

BY-LAWS

TRANSPORTATION TECHNICAL ADVISORY COMMITTEE

PROPOSED AMENDMENTS FOR CONSIDERATION DURING SEPTEMBER 22, 2020 MEETING

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 and 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; and to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated planning process.
- 2.2. Secondary purposes may include, but are not limited to:
 - 2.2.1 To coordinate with and provide local input to VDOT on transportation-related matters; and
 - 2.2.2. To review and assist in implementation of the annual VDOT Rural Transportation Plan Work Program and provide recommendations to A-NPDC; and
 - 2.2.3. To review and provide input on transportation-related grant planning and studies to localities and agencies and, as part of the review and input, seek the input and suggestions of VDOT.

ARTICLE III – MEMBERSHIP

- 3.1. There shall be nine (9) voting members and nine (9) non-voting members of the Committee. A majority of appointed voting members present shall constitute a quorum. Members and alternate members of each locality and agency shall be appointed by the A-NPDC, as requested in writing by the senior-most staff of the member organization. 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.

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

Non-voting members:

Town of Cape Charles	1 member
Town of Exmore	1 member
Town of Onancock	1 member
Canonie Atlantic Co.	1 member
ESAAA/CAA	1 member
Eastern Shore Center for Independent Living	1 member
Eastern Shore Community Services Board	1 member
STAR Transit	1 member
FHWA	1 member

- 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.

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ARTICLE IV – SELECTION OF OFFICERS

- 4.1. Officers of the Committee shall consist of the Chair, Vice-Chair, and Secretary. The positions of the Chair and Vice-Chair 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 Staff~~ of the A-NPDC.
- 4.2. Nomination of officers shall be made from the floor at the first Committee meeting of each fiscal year which begins on July 1. 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.

ARTICLE V – DUTIES OF OFFICERS

- 5.1. The *Chair* shall ~~have all the powers and duties customarily pertaining to the Chair of the Board, including the authority to cancel meetings. Additionally, the Chair 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-Chair* shall:
 - 5.2.1. Assume the full powers of the Chair in the absence or inability of the Chair to act and will assume duties assigned by the Chair.
- 5.3. The *Secretary* shall:
 - 5.3.1. Record attendance at all meetings.
 - 5.3.2. Record the minutes of the Committee meetings.

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- 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 – EXECUTIVE COMMITTEE

- 6.1. The Executive Committee shall consist of the Chair, Vice Chair, a Committee member representing VDOT, and the Secretary. If the Secretary is not a voting member, then an additional seat will be filled by the voting member representing the A-NPDC.
- 6.2. The Chair shall preside at all Executive Committee meetings.
- 6.3. The Executive Committee shall oversee all pressing business of the Committee when a quorum cannot be established for a regular Committee meeting or the timing of regularly scheduled Committee meetings does not allow for pressing business to be addressed in a necessary and timely manner.
- 6.4. For the purpose of the Executive Committee, pressing business shall constitute all responsibilities listed in the current Fiscal Year (FY) Rural Transportation Planning Work Program.

ARTICLE VII – MEETINGS

- 7.1. Regular meetings of the Committee shall be held on the fourth Tuesday of odd-numbered months 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.
- 7.2. Special meetings may be called by the Chair 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.
- 7.3. All meetings of the Committee shall be open to the public.

ARTICLE VIII – VOTING

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- 8.1. A majority of appointed voting members shall constitute a quorum. *If a quorum cannot be established, the meeting may be cancelled by the Chair.*
- 8.2. No action of the Committee shall be valid unless authorized by a majority vote of those voting members present; *or by the Executive Committee only in such a case that the Committee quorum cannot be established for a regular Committee meeting or the timing of the regularly scheduled Committee meeting does not allow for pressing business to be addressed in a necessary and timely manner.*

ARTICLE IX – ORDER OF BUSINESS

- 9.1. The order of business for a regular meeting shall be:
 - 9.1.1. *Establishment of a Quorum*
 - 9.1.2. Call to order
 - 9.1.3. Approval of minutes
 - 9.1.4. Staff Report
 - 9.1.5. Unfinished business
 - 9.1.6. New business
 - 9.1.7. Public participation
 - 9.1.8. Adjournment
- 9.2. Parliamentary procedure in Committee meetings shall be governed by *Robert's Rules of Order*.
- 9.3. The Committee shall keep minutes of each meeting, and these minutes shall become a public record. The Secretary and Chair 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 X – AMENDMENTS

- 10.1. These By-laws may be amended by a majority vote of the voting membership after thirty (30) days' prior notice.