

**BYLAWS OF THE
KINGSPORT METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
TECHNICAL COORDINATING COMMITTEE**

ARTICLE I – NAME

The name of the organization shall be the Kingsport Metropolitan Transportation Planning Organization Technical Coordinating Committee (TCC).

ARTICLE II – MEMBERSHIP

The Technical Coordinating Committee shall be composed of the department heads and administrative leaders of each agency having transportation or related planning, programming, or implementation responsibility in the Kingsport Urban Area. The following officials shall constitute the TCC membership:

VOTING MEMBERS

City Manager
Highway Commissioner
Planning Manager
Planning Director
Public Works Director
Public Works Director
Public Works Director
MTPO Coordinator
MTPO Transportation Planner
Traffic Manager
City Engineer
KATS Manager
Executive Director
TDOT Region Office
VDOT District Office

REPRESENTING

City of Kingsport
Sullivan County
City of Kingsport
Sullivan County
City of Kingsport
Town of Mount Carmel
City of Church Hill
Kingsport MTPO
Kingsport MTPO
City of Kingsport
City of Kingsport
Kingsport Area Transit Service
LENOWISCO Planning District
TDOT
VDOT

Each voting member will be apportioned one vote.

NON-VOTING MEMBERS

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

ARTICLE III – DUTIES

1. The Technical Coordinating Committee, together with Kingsport MTPO administrative staff, is responsible for carrying out the transportation planning program for the Kingsport Urban Area under the direction of the Executive Board.
2. The Technical Coordinating Committee shall review analytical documentation progress, plan and program development, and report status to the Executive Board as appropriate.
3. The Technical Coordinating Committee shall cooperatively review and approve plans, programs, and implementation schedules evolving from the transportation planning process.

ARTICLE IV – ORGANIZATION

1. The organization of the Technical Coordinating Committee shall consist of a Chairman, Vice-Chairman, and Secretary.
2. The Kingsport MTPO Coordinator shall serve as permanent Chairman of the Technical Coordinating Committee.
3. The Kingsport Public Works Director, or designee, shall serve as the permanent Vice-Chairman of the Technical Coordinating Committee.
4. The Kingsport MTPO Transportation Planner shall serve as permanent Secretary to the Technical Coordinating Committee. The Secretary shall coordinate and schedule all meetings of the TCC, 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 Technical Coordinating Committee.
2. The Chairman shall authenticate, by signature, all resolutions adopted by the Technical Coordinating Committee.
3. The Chairman, or designated representative, may represent the Technical Coordinating Committee 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 – MTPO COORDINATOR

1. The MTPO Coordinator is a staff member of the City of Kingsport/Kingsport MTPO.
2. The MTPO Coordinator shall receive direction from the Executive Board through the Technical Coordinating Committee, provide data and information to participating agencies, comply with data requests from public and private sector, coordinate comprehensive urban planning with transportation planning, and coordinate all activities of the transportation planning process with the MTPO staff.
3. The MTPO Coordinator shall serve as Chairman of all ad-hoc subcommittees appointed by the Executive Board and Technical Coordinating Committee.

ARTICLE VII – MEETINGS

1. The Technical Coordinating Committee shall meet as required to achieve coordination in the transportation planning, programming, and implementation process.
2. Each Technical Coordinating Committee member may designate, in writing, an alternate representative to attend meetings and conduct business in the member's absence.
3. A simple majority of the Technical Coordinating Committee 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 Technical Coordinating Committee 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 Technical Coordinating Committee 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 TCC 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 TCC 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 Technical Coordinating Committee shall conduct business as prescribed in Robert’s Rules of Order unless prescribed otherwise by these Bylaws.
2. The Secretary of the Technical Coordinating Committee 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.
2. The Technical Coordinating Committee, by affirmative vote of a quorum, can request changes to these Bylaws through the Executive Board. Final approval requires an affirmative vote of a quorum of the Executive Board.

ARTICLE X – EFFECTIVE DATE

1. Any other rules, procedures, or Bylaws of the Technical Coordinating Committee 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