



## **BYLAWS**

### **JACKSONVILLE URBAN AREA METROPOLITAN PLANNING ORGANIZATION**

#### **TRANSPORTATION ADVISORY COMMITTEE**

##### **ARTICLE I - NAME**

The name of this organization shall be the Jacksonville Urban Area Metropolitan Planning Organization Transportation Advisory Committee, hereinafter referred to as the "TAC".

##### **ARTICLE II - PURPOSE**

As specified in the Amended Memorandum of Understanding dated May 20, 2021, the purpose and goals of the TAC shall be:

- To serve as a forum for cooperative transportation planning decision-making for the Metropolitan Planning Organization.
- To keep the policy boards informed of the status and requirements of the transportation planning process.
- To assist in the dissemination and clarification of the decisions, inclinations, and policies of the policy boards.
- To ensure meaningful citizen participation in the transportation planning process.

##### **ARTICLE III – RESPONSIBILITIES**

As specified in the Amended Memorandum of Understanding dated May 20, 2021, the responsibilities of this committee shall include:

- Review and approval of the transportation planning work program.
- Review and approval of the Transportation Improvement Program for multimodal capital and operating expenditures and to insure coordination between local and State capital and operating improvement programs.
- Endorsement, review and approval of changes to the adopted Transportation Plan. As required by General Statutes Section 136-66.2 revisions to the Thoroughfare Plan must be jointly approved by the local governing boards and the North Carolina Department of Transportation.

- Endorsement, review, and approval of changes to the Federal-Aid Highway System and Federal-Aid Urbanized Area Boundary.
- Endorsement, review, and approval of a Prospectus for transportation planning which defines work tasks and responsibilities for the various agencies participating in the transportation planning process. And,
- Establishment of goals and objectives for the transportation planning process.

**ARTICLE IV – MEMBERS**

**Section 1 – Number and Qualifications:**

As specified in the Amended Memorandum of Understanding dated May 20, 2021, the Transportation Advisory Committee membership and voting structure shall be:

# of Members	Town/Municipality/County	Voting Status
2	Jacksonville City Council	Yes
2	Onslow County Board of Commissioners	Yes
1	NC Board of Transportation	Yes
1	Holly Ridge Town Council	No
1	Richlands Board of Alderman	No
1	Swansboro Board of Commissioners	No
1	North Topsail Beach Board of Aldermen	No

It is anticipated that the Division Administrator, Federal Highway Administration, or his representative; Assistant Chief of Staff, Facilities, MCB, Camp Lejeune; Assistant Chief of Staff, Logistics, MCB, Camp Lejeune; S-4 Officer, Marine Corps Air Station (H), New River; and several community leaders will serve as consulting non-voting members to the TAC.

**Section 2 – Terms of Office:**

Members of the TAC shall be designated by the governing boards that they represent. Members shall remain in office until; (1), their designation has been rescinded by their respective governing board; (2), their governing board has designated a duly qualified replacement member, or; (3), their membership in their respective governing board has ceased.

**Section 3 – Alternates:**

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

## **ARTICLE V – OFFICERS**

### **Section 1 – Officers Defined:**

The officers of the TAC shall consist of a Chairman and Vice-Chairman, to be elected by the members of the TAC. A member of the staff of the Jacksonville Transportation Services Department 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. The Chairman shall be a representative from the Jacksonville City Council, and the Vice-Chairman shall be a representative from the Onslow County Board of Commissioners. The newly elected Chairman and Vice-Chairman shall take office immediately following the election. 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 have been duly elected or until his/her earlier 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 VI – MEETINGS**

### **Section 1 – Regular Meetings:**

Meetings will be held once every two months or when it is deemed appropriate and advisable. Meeting notices and agendas are to be distributed 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 TAC 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 – Virtual Meetings**

Virtual meetings will be hosted by a MPO staff liaison who will create and send the meeting invitation to all Board Members as well as interested parties. This meeting invitation will also be published on JUMPO's website to comply with open meeting laws of North Carolina and to allow for a public comment period.

The staff meeting liaison will conduct a roll call for attendance at the beginning of each meeting. Before speaking, making a motion or seconding a motion, the person should state their name. After a motion and second has been made, the chairperson should call a roll call vote.

### **Section 4 – Quorums:**

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

### **Section 5 – Attendance:**

Each member shall be expected to attend each regular meeting and each special meeting in accordance with Article VI, Sections 1 and 2. For members not attending three (3) consecutive TAC meetings, the Chairman will send to the chief elected officer of the jurisdiction of the member in question, a letter indicating the number of absences and requesting reaffirmation or redesignation of the jurisdiction's representative.

### **Section 6 – Agenda:**

The agenda is a list of considerations for discussion at a meeting. Items on the agenda originate as a carryover from previous TAC meetings, or are placed on the agenda prior to its distribution by any member of the TAC, by request from any jurisdiction party to the Memorandum of Understanding, or by the request of the Chairman of the Technical Coordinating Committee (TCC). 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.

As part of a Consent Agenda, the TAC may act on routine administrative items or items deemed by the TCC as non-controversial in one motion if no member or the public wishes an item be removed and discussed on the regular agenda. Members of the TAC may raise questions, seek clarification or add directions to Consent Agenda items without removing the item from the Consent Agenda as long as no other member objects to the change.

### **Section 7 – Voting Procedures:**

The Chairman and any member may call for a vote on any issue provided that it is seconded and within the purposes set forth in the Memorandum of Understanding. Non-voting members and unauthorized alternates are not permitted to vote. Each voting member of the TAC shall have one vote, and a majority vote of those present and voting shall constitute approval of any motion. By approval of the TAC, a member may withdraw from voting on an issue. Abstentions shall be considered affirmative votes. Motions to reconsider shall be in accordance with Robert's Rules of Order. 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 VII – AMENDMENTS TO BYLAWS**

Amendments to these Bylaws of the TAC shall require the affirmative vote of at least two thirds (2/3) 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

8/19/2021  
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Date

  
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Robert Warden  
TAC Chair

  
\_\_\_\_\_  
Anthony Prinz  
Secretary