

**Metropolitan Planning Organization  
For the Valdosta-Lowndes Urbanized Area  
Technical Coordinating Committee Bylaws**

**Article I  
Name**

The name of this organization shall be the Technical Coordinating Committee of the Metropolitan Planning Organization for Valdosta-Lowndes County

**Article II  
Responsibilities**

1. The Technical Coordinating Committee (TCC) is the body responsible for the provision of professional and technical review of transportation plans, projects, programs, and special studies developed through the Valdosta - Lowndes Urban Transportation Study. The TCC serves as the coordinating forum of all agencies that are responsible for the provision and operation of transportation modes within the Valdosta - Lowndes Urban Transportation Study Area.
2. The Technical Coordinating Committee has the following responsibilities:
  - a. To oversee and advise the professional staff and Policy Committee of the MPO in the development of an annual Unified Planning Work Program which include transportation studies, programs, and other planning activities related to maintaining Valdosta - Lowndes Urban Transportation Study.
  - b. To advise and provide technical assistance to the MPO professional staff and the Policy Committee in the development of a Long Range Transportation Plan, the annual Transportation Improvement Program, and other special transportation studies as necessary.
  - c. To review and subsequently recommend action by the Policy Committee on transportation plans, programs, and other special projects prepared by the professional staff, or Technical Coordinating Committee of the MPO.
3. The Technical Coordinating Committee has the responsibility to review and recommend transportation plans, programs, and implementation schedules resulting from the continuing, comprehensive, and cooperative transportation process in accordance with the eight planning factors required by Section 134 (f)(1) of Title 23, U.S.C., the Safe, Accountable, Flexible, Efficient, Transportation Equity Act- A Legacy for Users (SAFETEA-LU) per final rule as published in the Federal Register/Volume 72; Wednesday, February 14, 2007 section 450.306 as follows:
  - a. Planning Factor 1: Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
  - b. Planning Factor 2: Increase the safety of the transportation system for motorized and non-motorized users;

- c. Planning Factor 3: Increase the ability of the transportation system to support homeland security and to safeguard the personal security of all motorized and non-motorized users;
- d. Planning Factor 4: Increase the accessibility and mobility options available to people and for freight;
- e. Planning Factor 5: Protect and enhance the environment, promote energy conservation, and improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- f. Planning Factor 6: Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- g. Planning Factor 7: Promote efficient system management and operation, and
- h. Planning Factor 8: Emphasize the preservation of the existing transportation system.

### **Article III Organization**

1. The MPO Policy Committee designates the membership and direction of the Technical Coordinating Committee (TCC). The TCC shall be composed of representatives of public agencies having transportation or transportation related planning, programming, and/or implementation responsibilities within the Valdosta-Lowndes Urbanized Area. Membership shall be based upon the participating agency position held, with the following positions being members:
  - a. Voting Members
    - 1) GDOT Transportation Planner
    - 2) GDOT District Engineer
    - 3) Lowndes County Engineer
    - 4) Valdosta City Engineer
  - b. Non-Voting members
    - 1) Lowndes Board of Education Bus System Representative
    - 2) Valdosta Board of Education Bus System Representative
    - 3) Local Bicycle/Pedestrian Representative
    - 4) Emergency Services Dispatch Representative
    - 5) Federal Highway Administration Representative
2. The Technical Coordinating Committee shall elect among its voting members a Chairman and Vice Chairman. Election shall take place on the first meeting of the calendar year providing there is a majority of the voting members present. The term of office shall be for one year or until such time as new officers are elected.
3. The Technical Coordinating Committee shall elect a Chairman and Vice Chairman from its voting membership by a majority vote at the first meeting of each fiscal year. Should the Chairman become vacant in mid-term, the vice Chairman shall become the Chairman; and a new vice chairman shall be elected.

Should the Vice Chairman be unable to serve as Chairman, elections shall be held for both Chairman and Vice Chairman.

4. The Chairman and Vice Chairman may succeed himself/herself with no limitations to the number of terms.
5. The Technical Coordinating Committee may establish subcommittees as needed.

#### **Article IV Duties of the Chairman and Vice Chairman**

1. The Chairman shall preside at all meetings of the Technical Coordinating Committee.
2. The Chairman shall authenticate, by his/her signature, the minutes and resolutions adopted by the Technical Coordinating Committee.
3. The Chairman shall represent the Technical Coordinating Committee at Policy Committee meetings, hearings, conferences, and other events as necessary.
4. In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman.
5. The Chairman shall direct the MPO planner to serve as the Secretary of the Technical Coordinating Committee.
6. The Chairman may serve as a liaison to the Citizens' Advisory Committee or may designate another voting member of the Technical Coordinating Committee to serve as liaison.

#### **Article V Duties of the Secretary**

1. The Secretary shall be responsible for recording the proceedings of each Technical Coordinating Committee; for preparing minutes and resolutions that are adopted; and for disseminating the minutes and resolutions adopted at the meetings.
2. The Secretary may designate an assistant to assist him/her in carrying out his/her duties.

#### **Article VI Meetings**

1. The Technical Coordinating Committee shall meet at least quarterly or as necessary to provide technical assistance to the transportation planning activities that are performed by the professional staff of the MPO and to achieve coordination among participating agencies in the implementation of a continuing, comprehensive, and cooperative planning process.

2. The presence of a simple majority of the Technical Coordinating Committee membership, at Technical Coordinating Committee meetings shall constitute a quorum for business transaction.
3. Official action on agenda items of the Technical Coordinating Committee will require a simple majority of the voting members (or their proxy) present at the Technical Coordinating Committee meeting.
4. At the first meeting of the calendar year, tentative dates for MPO meetings during the year will be set to assist committee members, participating jurisdictions, and agencies in meeting deadlines for project implementation.

**Article VII  
Rules of Order**

1. The Technical Coordinating Committee shall conduct business as prescribed in Robert's Rules of Order Revised unless prescribed otherwise by amendment to these By-laws.
2. The Secretary of the Technical Coordinating Committee shall be the Committee's Parliamentarian.

**Article VIII  
Amendment to By-laws**

1. These by-laws may be amended by an affirmative vote of a simple majority of the full voting membership of the committee, contingent upon subsequent concurrence of the Policy Committee. A proposed by-law change shall be presented for consideration at a regular Technical Coordinating Committee meeting; however, voting shall be deferred until the regular meeting following the meeting at which the bylaw change was proposed.

Date of Amended Bylaw adoption: March 13, 2007

---

Von Shipman  
Chairman, Technical Coordinating Committee of the Valdosta-Lowndes  
Metropolitan Planning Organization

ATTEST:

---

Peggy Butler-Administrative Assistant  
VLMPO