

BYLAWS OF THE HAMPTON ROADS TRANSPORTATION TECHNICAL 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 Technical Advisory Committee (TTAC)**.

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 TTAC shall be an advisory committee to the HRTPO Board. In this capacity, the TTAC shall provide recommendations to the HRTPO Board on matters that concern the transportation planning and programming process within the MPA. In addition, the TTAC shall provide technical advice and support to the HRTPO staff and shall provide technical review and assistance in regional transportation planning, programming, and transportation-related air quality planning.

Specific responsibilities of the TTAC include:

1. Providing recommendations to the HRTPO Board regarding approval and/or adoption of:
 - a. The Unified Planning Work Program (UPWP)
 - b. The Long-Range Transportation Plan (LRTP)
 - c. The Transportation Improvement Program (TIP)
 - d. The Congestion Management Process (CMP)
 - e. The Public Participation Plan (PPP)
 - f. Other plans, programs, and documents as required by state or federal law for the Hampton Roads MPA
2. Providing technical assistance to the HRTPO staff in developing, preparing, and reviewing items 1a-1f above.
3. Providing, obtaining, and validating the required latest official travel and socioeconomic planning data and assumptions for the MPA. Members are to ensure proper use of the data and assumptions by the HRTPO with appropriate travel forecast related models.

4. Providing technical reviews to ensure that all planning and programming procedures and documents are developed in accordance with applicable federal and state regulations.
5. Providing recommendations associated with improving the efficiency, effectiveness, and transparency of HRTPO plans, programs, and procedures.

Additional and specific responsibilities may be defined from time to time by the HRTPO Board.

1.03 METROPOLITAN PLANNING AREA

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

Voting Members of the TTAC are as follows:

City of Chesapeake	3 Members/2 Alternates
City of Franklin	3 Members/2 Alternates
Gloucester County	3 Members/2 Alternates
City of Hampton	3 Members/2 Alternates
Isle of Wight County	3 Members/2 Alternates
James City County	3 Members/2 Alternates
City of Newport News	3 Members/2 Alternates
City of Norfolk	3 Members/2 Alternates
City of Poquoson	3 Members/2 Alternates
City of Portsmouth	3 Members/2 Alternates
Southampton County	3 Members/2 Alternates
City of Suffolk	3 Members/2 Alternates
City of Virginia Beach	3 Members/2 Alternates
City of Williamsburg	3 Members/2 Alternates
York County	3 Members/2 Alternates
Williamsburg Area Transit Authority (WATA)	1 Member/1 Alternate
Transportation District Commission of Hampton Roads (TDCHR), which does business as Hampton Roads Transit (HRT)	1 Member/1 Alternate
Virginia Department of Transportation (VDOT)*	3 Members/2 Alternates
Virginia Department of Rail and Public Transportation (DRPT)	1 Member/1 Alternate
Virginia Port Authority (VPA)	1 Member/1 Alternate

* One of VDOT’s voting members shall be from the VDOT Central Office.

3.02 NON-VOTING MEMBERSHIP

Non-Voting Members of the TTAC are as follows:

Federal Highway Administration (FHWA)
Federal Transit Administration (FTA)
Liaisons of the branches of the Military

3.03 VOTING REPRESENTATION

Voting members and alternate voting members of each locality shall be appointed by the Chief Administrative Officer of the locality; voting members and alternate voting members from the state agencies shall be appointed by the State Secretary of Transportation; and the voting member and alternate voting member from each public transit agency shall be appointed by the respective chief executive officer. On an as-needed basis, the HRTPO Chair or TTAC Chair may invite additional persons to participate in committee meetings in a non-voting capacity.

3.04 ALTERNATES

Each alternate voting member shall be authorized to act in the absence of a voting member of their respective locality or agency.

3.05 NON-VOTING MEMBERS

In addition to those non-voting members listed in 3.02, the HRTPO Board or TTAC may extend an invitation to any additional parties deemed necessary and appropriate to become a non-voting member of the TTAC. The chief administrative officer of an agency invited as a non-voting member shall appoint the agency's representative to the TTAC and shall notify the HRTPO Deputy Executive Director of the appointment.

ARTICLE IV MEETINGS

4.01 REGULAR MEETINGS

Meetings of the TTAC shall be held on a regular monthly basis at a time and location for which notice shall be given in accordance with Section 4.04.

4.02 SPECIAL MEETINGS

Special meetings of the TTAC shall be held as needed. Special meetings may be scheduled by the Chair or a majority of the voting members of the TTAC. Notice, reasonable under

the circumstance, of special meetings shall be given contemporaneously with the notice provided members of the public body conducting the meeting.

