

BY-LAWS  
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE  
January 21, 2010

ARTICLE I – AUTHORIZATION

- 1-1. This Transportation Technical Advisory Committee is established in conformance with a Resolution by the Accomack-Northampton Planning District Commission (A-NPDC) to promote the management of transportation projects within the counties of Accomack and Northampton and to assist the Virginia Department of Transportation (VDOT) in its planning efforts for the region.
- 1-2. The official title of this body shall be the A-NPDC Transportation Technical Advisory Committee, hereinafter referred to as the “Committee.”

ARTICLE II – PURPOSE

- 2.1. The primary purposes of the Committee are to serve as a viable committee to assist local governments and residents of the Eastern Shore in understanding transportation issues for our region and to assist VDOT in creating/collecting data and work products specifically required in its agreement with the A-NPDC under the CFDA 20.205, Highway Planning and Construction, Virginia Rural Transportation Planning Program Grant program, Rural Work Program.

ARTICLE III – MEMBERSHIP

- 3.1. There shall be nine (9) voting members and nine (9) non-voting members of the Committee. Members and alternate members of each locality and agency shall be appointed by the A-NPDC; voting members and alternate voting members from VDOT are those required in the A-NPDC contract with VDOT for the RLRP; On an as-needed basis, the Committee Chair may invite additional persons to participate in committee meetings in a non-voting capacity.

**Voting members:**

County of Accomack	1 member/1 alternate
County of Northampton	1 member/1 alternate
Town of Chincoteague	1 member/1 alternate
A-NPDC	1 member/1 alternate
Accomack County Airport	1 member/1 alternate
A-N Transportation District Commission	1 member/1 alternate
Chesapeake Bay Bridge-Tunnel District Commission	1 member/1 alternate

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VDOT – Accomac Residency 1 member/1 alternate

VDOT – Planner, Engineer, Hampton Roads District 1 member/1 alternate

**Non-voting members:**

Town of Cape Charles

Town of Exmore

Town of Onancock

Bay Coast Railroad

ESAAA/CAA

Eastern Shore Center for Independent Living

Eastern Shore Community Services Board

STAR Transit

FHWA

- 3.2. The terms of office for the members shall be at the pleasure of their agency.
- 3.3. Vacancies shall be filled by appointment of the A-NPDC as in 3.1 above.
- 3.4. Terms of Committee members shall expire immediately before the beginning of the regular meeting at which their successor's term of office begins.

**ARTICLE IV – SELECTION OF OFFICERS**

- 4.1. Officers of the Committee shall consist of the Chairman, Vice-Chairman, and Secretary. The positions of the Chairman and Vice-Chairman shall each be filled by a voting member of the Committee and shall be elected by the Committee membership. The Secretary shall serve at the request of the committee and may be a member of the Committee or the Executive Director of the A-NPDC.
- 4.2. Nomination of officers shall be made from the floor at the first Committee meeting each year. Election of officers shall follow immediately. A candidate receiving majority vote of the entire membership shall be declared elected.
- 4.3. Terms of office shall be for one year or until a successor takes office.
- 4.4. Vacancies shall be filled as per 4.2 above except that the nomination can occur any time of year on an as-needed basis.

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ARTICLE V – DUTIES OF OFFICERS

- 5.1. The *Chairman* shall:
  - 5.1.1. Preside at meetings.
  - 5.1.2. Appoint sub-committees.
  - 5.1.3. Rule on procedural questions (subject to reversal by a two-thirds majority vote of the members present).
  - 5.1.4. Report official communications at the next regular Committee meeting.
  - 5.1.5. Certify official documents involving the authority of the Committee.
  - 5.1.6. Certify minutes as true and correct copies.
  - 5.1.7. Carry out other duties as assigned by the Committee.
- 5.2. The *Vice-Chairman* shall:
  - 5.2.1. Assume the full powers of the Chairman in the absence or inability of the Chairman to act and will assume duties assigned by the Chairman.
- 5.3. The *Secretary* shall:
  - 5.3.1. Record attendance at all meetings.
  - 5.3.2. Record the minutes of the Committee meetings.
  - 5.3.3. Notify members of all meetings.
  - 5.3.4. Maintain a file of all official Committee records and reports.
  - 5.3.5. Certify records and reports of the Committee.
  - 5.3.6. Give notice and be responsible for publishing public notices of all Committee hearings and public meetings.
  - 5.3.7. Attend to the correspondence necessary for the execution of the duties and functions of the Committee.

ARTICLE VI – MEETINGS

- 6.1. Regular meetings of the Committee shall be held on the third Thursday of each month at 1:30 p.m. Special meetings shall be called as needed. When a meeting date falls on a legal holiday, the meeting shall be held on the day following unless the Committee selects an alternate day.
- 6.2. Special meetings may be called by the Chairman or by two members upon written request of the Secretary. The Secretary shall mail a written notice to all members at least five days before a special meeting, stating the time, place and purpose of the meeting.

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6.3. All meetings of the Committee shall be open to the public.

ARTICLE VII – VOTING

7.1. A majority of appointed voting members shall constitute a quorum.

7.2. No action of the Committee shall be valid unless authorized by a majority vote of those voting members present.

ARTICLE VIII – ORDER OF BUSINESS

8.1. The order of business for a regular meeting shall be:

8.1.1. Call to order

8.1.2. Approval of minutes

8.1.3. Staff Report

8.1.4. Unfinished business

8.1.5. New business

8.1.6. Public participation

8.1.7. Adjournment

8.2. Parliamentary procedure in Committee meetings shall be governed by *Robert's Rules of Order*.

8.3. The Committee shall keep minutes of each meeting, and these minutes shall become a public record. The Secretary and Chairman shall sign all minutes and, at the end of the year, certify that the minutes of the preceding year are a true and correct copy.

ARTICLE IX – AMENDMENTS

9.1. These By-laws may be amended by a majority vote of the voting membership after thirty days prior notice.