

BYLAWS OF THE HAMPTON ROADS TRANSPORTATION ADVISORY COMMITTEE

ARTICLE I INTRODUCTION

1.01 NAME

As established by the Board of the Hampton Roads Transportation Planning Organization (HRTPO), which is the metropolitan planning organization (MPO) for the Hampton Roads metropolitan planning area (MPA), the name of this Committee shall be the **Transportation Advisory Committee (TAC)**.

1.02 PURPOSE

As stated in the **Bylaws of the Hampton Roads Transportation Planning Organization** and the **Metropolitan Planning Agreement for the Hampton Roads Area**, the TAC shall be an advisory committee to the HRTPO Board. In this capacity, the TAC shall meet from time to time as circumstances require to act upon matters referred to it by the HRTPO Board.

1.03 METROPOLITAN PLANNING AREA

The service area of the TAC shall be the Hampton Roads MPA, which includes the cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg; the counties of Isle of Wight, James City, and York; and a portion of Gloucester County.

ARTICLE II DEFINITIONS

Metropolitan Planning Organization (MPO) – A federally mandated transportation policy board comprised of representatives from local, state, and federal governments, transit agencies, and other stakeholders created and designated to carry out the metropolitan transportation planning and programming process. The HRTPO is the MPO for the Hampton Roads metropolitan planning area.

Metropolitan Planning Area (MPA) – The geographical area determined by agreement between the MPO for an area and the Governor and in which the metropolitan transportation planning and programming process is carried out.

Metropolitan Planning Agreement – A written agreement among the MPO, State, and public transportation operators serving the MPA that identifies the mutual responsibilities of those entities in carrying out the metropolitan transportation planning and programming process.

Metropolitan Transportation Planning and Programming Process – The federally-mandated continuing, cooperative, and comprehensive transportation planning and programming process that results in plans and programs that consider all surface transportation modes and supports metropolitan community goals.

Transportation Management Area (TMA) – An urbanized area with a population over 200,000, as defined by the Bureau of the Census and designated by the U.S. Secretary of Transportation, or any additional area where TMA designation is requested by the Governor and the MPO and designated by the U.S. Secretary of Transportation.

Urbanized Area (UZA) – A geographical area with a population of 50,000 or more, as designated by the Bureau of the Census.

Unified Planning Work Program (UPWP) – A statement of work identifying the planning priorities and activities to be carried out within the metropolitan planning area. A UPWP includes a description of the planning work and resulting products, and specifies who will perform the work, time frames for completing the work, and the source(s) of funds.

Long-Range Transportation Plan (LRTP) – A multimodal transportation plan that is developed, adopted, and updated by the MPO through the metropolitan transportation planning process. The LRTP must address a planning horizon of at least 20 years.

Transportation Improvement Program (TIP) – A program of transportation projects covering a period of four years that is developed and formally adopted by an MPO as part of the metropolitan transportation planning process. The TIP must be consistent with the current LRTP and projects must be included in the TIP to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.

Congestion Management Process (CMP) – A systematic approach that provides for effective management and operation of new and existing transportation facilities eligible for funding under title 23 U.S.C. and title 49 U.S.C. based on a cooperatively developed and implemented metropolitan-wide strategy. All TMAs are required to have a CMP.

Public Participation Plan (PPP) – A documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

Public Body – In accordance with the Virginia Freedom of Information Act, “public body” means any legislative body, authority, board, bureau, commission, district or agency of the

Commonwealth or of any political subdivision of the Commonwealth, including cities, towns, and counties, municipal councils, governing bodies of counties, school boards and planning commissions; boards of visitors of public institutions of higher education; and other organizations, corporations or agencies in the Commonwealth supported wholly or principally by public funds. It shall include any committee, subcommittee, or other entity however designated, of the public body created to perform delegated functions of the public body or to advise the public body.

Meeting – In accordance with the Virginia Freedom of Information Act, “meeting” or “meetings” means the meetings including work sessions, as a body or entity, or as an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body.

ARTICLE III MEMBERSHIP

3.01 MEMBERSHIP

Voting membership of the TAC shall be comprised of the Chief Administrative Officer of each HRTPO member locality, the Williamsburg Area Transit Authority, the Transportation District Commission of Hampton Roads, and the Virginia Port Authority; plus the Virginia Department of Transportation Hampton Roads District Administrator and an Executive Staff representative of the Virginia Department of Rail and Public Transportation. A representative of the Federal Highway Administration and of the Federal Transit Administration shall be non-voting members.

ARTICLE IV MEETINGS

4.01 MEETINGS

The TAC shall meet from time to time as circumstances require to act upon matters referred to it by the HRTPO Board.

4.02 QUORUM

A majority of the voting members of the TAC shall constitute a quorum for the transaction of business.

4.03 NOTICES

Public notice of each meeting of the TAC or any of its subcommittees shall be given not less than three working days prior to the date of such meeting, in accordance with the

provisions of the Virginia Freedom of Information Act (ref.: Va. Code § 2.2-3707). Such notice shall provide the date, time, and location of the meeting and shall be posted in both the reception area of the Regional Building in Chesapeake and the administrative offices of the Hampton Roads Planning District Commission. Notice also shall be posted on the HRTPO website and, if feasible, in HRTPO newsletters.

4.04 MEETINGS OPEN TO THE PUBLIC

In accordance with the provisions of the Virginia Freedom of Information Act, all meetings of the TAC and any of its subcommittees shall be open to the public unless lawfully convened into a closed session in accordance with the Act (ref.: Va. Code § 2.2-3707 and -3712). No meeting during which HRTPO business is discussed shall be conducted through telephonic or electronic means where the members are not physically assembled. In accordance with the Act, any person may photograph, film, record or otherwise reproduce any portion of an open meeting (ref.: Va. Code § 2.2-3707(H)). The TAC and its subcommittees may adopt rules governing the placement and use of equipment necessary for broadcasting, photographing, filming or recording a meeting to prevent interference with the proceedings.

