

BY-LAWS

TRANSPORTATION TECHNICAL COMMITTEE (Birmingham Metropolitan Planning Area)

**Updated April 1994
Revised January 2000
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Article 1 Name of Organization

Birmingham Metropolitan Planning Area Transportation Technical Committee

Article 2 Legal Authority

The Metropolitan Planning Organization (MPO) is the organization designated by the Governor as being responsible, together with the State, for carrying out the provisions of the Code of Federal Regulations as applicable to transportation planning in certain urban areas and apportionment of funds as well as being capable of meeting requirements of the United States Codes as applicable to federal financial assistance, long-range program, urban mass transit and air quality. These regulations also set forth requirements for establishing a proactive public involvement process.

Metropolitan Transportation Planning and Programming rules and regulations are defined under 23 CFR Part 450, 49 CFR Part 613, and 40 CFR Part 93.

Cooperative Agreements to implement these provisions have been executed among the major groups involved in transportation planning.

Included in the Agreement is the provision for a representative Transportation Technical Committee.

Article 3 Membership

Section 1 By Organization

- A. Birmingham-Jefferson County Transit Authority Representative
- B. City of Birmingham
 - Chief Planner Representative
 - Birmingham Traffic Engineer Representative
- C. Jefferson County
 - Department of Roads and Transportation County Representative
- D. Alabama Department of Transportation
 - East Central Region Representative
 - Birmingham Area Representative
- E. Shelby County
 - Shelby County Highway Department Representative
 - Shelby County Development Services Representative
- F. Jefferson County Department of Health Representative
- G. Railroad Representative
- H. Trucking Representative
- I. Bicycle / Pedestrian Representative
- J. City of Homewood Representative
- K. City of Hoover Representative
- L. City of Vestavia Hills Representative
- M. City of Alabaster Representative
- N. University of Alabama at Birmingham
 - Campus Planning Representative
 - Parking and Transportation Services Representative
- O. CLASTRAN Representative
- P. Traffic Safety Representative
- Q. REV Birmingham Representative
- R. Blount County Engineer Representative
- S. St. Clair County Engineer Representative

Section 2 At-Large

- A. Technical and Professional personnel who are not members by organization are eligible for At-Large membership.
- B. There is a maximum of 20 At-Large members.

Section 3 Non-Voting Members

- A. Federal Highway Administration Representative
- B. Federal Transit Administration Representative
- C. Alabama Department of Environmental Management Air Division Chief Representative
- D. Birmingham Business Alliance Representative
- E. Metropolitan Transportation Planning Administration Representative
- F. Environmental Coordinator (Design Bureau) Representative, Montgomery

Article 4 Membership Proxy

Section 1 Any member can designate any other member or non-member as a permanent proxy eligible to vote. The designation of a permanent proxy must be made by the member in writing. The term of a permanent proxy cannot exceed the term of the appointing member.

Section 2 In addition to a permanent proxy, a proxy for an individual meeting can be designated. A written request may be submitted in advance of the meeting. The TTC Chair may appoint a temporary proxy for an individual meeting pursuant to a voting member's verbal request followed by a confirmation in writing.

Section 3 A person can be designated as only one proxy vote per meeting.

Article 5 Membership Attendance

Section 1 At-Large membership shall be terminated upon absence of a voting member or their proxy from 50 percent or more of the regularly scheduled meetings during any twelve (12) month period. Reinstatement shall be at the discretion of the Nominating Committee.

Section 2 Quorum

No transaction of business at a regularly scheduled meeting can take place unless a majority of the current members as defined in Article 3 Sections 1 and 2 are present.

Article 6 Membership Changes

Changes to the membership of the Committee shall be made by Nominating Committee recommendation. The Nominating Committee shall be appointed by the Transportation Technical Committee Chairman.

Article 7 Responsibilities

Section 1 Make recommendations to the MPO regarding the documents and materials necessary for the MPO endorsements.

Section 2 Make recommendations to the MPO regarding the elements of the metropolitan planning process necessary to meet the requirements for certification.

Section 3 Assist the RPCGB, where possible, in the development of specific program solutions to area wide needs as identified through community research and public meetings.

Article 8 Meeting Schedule

Regularly scheduled meetings are to be held on the fourth Wednesday of each month.

Section 1 Meeting notices, to include an agenda or nature and purpose of the meeting and minutes, shall be mailed at least seven days in advance, and be posted at the offices of the Regional Planning Commission of Greater Birmingham and may be posted by Transportation Technical Committee members at additional locations.

Section 2 Special Called Meetings

A special meeting may be called by the chairman providing the membership receives a 24-hour notice. No business shall be transacted except that mentioned in the notice of the special meeting.

Article 9 Conduct of Meeting

Section 1 Roberts Rules of Order, Newly Revised Current Edition, shall be applicable concerning the conduct of scheduled business at meetings.

Section 2 Agenda items not included in the meeting notice can be discussed, but votes must be deferred until the next meeting.

Section 3 Absence of Chairman and Vice-Chairman

In the absence of the chairman and vice-chairman, the Regional Planning Commission of Greater Birmingham staff shall chair the meeting and conduct the scheduled items of business.

Article 10 Officers

Section 1 Officers

- A. A Chairman and a Vice Chairman, to be recommended by the Nominating Committee, shall serve a term of two years.
- B. The Chairman shall have the responsibility to set the agenda included with the meeting announcement, preside over the business to come before the Committee, and appoint subcommittees. He or she shall also be an ex-officio member of all subcommittees.
- C. The Vice-Chairman shall preside in the absence of the Chairman and shall chair all subcommittees appointed by the Chairman.
- D. Term of office shall commence upon the first regularly scheduled meeting in January of even numbered years.

Section 2 Staff

The Regional Planning Commission of Greater Birmingham Board of Directors is responsible for appointing staff to assist the Transportation Technical Committee in the performance of its responsibilities. The staff shall also act as Secretary.

Article 11 Subcommittees

Subcommittees shall be utilized to research and make recommendations concerning major issues, and shall be appointed by the Chairman.

Section 1 Nominating / Membership Subcommittee

The Nominating / Membership Subcommittee shall consist of 4 members as appointed by the Chairman at the first regular meeting of the calendar year.

Article 12 Amendments to By-Laws

Amendments to by-laws can be made by a two-thirds vote of the membership present and voting at a regular meeting. Previous notice must be provided at the meeting in advance of the one at which the amendment(s) is to be considered.