



Jacksonville Urban Area
Metropolitan Planning Organization

BYLAWS

JACKSONVILLE URBAN AREA METROPOLITAN PLANNING ORGANIZATION TECHNICAL COORDINATING COMMITTEE

ARTICLE I - NAME

The name of this organization shall be the Jacksonville Urban Area Metropolitan Planning Organization Technical Coordinating Committee, hereinafter referred to as the "TCC".

ARTICLE II - PURPOSE

The purpose and goals of the TCC shall be to:

- Provide general review, guidance, and coordination of the transportation planning process in the Jacksonville Urban Area.
- Make recommendations to the respective local, State, and Federal governmental agencies and the Transportation Advisory Committee (TAC) regarding any necessary actions relating to the continuing transportation planning process.
- Be responsible for development, review, and recommendation for approval of the Prospectus, Unified Planning Work Program, Transportation Improvement Program, Federal-Aid Urban Systems and Boundaries, Long Range Transportation Plan, Public Participation Plan and documentation of transportation studies.

ARTICLE III – MEMBERS

Section 1 – Number and Qualifications

As specified in the Memorandum of Understanding (Agreement No. 3-24-82), the Technical Coordinating Committee shall include technical representatives from all local and State governmental agencies directly related to and concerned with the

transportation planning process for the planning area. The voting membership shall comprise the following:

- Deputy City Manager, City of Jacksonville;
- Development Services Director, City of Jacksonville;
- Public Services Director, City of Jacksonville;
- Deputy County Manager, Onslow County;
- Director of Planning and Development, Onslow County;
- Executive Director, Jacksonville - Onslow Economic Development;
- Division 3 Engineer, North Carolina Department of Transportation;
- Representative, Transportation Planning Branch, NCDOT;
- Executive Director, Onslow United Transit System

Additionally, the following will serve as advisory, non-voting members to the Technical Coordinating Committee:

- Transportation Planner, North Carolina Division, FHWA;
- District Engineer, Division 3, District 1, NCDOT;
- Division Planning Engineer, Division 3, NCDOT;
- Director, Public Transportation Division, NCDOT;
- Streets Superintendent, City of Jacksonville;
- Public Safety Director, City of Jacksonville;
- Representative, Jacksonville Transit;
- **Traffic Signal System Engineer, City of Jacksonville;**
- Assistant Superintendent of Auxiliary Services, Onslow County Schools;
- Director, Albert J. Ellis Airport;
- Director, Ports Planning and Development, NC State Ports Authority;
- Technical representative, Office of the Assistant Chief of Staff, Facilities, MCB Camp Lejeune;
- Technical representative, Office of the Assistant Chief of Staff, Logistics, MCB Camp Lejeune;
- Technical representative, S-4 Office MCAS New River;
- Security and Emergency Services, MCIEAST-MCB Camp Lejeune;
- Safety Department, MCIEAST-MCB Camp Lejeune

Section 2 – Terms of Office

There shall be no limitation on the length of time a member may serve on the TCC, subject to the authorization to do so by their respective agency's chief administrative officer.

Section 3 – Alternates

Each member agency may appoint an alternate for its representative, provided the alternate also meets the same qualifications of membership. That alternate member may serve as a full voting member during any meeting where that agency's representative is not in attendance. Proxy and absentee voting are not permitted.

ARTICLE IV – OFFICERS

Section 1 – Officers Defined

The officers of the TCC shall consist of a Chairman and Vice-Chairman, to be elected by the members of the TCC. A member of the staff of the City of Jacksonville shall serve as Secretary to the Committee. The Secretary shall maintain a current copy of these Bylaws as an addendum to the Memorandum of Understanding, to be distributed to the public upon request.

Section 2 – Elections

The Chairman and Vice-Chairman shall be elected annually at the first regularly scheduled meeting of the calendar year. Additional elections may be held if either the Chairman or Vice-Chairman cannot carry out his/her duties nor complete the remainder of their appointed term.

Section 3 – Terms of Office

The term of office for officers shall be one year. Officers may serve successive terms. Each officer shall hold office until his/her successor has been duly elected or until his/her death, resignation, disqualification, incapacity to serve, or removal in accordance with the law.

Section 4 – Duties of Officers

The Chairman shall call and preside at meetings and appoint committees. In the absence of the Chairman, the Vice-Chairman shall preside and complete all other duties of the Chairman.

ARTICLE V – MEETINGS

Section 1 – Regular Meetings

Meetings will be held **bimonthly** or when deemed appropriate and advisable. Meeting notices and agendas are to be mailed in sufficient time for them to have been received by each committee member no later than seven (7) days prior to the meeting date. If there is insufficient business for a regularly scheduled meeting, as determined by the Chairman, the Secretary will notify the TCC members of the meeting's cancellation.

Section 2 – Special Meetings

Special meetings may be called by the Chairman with 48 hours notice, or at the request of the majority of the eligible voting members. Whenever possible, at least seven (7) days notice shall be given.

Section 3 – Quorums

A quorum is constituted by the presence of at least fifty percent (50%) plus one (1) of the eligible voting members at the beginning of the meeting.

Section 4 – Attendance

Each member shall be expected to attend each regular meeting and each special meeting in accordance with Article V, Sections 1 and 2. Subject to his/her member agency's chief executive officer's approval, a member may appoint an alternate to serve in his/her absence, provided that the member informs the Secretary of the Committee prior to the meeting which the alternate will attend. This notification shall authorize the alternate to vote in the member's absence. A voting member (or authorized alternate) not attending three (3) consecutive meetings will be considered a non-voting member for the purpose of determining a quorum as of the third meeting. A member's (or authorized alternate's) voting privileges will be reinstated automatically by his/her attendance at a later 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 member of the TCC, by request from any jurisdiction party to the Memorandum of Understanding, or by the request of the Chairman of the Transportation Advisory Committee (TAC). 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.

Section 6 – Voting Procedures

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 TCC shall have one vote. The Chairman is permitted to vote. Abstentions shall be considered affirmative votes. By approval of the TCC, a member may withdraw from voting on an issue. Motions to reconsider shall be in accordance with Robert's Rules of Order, except that the motion and second shall be made by members of the prevailing side. In the absence of any direction from these Bylaws or other duly adopted voting procedures pursuant to certain approval actions, Robert's Rules of Order will designate procedures governing voting.

ARTICLE VI – AMENDMENTS TO BYLAWS

Amendments to these Bylaws of the TCC shall require the affirmative vote of at least two-thirds of the 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 item 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.

Adopted

Date

Reginald Goodson, TCC Chair

Anthony Prinz, Secretary

Amended: January 8, 2015