Chair shall be from a jurisdiction located in either of the two other counties (i.e., both officers shall not be from that same county).

Section 5 – Duties of Officers:

The Chair shall call and preside at meetings and appoint committees. The Chair shall appoint a clerk who will provide or otherwise delegate staff service for the TC, as needed, and will be responsible for taking summary minutes of the Committee's proceedings. The Clerk will maintain a current copy of these Bylaws as an addendum to the Memorandum of Understanding, to be distributed to the public upon request.

In absence of the Chair, the Vice-Chair shall preside and complete all other duties of the Chair.

ARTICLE V – MEETINGS

Section 1 – Regular Meetings:

Meetings will be held on a regular meeting schedule approved by the Committee. Meeting notices and agendas are to be distributed in sufficient time for them to have been received by each committee member no later than three business days prior to the meeting. Unless otherwise stated, all meetings will begin at 9:00 A.M. Regular meetings may be canceled by the Chair should there be insufficient business on the Committee's tentative agenda.

Section 2 – Special Meetings:

Special meetings may be called by the Chair or at the request of the majority of the eligible voting members. At least seven (7) days notice shall be given.

Section 3 – Quorums:

A quorum shall be constituted by the presence of at least fifty percent (50%) of the eligible voting members. Members who are present but are not eligible to vote shall not be counted towards the quorum.

Section 4 – Attendance:

Each member shall be expected to attend each regular meeting and each special meeting provided at least seven (7) days notice is provided.

A member may appoint an alternate to serve in his/her absence provided that: (1) the member informs the Clerk of the Committee prior to the meeting which the alternate will attend; and (2) the alternate is previously approved by the chief executive officer of the agency represented. This notification shall authorize the alternate to act as a present and eligible voting member in the member's absence.

Voting members absent from three (3) consecutive meetings will be considered ineligible to vote as of the third meeting. A member's voting privileges will be restored at the second consecutive meeting that the member attends.

Section 5 – Agenda:

The agenda is a list of considerations for discussion at a meeting. Items on the agenda originate as a carryover from previous TC meetings, or are placed on the agenda prior to its distribution by any member of the TC, by request from any jurisdiction party to the Memorandum of

Understanding, or by the request of a member of the MPO Board. 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 present and eligible voting members is received. Items may be placed on the agenda by citizens with majority concurrence of the eligible voting committee members present at any meeting.

Section 6 – Voting Procedures:

The Chair and any member 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 5 of this article. Each voting member of the TC shall have one vote. A majority vote of the members (or their authorized alternates) present and eligible to vote shall be sufficient for approval of matters coming before the Committee. The Chair is permitted to vote, however, non-voting members and unauthorized alternates are not permitted to vote. In the absence of any direction from these Bylaws, *Robert's Rules of Order* will designate procedures governing voting.

ARTICLE VI – AMENDMENTS TO BYLAWS

Amendments to these Bylaws of the TC shall require the affirmative vote of at least two-thirds of the TC's eligible voting members, provided that written notice of the proposed amendment has been received by each member at least seven (7) days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the Memorandum of Understanding governing this document. In the event of any conflict, the Memorandum of Understanding shall carry precedence over these Bylaws.

Approved by the Technical Committee on August 27, 2014