

**CHARLOTTE REGIONAL TRANSPORTATION PLANNING  
ORGANIZATION (CRTPO)  
TECHNICAL COORDINATING COMMITTEE**

**BY LAWS**

**REVISION I 9-9-13  
REVISION II 5-7-20**

ARTICLE I – NAME

The name of this organization shall be the Charlotte Regional Transportation 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 planning area of the Charlotte Regional Transportation Planning Organization (CRTPO).
2. To prepare and make recommendations to the Charlotte Regional Transportation Planning Organization (CRTPO) regarding matters related to transportation planning.
3. To facilitate coordination and communication between policy boards and agencies represented on the CRTPO 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 – Members and Qualifications:**

The TCC shall include one non-elected, technical representative from local, county, State and Federal governmental agencies directly related to and concerned with the transportation planning process for the planning area. The chief administrative officer of each member agency shall designate that agency’s representative. Elected officials

representing jurisdictions with the MPO's boundary shall not serve as TCC members or alternates. TCC members or alternates must be employees of the jurisdiction they represent.

#### TCC Membership

1. Charlotte Department of Transportation Director
2. Charlotte-Douglas International Airport Aviation Director
3. Charlotte General Services Department Director
4. Charlotte Planning, Design and Development Department Director
5. City of Monroe
6. City of Statesville
7. Iredell County Director of Planning, Development and Transportation
8. Mecklenburg County Air Quality
9. The Metropolitan Transit Commission's Chief Transit Officer
10. N.C. Department of Transportation (NCDOT) Division 10 - Division Engineer
11. N.C. Department of Transportation (NCDOT) Division 12-Division Engineer
12. NCDOT Public Transportation Division Director
13. NCDOT Transportation Planning Branch Manager
14. Town of Cornelius
15. Town of Davidson
16. Town of Fairview
17. Town of Huntersville
18. Town of Indian Trail
19. Town of Marshville
20. Town of Matthews
21. Town of Mint Hill
22. Town of Mineral Springs
23. Town of Mooresville
24. Town of Pineville
25. Town of Stallings
26. Town of Troutman
27. Town of Waxhaw
28. Town of Weddington
29. Town of Wingate
30. Union County
31. Village of Marvin
32. Village of Wesley Chapel

The TCC shall also include members representing the following four focus areas:

1. Bicycle transportation planner
2. Greenway transportation planner
3. Pedestrian transportation planner
4. Public health planner

The above members must be employed by a municipal or county government that is a voting member of the CRTPO. Persons considered as qualified for the positions must be

able to demonstrate a reasonable level of experience and knowledge of the issues associated with the position being sought. The CRTPO Secretary is responsible for coordinating the candidate solicitation process. The TCC shall determine who will fill each position, doing so by voting in a manner consistent with Section 6 of this document.

**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 agencies' chief administrative officers (CAO).

**Section 3 – Alternates:**

Each member agency shall 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. Proxy and absentee voting are not permitted.

ARTICLE IV – OFFICERS

**Section 1 – Officers Defined:**

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

**Section 2 – Elections:**

The Chairperson and Vice-Chairperson shall be elected annually at the first regularly scheduled meeting of the calendar year. The newly elected Chairperson and Vice-Chairperson 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 Chairperson or Vice-Chairperson cannot carry out his/her duties and complete the remainder of the elected term.

**Section 3 – Terms of Office:**

The term of office for officers shall be one year. Each officer shall hold office until a successor has been duly elected.

**Section 4 – Duties of Officers:**

The Chairperson shall call and preside at meetings and sub-committee meetings, and shall set the order of business (agenda) for each meeting. In the Chairperson's absence,

the Vice-Chairperson shall preside and complete all other duties of the Chairperson. In the event that the Chairperson is unable to carry out his/her duties for the remainder of his/her term, the Vice-Chairperson shall carry out the functions of the Chairperson for the remainder of the term and a new Vice-Chairperson shall be elected.

**Section 5 – Duties of the Secretary:**

The Secretary will be designated by the Lead Planning Agency and also serve in the same capacity to the CRTPO. The Secretary 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 first Thursday of each month. The Chairperson 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 Chairperson 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, with no other agenda items permissible.

**Section 3 – Quorums:**

A Quorum shall consist of:

- at least fifty percent (50%) of the total membership for regular meetings, and
- at least fifty percent (50%) 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. Voting members, or their alternates, who have had voting privileges suspended due to lack of attendance will count toward establishing a quorum at the first meeting they attend.

The Chairperson may suspend the Bylaws requirement for physical attendance to constitute a quorum when a CRTPO planning area county or statewide "State of

Emergency” has been declared. The suspension for physical attendance may be enacted when voting members from one or more counties within the CRTPO planning area are physically unable to attend the meeting due to the State of Emergency declaration. Acceptable forms of remote participation consist of the use of online meeting software, teleconferencing and/or livestreaming of the meeting. At a minimum, a call-in telephone number must be provided to constitute remote participation to achieve a quorum for voting members.

In the event that the Chairperson suspends the Bylaws requirement for physical attendance, all other qualifications must be met within this section for the TCC to take action on business items.

#### **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 not be eligible to vote until they have attended two consecutive regular meetings. A member’s or alternate’s voting privileges will be reinstated automatically by his/her attendance at the next scheduled regular TCC meeting.

The Chairperson may suspend the Bylaws requirement for physical attendance to constitute a quorum when a CRTPO planning area county or statewide “State of Emergency” has been declared. The suspension for physical attendance may be enacted when voting members from one or more counties within the CRTPO planning area are physically unable to attend the meeting due to the State of Emergency declaration. Acceptable forms of remote participation consist of the use of online meeting software, teleconferencing and/or livestreaming of the meeting. At a minimum, a call-in telephone number must be provided to constitute remote participation to achieve a quorum for voting members.

In the event that the Chairperson suspends the Bylaws requirement for physical attendance, all other qualifications must be met within this section for the TCC to take action on business items.

Remote participation by residents must be incorporated into the process and must be announced by issuing a media release at least 24 hours prior to the scheduled meeting if the State of Emergency has been declared between the typical advertisement and the date of the scheduled meeting. Emergency meetings may be called on short notice, and residents should be notified by media release as soon as possible.

#### **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 CRTPO Chairperson. 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 Chairperson and 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 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. If a single individual represents more than one agency or jurisdiction, the designated representative shall cast one vote for each agency/jurisdiction represented. Jurisdictions that are to share TCC member representation must send a letter from the jurisdiction's CRTPO representative or from the CAO of the agency to the TCC Chair approving this arrangement.

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 Chairperson 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.

### **Section 6 – Comprehensive Transportation Plan Amendments:**

The TCC may approve an amendment to the Comprehensive Transportation Plan if the following conditions are met:

- i. The TCC finds the proposed alignment to be technically reasonable; and,
- ii. The proposed alignment enters and exits the affected property at the officially approved location and angle or curvature; and
- iii. The TCC finds that the proposed alignment does not move closer than 400 feet to an adjacent land owner's property boundary; or
- iv. If the proposed alignment is already within 400 feet of an adjacent property, the shift in the alignment is away from the property. or;

- v. If the shift moves the proposed alignment no more than 25% closer to the property.

#### 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 CRTPO Bylaws, these Bylaws, or any special rules of order the TCC may adopt.

#### ARTICLE VII – AMENDMENTS TO BYLAWS

Amendments to the Bylaws shall occur by a  $\frac{3}{4}$  vote of the TCC.