

**GREATER HICKORY METROPOLITAN PLANNING ORGANIZATION
(GHMPO)
TECHNICAL COORDINATING COMMITTEE (TCC)**

BY LAWS

February 2003

ARTICLE I – NAME

The name of this organization shall be the Greater Hickory Metropolitan Planning Organization Technical Coordinating Committee, hereinafter referred to as the “TCC”.

ARTICLE II – PURPOSE

The purpose and goals of the TCC shall be:

1. To provide general review, guidance and coordination of the continuing, cooperative, comprehensive transportation planning process for the Hickory Urban Area.
2. To prepare and make recommendations to the Greater Hickory Metropolitan Planning Organization (UMPO) regarding matters related to transportation planning.
3. To facilitate coordination and communication between policy boards and agencies represented on the UMPO and TCC
4. To facilitate coordination of transportation planning with other planning efforts such as those concerning land use, public utilities, and maintenance of air quality.
5. To facilitate public involvement regarding transportation planning issues.

ARTICLE III – MEMBERS

Section 1 – Number and Qualifications:

As specified in the Memorandum of Understanding, the TCC shall include one non-elected, technical representative from each local, State and Federal governmental agency directly related to and concerned with the transportation planning process for the planning area. The City of Hickory shall have two non-elected technical representatives. The each member agency shall designate that agency’s representative.

Section 2 – Terms of Office:

There shall be no limitation on the length of time members may serve on the TCC subject to the authorization to do so by their respective agency or local government.

Section 3 – Alternates:

Each member agency may appoint an alternate to its representative. That alternate member may serve as a full voting member during any meeting where that agency’s representative is not in attendance.

ARTICLE IV – OFFICERS

Section 1 – Officers Defined:

The officers of the TCC shall consist of a Chair, and a Vice-Chair, who shall be elected by and from amongst voting TCC members.

Section 2 – Elections:

The Chair and Vice-Chair shall be elected and can remain in office until a successor has been duly elected. The newly elected Chair and Vice-Chair shall take office immediately following the election. The Chair must have served as a TCC member (delegate or alternate) for one full year immediately prior to election.

Additional elections may be held if either the Chair or Vice-Chair cannot carryout his/her duties and complete the remainder of the appointed term.

Section 3 – Terms of Office:

The term of office for officers shall be two years. Elections shall be held every two years and officers may serve consecutive two-year terms.

Section 4 – Duties of Officers:

The Chair shall call and preside at meetings and sub-committee meetings, and shall set the order of business (agenda) for each meeting. In the Chair’s absence, the Vice-Chair shall preside and complete all other duties of the Chair. In the event that the Chair is unable to carryout his/her duties for the remainder of his/her term, the Vice-Chair shall carry out the functions of the Chair for the remainder of the term and a new Vice-Chair shall be elected.

Section 5 – Duties of the Secretary:

Western Piedmont Council of Government's Transportation Manager will serve as Secretary and shall provide or otherwise delegate staff service for the TCC, as needed, and will be responsible for taking summary minutes of the Committee's proceedings. The Secretary will maintain a current copy of these Bylaws as an addendum to the Memorandum of Understanding, to be distributed to the public upon request.

ARTICLE V – MEETINGS

Section 1 – Regular Meetings:

Meetings will be held on the fourth Wednesday of evenly numbered months. The Chair may cancel regular meetings if there is insufficient business on the TCC's tentative agenda or reschedule meetings as appropriate.

Section 2 – Special Meetings:

Special meetings may be called by the Chair with three (3) business days' notice, or at the request of the majority of the eligible voting members with three (3) business days' notice. The purpose of the meeting shall be stated in the call.

Section 3 – Quorums:

A Quorum shall consist of:

- at least fifty-one percent (51%) of the total membership for regular meetings, and
- at least fifty-one percent (51%) of the total membership for special meetings.

In calculating quorum, the number of TCC representatives, not the number of agencies represented, shall be the determining factor. Quorum shall be determined at the beginning of meetings. During meetings (or portions of meetings) during which no quorum is present, members may present and receive reports and information, and communication may be shared; however actions and decisions can only be taken and made in meetings at which a quorum is present.

Section 4 – Attendance:

Each voting member shall be expected to attend each regular meeting. Voting members (or their authorized alternates) not attending three (3) consecutive regular meetings will be considered non-voting members for the purpose of determining a quorum as of the fourth meeting. A member's or alternate's voting privileges will be reinstated automatically by his/her attendance at a subsequent TCC meeting.

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 TCC meetings, or are placed on the agenda prior to its distribution by any voting member of the TCC, by request from any jurisdiction party to the Memorandum of Understanding, or by the request of the UMPO Chair. Additional items may be placed on the agenda by any voting member following discussion of the last item on the agenda, as long as a majority concurrence of the present and eligible voting members is received.

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

Section 6 – Voting Procedures:

The Chair and/or any present voting member (or alternate eligible to vote) may call for a vote on any issue, provided that it is seconded and within the purposes set forth in Article II. Each voting member of the TCC shall have one vote. If a single individual represents more than one agency or jurisdiction, the designated representative shall cast one vote for each agency/jurisdiction represented.

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 TCC. The Chair is permitted to vote. Non-voting members and unauthorized alternates cannot vote. Abstentions shall be considered as affirmative votes. By approval of the voting membership of the TCC present, a voting member may be allowed to withdraw from voting on an issue. In the absence pursuant of any direction from these Bylaws or other duly adopted voting procedures pursuant to certain approval actions, the most current edition of *Robert's Rules of Order* will designate procedures governing voting.

ARTICLE VI – PARLIAMENTARY PROCEDURES

The rules contained in the most 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, the MUMPO Bylaws, these Bylaws, or any special rules of order the TCC may adopt.

ARTICLE VII – AMENDMENTS TO BYLAWS

The UMPO shall adopt a set of Bylaws for the UMPO and the TCC. Amendments to either set of Bylaws shall occur by a $\frac{3}{4}$ vote of the UMPO.