

1 Amended March 15, 2009

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3
4 **BY-LAWS**
5 **WINSTON-SALEM URBAN AREA**
6 **TECHNICAL COORDINATING COMMITTEE**
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9 **ARTICLE I - NAME**
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11 The name of this organization shall be the Winston-Salem Urban Area Technical Coordinating
12 Committee, hereinafter referred to as the "TCC".
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15 **ARTICLE II - PURPOSE**
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17 The purpose and goals of this committee shall be:
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- 19 1. To provide general review, guidance and coordination of the continuing,
20 cooperative and comprehensive transportation planning process in the Urban
21 Area.
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- 23 2. To prepare and make recommendations to the Transportation Advisory
24 Committee (TAC) regarding matters relating to transportation planning.
25
- 26 3. To facilitate coordination and communication between policy boards and agencies
27 represented on the TAC and TCC.
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- 29 4. To facilitate coordination of transportation planning with other planning efforts
30 such as those concerning land use, public utilities and maintenance of air quality.
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33 **ARTICLE III - MEMBERS**
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35 Section 1 - Number and Qualifications: As specified in the Memorandum of Understanding
36 (MOU), the TCC shall include professional staff from local and State governmental agencies
37 directly related to and concerned with the transportation planning process for the Planning Area.

38 Representatives from member governments may include elected officials acting in a
39 professional capacity and not currently serving as a member or alternate member of the
40 Transportation Advisory Committee. Each member agency's representative(s) shall be
41 designated by the chief administrative officer of that agency. The voting membership shall
42 include, but not be limited to, the following members:
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- 44 • Deputy County Manager, Forsyth County
- 45 • Director, Forsyth County Environmental Affairs Department
- 46 • Assistant City Manager for Public Works, City of Winston-Salem

- 1 • Director of Transportation, City of Winston-Salem DOT (WSDOT)
- 2 • Community Planner, North Carolina Division of FHWA
- 3 • Urban Area Coordinator or Transportation Planning Engineer, NCDOT
- 4 Statewide Planning Branch
- 5 • Urban Area Coordinator, Public Transportation Division, NCDOT
- 6 • Ninth Division Engineer, NCDOT
- 7 • Director, City-County Planning Board
- 8 • Planning Development Coordinator, WSDOT
- 9 • Transportation Planning Coordinator, City-County Planning Board
- 10 • The Manager from each of the following municipalities:
- 11 - Bermuda Run
- 12 - Bethania
- 13 - Clemmons
- 14 - Kernersville
- 15 - King
- 16 - Lewisville
- 17 - Midway
- 18 - Rural Hall
- 19 - Tobaccoville
- 20 - Walkertown
- 21 - Wallburg
- 22 - Municipalities joining the MPO by becoming party to Memorandum of
- 23 Understanding (MOU)
- 24 • The Manager from each of the following counties:
- 25 - Davidson
- 26 - Davie
- 27 - Stokes
- 28 • Director, Piedmont Authority for Regional Transportation (PART)
- 29 • Planner, Northwest Piedmont Rural Planning Organization (RPO)
- 30 • Representatives of Major Modes of Transportation (i.e., Trucking Firms,
- 31 Railroads, Intercity Bus, Taxi Companies, etc.)
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33 Section 2 - Terms of Office: There shall be no limitation on the length of time a member may
 34 serve on the TCC subject to the authorization to do so by their respective agency.

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 36 Section 3 - Alternates: Each member agency may appoint an alternate to its representative
 37 provided each alternate also meets the same qualifications of membership. That alternate
 38 member may serve as a full voting member during any meeting where that board's representative
 39 is not in attendance. Proxy and absentee voting are not permitted.

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 42 **ARTICLE IV - OFFICERS**

1 Section 1 - Officers Defined: The officers of the TCC shall consist of a Chairman and Vice-
2 Chairman, to be elected by the majority vote of the eligible voting members of the TCC.

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4 Section 2 - Elections: The Chairman and Vice-Chairman shall be elected annually at the first
5 regularly scheduled meeting of the calendar year. The newly elected Chairman and Vice-
6 Chairman shall take office immediately following the election.

