

**BYLAWS OF THE
KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
EXECUTIVE BOARD**

ARTICLE I – NAME

The name of the organization shall be the Kingsport Metropolitan Transportation Planning Organization Executive Board.

ARTICLE II – MEMBERSHIP

The Executive Board shall be composed of principal elected officials of governmental jurisdictions participating in the Kingsport Urban Area transportation planning process. The following officials shall constitute the Executive Board membership:

VOTING MEMBERS

Governor
Governor
Mayor
Mayor
Mayor
Executive Director
LENOWISCO Planning District
Executive Director

REPRESENTING

State of Tennessee
Commonwealth of Virginia
City of Kingsport
Sullivan County
Hawkins County, Church Hill, Mount Carmel*
First Tennessee Development District
Scott County, Weber City, Gate City
(all areas of Virginia in Kingsport Urbanized area)

Each voting member will be apportioned one vote.

**Note: These three agencies send one voting member to represent all three jurisdictions.*

NON-VOTING MEMBERS

FHWA – TN Division
FHWA – VA Division
FTA – Region III
FTA – Region IV

ARTICLE III – DUTIES

The Executive Board constitutes the forum for cooperative transportation decision-making in the Kingsport Urban Area with the following responsibilities:

1. Overall MTPO policy;
2. Administrative and fiscal control;

3. Review and approval of all transportation planning, programming, and implementation activities within the purview of the MTPO;
4. Establish ad hoc or study committees as required to ensure a cooperative, comprehensive, and continuing transportation planning process and to carry out special projects or studies as needed.

ARTICLE IV – ORGANIZATION

1. The organization of the Executive Board shall consist of a Chairman, Vice-Chairman, and Secretary.
2. The Mayor of the City of Kingsport, or his/her designee, shall serve as the permanent Chairman of the Executive Board.
3. The Executive Board shall elect a Vice-Chairman from its membership. Such election shall be by a majority of that membership and take place on the first meeting of the calendar year and the term of office shall be for one year or until such time new officers are elected. There shall be no limitation on the number of successive terms a Vice-Chairman may serve, provided membership on the Executive Board is maintained.
4. The MTPO Coordinator shall serve as the permanent Secretary to the Executive Board. The Secretary shall coordinate and schedule all meetings of the Executive Board, prepare agendas, record proceedings and prepare minutes, prepare resolutions for adoption, and disseminate agendas, minutes, resolutions, and other information as appropriate.

ARTICLE V – DUTIES OF CHAIRMAN AND VICE-CHAIRMAN

1. The Chairman shall preside at all meetings of the Executive Board.
2. The Chairman shall authenticate, by signature, all resolutions adopted by the Executive Board.
3. The Chairman, or designated representative, may represent the Executive Board at hearings, conferences, and other events as required.
4. In the absence of the Chairman, the Vice-Chairman shall perform all duties of the Chairman.

ARTICLE VI – DUTIES OF THE MTPO COORDINATOR

1. The Executive Board shall appoint the MTPO Coordinator to carry out administrative and planning duties as determined by the Executive Board and statute.
2. The MTPO Coordinator shall be under the administrative jurisdiction of the City of Kingsport but shall be under the overall direction of the Executive Board.

ARTICLE VII – MEETINGS

1. The Executive Board shall meet as required to accomplish administrative control of the planning and implementation process.
2. Each Executive Board member may designate, in writing, an alternate representative to serve at meetings and conduct business in the member's absence.
3. A simple majority of the Executive Board membership or designated alternates shall constitute a quorum. If, in the event a simple majority is not present, business may be conducted unless the issue of a quorum is raised prior to the first action/voting item on the agenda being presented for discussion.
4. All meetings of the Executive Board are open to the public and shall be advertised according to the MTPO's adopted Public Participation Plan (PPP).
5. Virtual/Electronic/Telephonic meetings will be allowed if it is impracticable or unsafe for the public body or Executive Board to assemble in a single location and the purpose of the meeting is to conduct business statutorily required or necessary to continue MTPO operations. For meetings conducted in this manner, it is understood a quorum will not physically be gathered in one location. The Executive Board must make reasonable efforts to ensure that public access to the meeting via electronic means is live access. If live public access cannot be provided, despite reasonable efforts, the Executive Board must make a clear audio or video recording of the meeting available to the public as soon as practicable following the meeting. The fact the meeting was held by electronic communication means, the reason the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the meeting minutes.

ARTICLE VIII – RULES OF ORDER

1. The Executive Board shall conduct business as prescribed in *Robert's Rules of Order* unless prescribed otherwise by these Bylaws.

2. The Secretary of the Executive Board shall be the Board's Parliamentarian.

ARTICLE IX – AMENDMENT TO BYLAWS

1. These Bylaws may be amended by affirmative vote of a quorum at any Executive Board meeting.

ARTICLE X – EFFECTIVE DATE

1. Any other rules, procedures, or Bylaws of the Executive Board previously adopted are repealed.
2. These Bylaws shall be effective upon adoption.



James Phillips, Chairman
Kingsport MTPO Executive Board

12/7/2020
Date



Lesley Phillips
Kingsport MTPO Staff

12/7/2020
Date