4.03 QUORUM

A majority of the voting members of the TTAC (or their alternates) shall constitute a quorum for the transaction of business.

4.04 NOTICES

Public notice of each regular meeting of the TTAC 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.

4.05 MEETINGS OPEN TO THE PUBLIC

In accordance with the provisions of the Virginia Freedom of Information Act, all meetings of the TTAC 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 TTAC 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.

4.06 PUBLIC COMMENT

Time shall be allotted for public comment at all TTAC meetings. Any person desiring to address the TTAC 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 HRTPO Deputy 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 HRTPO Deputy Executive Director for distribution to the TTAC.

4.07 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 TTAC shall be made available for public inspection at the same time such documents are furnished to members of the TTAC, 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 (or alternate) shall be entitled to cast one vote. A simple majority of the voting members (or their alternates) 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.

5.02 ALTERNATE VOTING MEMBERS

5.02.01 Voting

At any given meeting, if a TTAC voting member is absent, the member's alternate may vote in place of the absent member.

5.02.02 Notice

A TTAC voting member shall provide the HRTPO Deputy Executive Director with the name of the member's alternate prior to the meeting at which the alternate will be voting in the place of the TTAC voting member.

ARTICLE VI OFFICERS AND DUTIES

6.01 OFFICERS

The officers of the TTAC shall consist of a Chair and a Vice-Chair. The TTAC 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 (or their alternates) present.

6.02 CHAIR

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

6.03 VICE-CHAIR

The Vice-Chair shall be selected from the voting membership of the TTAC. 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 HRTPO Deputy 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 TTAC 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 TTAC. Any vacancy occurring in an office shall be filled for the unexpired term by the TTAC at the next regular meeting following the occurrence of such vacancy, or at a special meeting called for that purpose.

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 TTAC. 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 NOMINATING SUBCOMMITTEE

At least sixty days prior to the annual organizational meeting in October, the Chair shall appoint a Nominating Subcommittee composed of seven voting TTAC members, each representing a different locality or agency. The mission of the Nominating Subcommittee shall be to submit the names of one or more persons who are willing to serve each office to be filled.

6.08 ELECTION

At the annual organizational meeting in October, the Chair of the Nominating Subcommittee shall announce the names of one or more persons who are willing to serve for each office to be filled. Further nominations may be made by any voting TTAC member at that time. Following the announcement of the candidates for each TTAC 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 SUBCOMMITTEES

7.01 GENERAL

Subcommittees may be designated and members appointed by the Chair of the TTAC as needed. The members of subcommittees shall serve until the work of the subcommittee is completed, or until their successors have been appointed. The Chair of the TTAC shall serve as or appoint the Chair of each designated subcommittee. Descriptions of each current subcommittee of the TTAC, including a list of the members, will be accessible on the HRTPO website at www.hrtpo.org.

7.02 SUBCOMMITTEE MEETINGS

The meetings of any subcommittee of the TTAC shall be open to the public as described in subsection 4.05, and public notice of such meetings shall be provided as described in subsection 4.04.

ARTICLE VIII 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 TTAC and its subcommittees.

ARTICLE IX STAFF

9.01 DEPUTY EXECUTIVE DIRECTOR

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

9.02 ADDITIONAL DUTIES

The HRTPO Deputy Executive Director will ensure that the TTAC is kept apprised of relevant issues being considered, discussed, or addressed by all advisory committees of the HRTPO Board. The Deputy Executive Director will directly assist the Executive Director in planning,

organizing, and directing the activities of the HRTPO staff in support of the HRTPO mission and the directions of the HRTPO Board. The Deputy Executive Director and staff will provide professional support and advice to the TTAC and ensure that procedures, analyses, and documents are in compliance with state and federal regulations.

ARTICLE X AMENDMENTS

Any TTAC voting member may propose amendments to these bylaws by placing such proposed amendments in writing before the TTAC at a TTAC 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 TTAC. 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 or their alternates present. In addition, any proposed revisions to the TTAC bylaws must be approved by the HRTPO Board.

ARTICLE XI 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 Technical Advisory Committee (TTAC) of the Hampton Roads Transportation Planning Organization (HRTPO) were adopted with a quorum present and voting on October 7, 2009 by the TTAC and subsequently approved by the HRTPO Board on October 21, 2009.

Revisions to the Bylaws of the Transportation Technical Advisory Committee

Administrative Action – December 22, 2016

The Bylaws were revised to include the City of Franklin and Southampton County as voting members of the TTAC, in accordance with the HRTPO Board Bylaws Amendment of October 20, 2016.