

ADMINISTRATIVE CONSIDERATIONS

The Lead Planning Agency (LPA) for the Winston-Salem Urban Area MPO is the City of Winston-Salem's Department of Transportation (WSDOT). As the LPA, WSDOT is the primary recipient of both State and federal transportation planning funds. Also, the LPA is responsible for the day-to-day administration of all MPO functions. The following information provides some insight into the administrative components you will need to know for MPO membership.

MEETINGS

DATES: Both the TCC and the TAC for the Winston-Salem Urban Area MPO meet on the same day – generally the 3rd Thursday of every other month (January, March, May, July, September, and November). The TCC meets at 2:00 pm while the TAC meets at 4:15 pm. If there is an approaching critical deadline and/or there is a significant amount of information for consideration, additional meetings may be necessary. These additional meetings are usually held on the 3rd Thursday of a non-meeting month. Sometimes meetings are rescheduled due to conflicts that impact multiple jurisdictions or agency staff members, such as the statewide transportation meetings or conferences. TAC/TCC members are notified in advance when meetings are rescheduled or called for a special purpose.

QUORUM: To hold a TAC meeting, a quorum must be present. The quorum is determined by both members present and votes represented at the meeting (see TAC By-laws for additional information on the weighted voting system), so it is important for members from all jurisdictions to attend or have their alternate attend in order to hold a meeting and conduct the business of the MPO. Response to the reminder email sent a few days prior to the TAC meeting helps staff assess whether a quorum will be present at the upcoming meeting.

PUBLIC COMMENT PERIOD: The TAC established a citizen comment period to allow citizens an opportunity to express concerns or make requests. A comment period of up to thirty minutes is held at the beginning of each meeting. Citizens sign-up to speak immediately prior to the meeting and each citizen has up to 3 minutes to speak. Citizens are asked to limit their comments to matters that are or could come before the TAC.

AGENDA PACKETS

The LPA, in conjunction with the member units of local government and the Transportation Planning Branch (TPB) of NCDOT, is responsible for compiling and distributing the meeting agenda packets. Generally, the full agenda packet is mailed to each TCC and TAC member and alternate(s) the Monday ten (10) days prior to the meeting date.

The LPA will make every effort to include each agenda item in the packet for the mail out. However, due to time constraints and/or deadlines, it may be necessary to distribute some agenda items at the meeting.

Each agenda is broken up into two (2) parts. First, the “Action Items”, those items needing approval, are grouped and heard at the beginning of the meeting. Second, the “Informational Items”, those items provided as either background information or in preparation for future adoption, are grouped and heard at the end of the meeting.

CHANGE TO APPOINTEE STATUS AND ALTERNATE MEMBERS

Per the Winston-Salem Urban Area MPO Memorandum of Understanding (MOU) adopted by each member unit of government, the voting member(s) and designated alternate(s) must be submitted to the LPA in writing. Unless and until there is written notification from the member unit of government changing the voting member(s) and alternate(s), only those so designated may vote on MPO matters.