

TECHNICAL COORDINATING COMMITTEE /  
CITIZENS ADVISORY COMMITTEE (TCC/CAC)

## BYLAWS

of the

MOBILE, ALABAMA

METROPOLITAN PLANNING ORGANIZATION (MPO)

November  
2013



METROPOLITAN PLANNING ORGANIZATION  
for  
MOBILE, ALABAMA  
(Mobile Area Transportation Study)  
Technical Coordinating Committee / Citizens Advisory Committee Bylaws

Article 1 - Name of Organization

Technical Coordinating Committee / Citizens Advisory Committee (TCC/CAC) for Mobile, Alabama  
Metropolitan Planning Organization (MPO)

Contact Information:

South Alabama Regional Planning Commission  
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Article 2 - Purpose

2.1 Purposes:

In accordance with the Continuing, Cooperative and Comprehensive Agreement concerning the Transportation Planning Process for the Mobile Urbanized Area, the purpose of the Technical Coordinating Committee/Citizen's Advisory Committee (TCC/CAC) is to:

- A. Make recommendations to the MPO voting membership regarding the documents and materials necessary for MPO endorsements, and
- B. Make recommendations to the MPO regarding the elements of the metropolitan planning process necessary to meet the requirements for certification.

2.2 Powers:

The Metropolitan Planning Organization (MPO) is the organization designated by the Governor as being responsible, together with the state, for carrying out the provisions of Title 23, United States Code (Highways), Section 134 (transportation planning in certain areas), as provided in Section 104(f)(3) (apportionment of funds) and capable of meeting the requirements of Title 49, United States Code (Transit), Section 3(a)(2), and 3(e)(1) (Federal financial assistance), Section 4(e) (long-range programming), and Sections 5(g)(1) and 5(L) (urban mass transit program).

Metropolitan Transportation Planning and Programming rules and regulations are defined under 23CFR Part 420, 23CFR Part 450, 49CFR Part 613, and 40CFR Part 93. The TCC/CAC remains advisory to the federally required voting body of the MPO and only has the power of recommendation to the MPO Board. The voting members of MPO have final determination of matters pertaining to federal transportation dollars.

## Article 3 – Membership

### 3.1 Definition:

- A. Joint committee membership shall be a maximum of 36 voting members.
- B. Membership shall be representative of population and industry.
- C. Duration of the terms of representatives shall be at the pleasure of the appointing authority.

### 3.2 Technical Coordinating Committee

All agencies listed below are allowed the respective number of voting members to be the voting representatives on the Technical Coordinating Committee. This is an appointed position from the MPO member of the representing agency, or if there is not a representing MPO member, then the Executive Director of the agency must submit the written appointment. If the name of an agency is not defined below (providers), an MPO member can appoint the agency to be voted on by the MPO to be the representative on Technical Coordinating Committee. All appointments must be in writing and addressed to the SARPC Executive Director.

- City of Mobile (5):
  - Executive Director of Planning and Development
  - City Engineer
  - Urban Development
  - Traffic Engineer
  - Traffic Engineering
- Mobile County (3)
  - Engineering
  - Traffic Operations
  - Mobile County Employee
- City of Prichard (2)
  - Economic Development
  - Community Development
- Saraland (1)
- ALDOT 9th Division (1)
- The WAVE Transit (1)
- State Docks (1)
- Mobile Airport Authority (1)
- SARPC (1)
- Private Transit Provider (1)
- Freight Transportation Provider (1)
- At large (2); (see Section 3.4)
  - At large 1
  - At large 2

### 3.3 Citizen Advisory Committee

All agencies listed below are allowed one (1) representative to be the voting member on the Citizens Advisory Committee. This is an appointed position from the MPO member of the representing municipality, or if there is not a representing MPO member, then the Executive Director of the agency must submit the written appointment. All appointments must be in writing and addressed to the SARPC Executive Director.

Mobile County  
City of Mobile  
City of Prichard  
City of Saraland  
City of Satsuma  
Town of Creola  
City of Bayou La Batre  
City of Chickasaw  
City of Semmes  
Chamber of Commerce  
Chamber of Commerce  
Mobile Baykeepers  
Partners for Environmental Progress  
Mobile United  
Mobile County Health Department  
At large (see Section 3.4)

### 3.4 At large Members

- A. Technical and Professional personnel who are not members by organization are eligible for At Large membership for the technical coordinating committee.
- B. There is a maximum of 2 At-Large members on the Technical Coordinating Committee, 1 At Large member on the Citizens Advisory Committee.
- C. Citizens who are not members of the Technical Coordinating Committee / Citizens Advisory Committee may be considered for membership.
- D. At-Large positions on the joint TCC/CAC committees are to be appointed by the SARPC Executive Director and voted on by the MPO.

### 3.5 Geographic Boundaries:

The Mobile Area Transportation Study area is based upon the final decennial Census at which time such updated information would be used for study area boundary definition. The Mobile Area Transportation Study area boundary is what is anticipated to be designated as "urban" in the 25 year horizon.

### 3.6 Membership Changes:

All new voting members of the TCC/CAC must be appointed by the voting members of the MPO for their respective jurisdictions, or the Executive Director of the respective agency. All written appointments should be addressed to the SARPC Executive Director and must be voted on by the MPO.