7
8 Section 3 - Terms of Office: The term of office for officers shall be one year. Officers may
9 serve successive terms. Each officer shall hold office until his/her successor shall have been
10 duly elected or until his/her earlier death, resignation, disqualification, incapacity to serve, or
11 removal in accordance with the law.

12
13 Section 4 - Duties of Officers: The Chairman shall call and preside at meetings and appoint
14 committees. The Chairman shall appoint a clerk who will provide or otherwise delegate staff
15 services for the TCC, as needed, and will be responsible for taking summary minutes of the
16 Committee's proceedings.

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18 In absence of the Chairman, the Vice-Chairman shall preside and complete all other duties of the
19 Chairman.

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22 **ARTICLE V - MEETINGS**

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24 Section 1 - Regular Meetings: Meetings shall be held at least bi-monthly but may be canceled
25 due to the lack of agenda items. Meetings will be held on the third Thursday of the months of
26 January, March, May, July, September and November.

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28 Section 2 - Special Meetings: Special meetings may be called by the Chairman with seven (7)
29 days notice, or at the request of the majority of the eligible voting members. Whenever possible,
30 at least seven (7) days notice shall be given.

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32 Section 3 - Quorums: A quorum shall be constituted by the presence of at least fifty-one percent
33 (51%) of the members at the beginning of the meeting. Members may call in to a meeting via
34 telephone or other electronic means and be counted as present at the meeting provided that the
35 electronic means allows the member to hear and to participate in all deliberations and votes.

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37 Section 4 - Attendance: Each member shall be expected to attend each regular meeting and each
38 special meeting provided at least seven (7) days notice is given. Subject to his/her member
39 agency's approval, a member may appoint an alternate to serve in his/her absence provided that
40 the member informs the Clerk of the Committee prior to the meeting which the alternate will
41 attend. This notification shall authorize the alternate to vote in the member's absence.

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43 Voting members (or their authorized alternates) not attending three (3) consecutive regular
44 meetings will be considered non-voting members for the purpose of determining a quorum as of
45 the fourth meeting. A member's or alternate's voting privileges will be reinstated automatically
46 by his/her attendance at a subsequent TCC meeting.

1 Section 5 - Agenda: The agenda is a list of considerations for discussion at a meeting. Items on
2 the agenda originate as a carryover from previous TCC meetings, or are placed on the agenda
3 prior to its distribution by any member of the TCC, by request from any jurisdiction party to the
4 MOU, or by the request of the Chairman of the Transportation Advisory Committee. Additional
5 items may be placed on the regular agenda following discussion of the last item on the regular
6 agenda, as long as a majority concurrence of the present and eligible voting members is received.
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8 Section 6 - Voting Procedures: The Chairman and any member may call for a vote on any issue,
9 provided that it is seconded and within the purposes set forth in Article II and provided the issue
10 is on the agenda as outlined in Section 5 of this article. Each voting member of the TCC shall
11 have one vote. A majority vote of the members (or their authorized alternates) present and
12 eligible to vote shall be sufficient for approval of matters coming before the Committee. The
13 Chairman is permitted to vote. Abstentions shall be considered affirmative votes. By approval
14 of the TCC, a member may withdraw from voting on an issue. In the absence of any direction
15 from these By-laws or other duly adopted voting procedures pursuant to certain approval actions,
16 ***Robert's Rules of Order, Newly Revised*** will designate procedures governing voting.
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19 **ARTICLE VI – PARLIAMENTARY PROCEDURES**

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21 The rules contained in the current edition of ***Robert's Rules of Order, Newly Revised***, shall
22 govern the TCC in all cases to which they are applicable and in which they are not inconsistent
23 with the MOU, these bylaws and/or any special rules of order the TCC may adopt.
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26 **ARTICLE VII - AMENDMENTS TO BY-LAWS**

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28 Amendments to these By-laws of the TCC shall require the affirmative vote of at least a majority
29 (51%) of the TCC's eligible voting members, provided that written notice of the proposed
30 amendment has been received by each member at least seven (7) days prior to the meeting at
31 which the amendment is to be considered and provided that such amendment does not conflict
32 with the letter or fundamental intent of the MOU governing this document. In the event of any
33 conflict, the MOU shall carry precedence over these By-laws.