

**BYLAWS FOR THE  
FREIGHT TRANSPORTATION ADVISORY COMMITTEE  
OF THE HAMPTON ROADS TRANSPORTATION PLANNING ORGANIZATION**

**ARTICLES OF ORGANIZATION**

**WHEREAS**, Federal regulations require that urbanized areas throughout the United States have a Metropolitan Planning Organization (MPO) to conduct a continuing, cooperative and comprehensive transportation planning process. Urbanized areas are defined as areas with a population of 200,000 or greater, known as Transportation Management Areas (TMA).

**WHEREAS**, The Hampton Roads Transportation Planning Organization (HRTPO) is the body created by the Hampton Roads localities and appropriate state and federal agencies to perform the duties of an MPO under the federal regulations; and

**WHEREAS**, the main functions of this Freight Transportation Advisory Committee will be to influence policy; influence the prioritization and funding of projects; and influence the decision makers and public on the role of freight, its economic benefits, and requirements of the distribution network to achieve those benefits through the promotion of and by bringing attention to the needs of freight.

**NOW, THEREFORE**, the members of this Committee do with this agree and so with this associate themselves together for the purpose aforesaid, and in consideration of the mutual promises with this made, do agree as follows:

**ARTICLE I**

**Name**

1.1 The name of this Committee shall be the Freight Transportation Advisory Committee (FTAC) of the Hampton Roads Transportation Planning Organization (HRTPO).

**ARTICLE II**

**Mission Statement**

2.1 The mission of the Freight Transportation Advisory Committee of the Hampton Roads Transportation Planning Organization is to advocate on behalf of the systematic needs for the transport and movement of freight in the region. The FTAC will act as an advocate for freight issues and bring awareness of those issues to the public, key stakeholders, and policy makers.

**ARTICLE III**  
**Purpose**

3.1 The FTAC shall serve the HRTPO Board on an advisory basis. Its purpose is to advocate on behalf of freight issues to the public and policy makers. The functions and responsibilities of the FTAC shall include, but not be limited to activities in the following major areas:

- A. Freight/Goods Movement Planning and Identification of Systemic Needs
- B. Public Outreach and Education on the importance of freight
- C. Encouragement of Freight Policies
- D. Review of the freight-related portions of the HRTPO's Transportation Improvement Program and Long-Range Transportation Plan.

**ARTICLE IV**  
**Membership, Composition, Appointment, Qualifications and Terms**

4.1 The FTAC shall be composed of nine (9) voting members. Appointment of FTAC members is accomplished through appointment from the HRTPO Board for a term of five (5) years. Each term shall be renewed for a second five (5) year term upon referral from the FTAC to the HRTPO Nominating Committee and approval by the HRTPO Board. The following interest groups should be considered when selecting FTAC members:

- Freight Forwarding
- Ports
- Shipping Company
- Trucking Company
- Warehousing
- Free Trade Zone
- Airport Cargo
- Stevedores
- Trade Associations
- Real Estate
- Towing and Tug Operators
- Rail Cargo

4.2 All members of the FTAC shall be residents and electors of the Hampton Roads region and shall have an outstanding reputation for integrity, and commitment to serving the community.

4.3 A member having three or more consecutive un-excused absences or five or more absences during a twelve-month period shall be removed from the FTAC. At a minimum, FTAC member attendance will be reviewed annually during the regularly scheduled December meeting.

4.4 FTAC members serve at the pleasure of the HRTPO Board. FTAC member's terms shall continue until such time as the HRTPO Board designates a new FTAC representative, or until the FTAC member is removed from the Committee per Article IV, Section 4.3 or for a five (5) year term.

## **ARTICLE V Officers and Duties**

5.1 The FTAC will have two officers and both shall be known as Co-Chair.

5.2 The Co-Chairs shall be appointed by the HRTPO Board. Co-Chairs shall hold office for three (3) years or until member resignation.

5.3 No officer shall hold the same position more than three consecutive terms. No person shall serve as an officer for more than a total of nine (9) years. An officer may be reelected after one term break after serving his or her initial two consecutive terms.

5.4 The MPO Chair shall appoint two members of the FTAC to serve as Co-Chairs, one shall be a private sector freight expert and one shall be a voting member from the HRTPO Board. The Co-Chairs shall preside at all meetings and shall be responsible, with the FTAC Coordinator for the Agenda, Minutes, and conduct of all meetings. The Co-Chairs shall approve, with any necessary modifications, the Agenda at least seven (7) days prior to any scheduled meeting. Both Co-Chairs shall be members of the HRTPO Board. The elected Co-Chair shall be a non-voting member as prescribed by the HRTPO Bylaws. Subcommittees of the FTAC may be appointed by either Co-Chair with the approval of the FTAC.

5.5 Either Co-Chair shall, during the absence or inability of the other Co-Chair to serve, have, and exercise all the duties and powers of both.

5.6 If both Co-Chairs are absent from a meeting, a temporary Chair will be selected by a majority vote of the members in attendance.

5.7 If, at any time, the FTAC feels that an Officer is not performing the duties of the office in accordance with Article V Section 5.3, the Officer may be removed from office by a two-thirds vote of the members present at a regular meeting, provided that an item to that effect has been scheduled in accordance with Article VI Section 6.2 of these Bylaws.

## **ARTICLE VI**

### **Meetings**

- 6.1 The FTAC shall meet at a date, time and place acceptable to a majority of the membership. The date or time may be changed by a majority vote of the regular members if ten (10) days notice is given to members. Meetings shall be no less than semi-annual. If circumstances warrant, a Co-Chair may cancel or postpone a regular or special meeting and, if necessary, set a new date, time and place for the meeting.
- 6.2 An agenda shall be prepared prior to each meeting and approved by a Co-Chair. The agenda should be distributed with the minutes of the previous meeting approximately seven (7) days prior to all regular meetings. The agenda and any changes to it will be approved by the FTAC at the start of each meeting.
- 6.3 The Minutes of the prior meeting shall be approved by a majority of the members present and upon such approval become the official Minutes.
- 6.4 A Co-Chair may call special meetings when it is deemed necessary. Special meetings may be called with a minimum of three (3) days notice, including the meeting agenda and reason for the meeting.
- 6.5 Whenever reports are to be given, copies will be prepared for each member of the FTAC. When possible, said copies should be mailed with meeting notices.
- 6.6 Each member shall have an equal vote. The vote on any matter shall be a voice vote, provided that any member may require a roll call vote upon any resolution or motion. In the case of a roll call vote, Co-Chair(s) shall vote last.
- 6.7 A quorum shall consist of two-thirds of the voting membership, and shall be required for conduct of all official business. A majority of the quorum shall be necessary to decide an issue before the FTAC.
- 6.8 All meetings are open to the public. Public participation in the FTAC discussion topics shall be allowed at the discretion of the Co-Chair. Members of the public desiring to speak shall address the Co-Chair by raising their hands and upon recognition shall state their name and organization and shall confine themselves to the agenda item under discussion.

Adopted by the HRTPO Board: January 20, 2010

FTAC Coordinator: Virginia Port Authority