### 3.7 Non-voting Members:

Other than the non-voting members below, the voting members of the MPO may add non-voting members as deemed appropriate:

FHWA FTA  
ALDOT  
ADEM FAA  
ALDOT Multimodal ALDOT  
Environmental ALDOT Title VI

### 3.8 Voting Membership by Proxy:

- A. If a voting member of the TCC/CAC cannot attend a meeting, then he or she may designate a proxy eligible to vote in their absence. The designation of proxy must be made by a member in writing using SARPC's proxy pro forma, and is good as necessary. Although multiple proxies are allowed per TCC/CAC member, only one proxy is eligible to vote per meeting, per TCC/CAC member.
- B. A proxy is only valid for the term of the TCC/CAC he or she is representing.
- C. If a voting member of the TCC/CAC can not attend an individual meeting, that member can submit a written proxy (vote) attached to the agenda of that meeting, and how they wish to vote. This will not constitute attendance towards the quorum.

## Article 4 - Responsibilities

The responsibilities of the TCC/CAC are generally to provide assistance and make recommendations to the MPO voting membership in order to ensure a continuing, cooperative and comprehensive (3C) transportation planning process that results in plans and programs consistent with the comprehensively planned development of the metropolitan planning area. The specific duties to meet the requirements of the law include:

- A. To give guidance to the transportation planning process, and have the overall responsibility for review and recommendation to the MPO of all plans and programs which are developed by the Transportation Planning Process.
- B. Review and recommend the Unified Planning Work Program which documents the transportation related planning activities to be performed with planning assistance provided under FTA and FHWA planning funds of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and other funding sources.
- C. Review and recommend the Long-Range Transportation Plan to confirm its validity and its consistency with current transportation and land use conditions as required by the State and federal regulations.
- D. Review and recommend a Transportation Improvement Program that is updated as required by State and Federal regulations.
- E. Review and recommend a transportation study area boundary.

- F. To provide transportation planning input that includes transportation planning projects and strategies that will support economic vitality, increase the safety and security of the transportation system for motorized and non-motorized users, increase the accessibility and mobility options available to people and freight, protect and enhance the environment, enhance the integration and connectivity of the transportation system, promote efficient management and operation, emphasize the preservation of the existing transportation system, promote Alabama Department of Transportation consultation with non-metropolitan local officials, and promote coordination of human service transportation.

## Article 5 - Officers and Staff

### 5.1 TCC/CAC Chairperson:

The TCC/CAC Chairperson shall be the Executive Director of the South Alabama Regional Planning Commission. The Executive Director will hold the position of Chairperson as long as they hold their position, unless a majority of the MPO voting membership requests a special election.

The chairperson shall have the responsibility to ensure that the agenda items have followed the procedures for setting agendas as stipulated under Article 6 and preside over the business to come before the TCC/CAC.

### 5.2 Staff:

The South Alabama Regional Planning Commission is responsible for appointing staff to assist the MPO in the performance and its responsibilities. Other than the Executive Director's voting membership as the TCC/CAC Chairman, and non-voting membership of the MPO policy board, the staff of the South Alabama Regional Planning Commission is advisory only.

## Article 6 – TCC/CAC Meeting Schedule and Agenda

TCC/CAC meetings will be held as deemed necessary. Meeting dates and items on the agenda will be determined by the staff of the South Alabama Regional Planning Commission. The TCC/CAC membership shall be made aware of meeting dates and items on the agenda no later than fourteen days in advance. TCC/CAC meetings may be held solely without notification of the MPO or may be held in conjunction with MPO meetings.

## Article 7 - Conduct of TCC/CAC Meeting

### 7.1 Public:

All meetings of the TCC/CAC shall be open to the general public and items of the agenda to be voted on, including all documents to be recommended for adoption, shall be advertised as prescribed in the Mobile Area Transportation Study Public Involvement Procedures.

### 7.2 Order of Business:

The rules of order herein contained shall govern deliberations and meetings of the TCC/CAC. Any point of order applicable to the deliberations by this committee and not

contained herein shall be governed by Roberts Rules of Order, Newly Revised Edition.

- A. Meetings will be initiated by the South Alabama Regional Planning Commission. When providing notification for a meeting, at least fourteen days notice will be provided describing the time and location. A proposed agenda should also be provided to ensure that adequate preparation will occur. The fourteen days notice may be waived if two (2) voting members concur.
- B. All meetings of the TCC/CAC must be advertised as prescribed by the Public Involvement Procedures for the Mobile Area Transportation Study.
- C. Meetings shall be conducted in the order of which the agenda is set.
- D. If a representative (or representatives) of the public is present and would like to speak to the TCC/CAC prior to the TCC/CAC voting on a matter, or would like to bring something to the attention of the TCC/CAC, it is at the TCC/CAC Chairperson's discretion as to the duration of the presentation and at what point in the meeting the presentation (or presentations) will occur.

### 7.3 Quorum:

A quorum shall consist of the majority of members of filled positions of the TCC/CAC, or their proxies. The Chairperson or person representing the Chairperson as his or her proxy must be included in the quorum. A written proxy of an absent voting member without representation will not be considered as a part of a quorum. No action shall be taken by the TCC/CAC without a quorum. If a quorum is not present at a scheduled meeting, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.

### 7.4 TCC/CAC Voting:

A vote by voice shall be the regular method of voting. Any member may also request a roll call vote.

## Article 8 - Minutes

Minutes of all TCC/CAC meetings shall be taken by the South Alabama Regional Planning Commission and recorded in a public record minute book. Copies of minutes shall be distributed to all members and will not be the official minutes of any given meeting until voted on by the MPO.

## Article 9 - Amendments to Bylaws

Amendments to these bylaws can be made by a majority vote of the full voting membership at an MPO meeting as an item on the agenda and therefore subject to Article 6.