4.05 PUBLIC COMMENT

Time shall be allotted for public comment at all TAC meetings. Any person desiring to address the TAC shall register with the staff of the HRTPO prior to the opening of the meeting. The time limit for speakers is three minutes per person. Time cannot be pooled or assigned to any person other than the person who registered to speak. The Executive Director shall assign a staff member to keep time for each speaker. A member of the public may submit written comments or other materials to the Executive Director for distribution to the TAC.

4.06 MINUTES AND MATERIALS FURNISHED TO MEMBERS

In accordance with the provisions of the Virginia Freedom of Information Act, minutes shall be recorded at all open meetings, and at least one copy of all agenda packets and, unless exempt under the Act, all materials furnished to members of the TAC shall be made available for public inspection at the same time such documents are furnished to members of the TAC, and, when feasible, shall be posted on the HRTPO Web site prior to the meeting (ref.: Va. Code § 2.2-3707).

In conformance with the requirements of the Virginia Freedom of Information Act (ref.: Va. Code § 2.2-3707(I)), minutes shall include (i) the date, time, and location of the meeting; (ii) the members of the public body recorded as present and absent; and (iii) a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken.

ARTICLE V VOTING

5.01 GENERAL

In any proceeding in which voting by members is called for, each member shall be entitled to cast one vote. A simple majority of the voting members present shall be necessary in order for any proposed action item to receive approval. The usual manner of voting shall be by voice vote. The responsibility of announcing the vote rests upon the Chair, who has the right to have the vote taken again by roll call, if necessary.

ARTICLE VI OFFICERS AND DUTIES

6.01 OFFICERS

The officers of the TAC shall consist of a Chair and a Vice-Chair. The TAC shall hold an annual organizational meeting for the purpose of electing officers at the first meeting after October 1 of each year. The officers shall be elected by a majority of voting members present.

6.02 CHAIR

The Chair shall be selected from the voting membership of the TAC. The Chair shall preside at all meetings of the TAC at which the Chair is present, be responsible for the conduct of all meetings, and vote as any other TAC voting member. The Chair shall serve a liaison between the TAC and other advisory committees of the HRTPO Board. In the absence of the Chair, an appropriate alternate may sit as a regular voting member of the TAC.

6.03 VICE-CHAIR

The Vice-Chair shall be selected from the voting membership of the TAC. The Vice-Chair shall, during the absence of the Chair or the Chair's inability to serve, have and exercise all of the duties and responsibilities of the Chair. The Vice-Chair shall also perform such duties as may be assigned by the Chair.

6.04 ABSENCE OF CHAIR AND VICE-CHAIR

If both the Chair and Vice-Chair are absent from a meeting, the meeting shall be chaired by the Executive Director or a staff designee who shall not vote.

6.05 TERMS OF OFFICE

The officers shall be elected at the annual organizational meeting of the TAC to serve for a term of one year, or until their successors are elected or until they resign or are removed

from office. Removal from office shall require an affirmative vote of two-thirds of the voting membership of the TAC. Any vacancy occurring in an office shall be filled for the unexpired term by the TAC at the next regular meeting following the occurrence of such vacancy.

6.06 TERM LIMITATIONS

The Chair and Vice-Chair may serve not more than two consecutive one-year terms in succession, provided however that each such officer may serve for a third or fourth consecutive term if an extension is approved by a majority of the voting members of the TAC. Any Chair or Vice-Chair who serves a partial term shall not be considered as serving a full term for purposes of this limitation.

6.07 ELECTION

At the first TAC meeting after October 1, following the announcement of the candidates for each TAC office, the election of officers shall be taken by roll call vote. The newly elected officers shall take effect immediately following the election.

ARTICLE VII PROCEDURES

Except as otherwise provided in these rules, the most recent edition of *Roberts – Rules of Order*, shall be used to conduct all meetings of the TAC and its subcommittees.

ARTICLE VIII STAFF

8.01 EXECUTIVE DIRECTOR

The HRTPO Executive Director will provide staff support to the TAC. The Executive Director will work in coordination with the Chair to prepare the agendas for TAC meetings. In addition, the Executive Director will ensure that notices of all meetings of the TAC are distributed and posted in accordance with the Virginia Freedom of Information Act, federal regulations, and the HRTPO Public Participation Plan. The Executive Director or designee will attend all meetings of the TAC and ensure that a record of the proceedings of each meeting is kept and made available to the public.

ARTICLE IX AMENDMENTS

Any TAC voting member may propose amendments to these bylaws by placing such proposed amendments in writing before the TAC at a TAC meeting. No vote shall be taken on the proposed amendments until the meeting that follows the meeting at which the

written amendments were provided to the TAC. The public shall be provided access to inspect the proposed amendments. Approval of amendments shall require an affirmative vote of two-thirds of the voting members present. In addition, any proposed revisions to the TAC bylaws must be approved by the HRTPO Board.

**ARTICLE X
EFFECTIVE DATE**

These Bylaws and any amendments to the Bylaws shall become effective upon the approval of the HRTPO Board.

These Bylaws of the Transportation Advisory Committee (TAC) of the Hampton Roads Transportation Planning Organization (HRTPO) were adopted with a quorum present and voting on September 1, 2010 by the TAC and subsequently approved by the HRTPO Board on September 15, 2010.