



## **Thomas Jefferson Planning District Commission Rural Transportation Technical Committee**

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### **By-Laws: Rural Transportation Technical Committee** *Adopted February 24, 2009*

#### **Article I - Name and Authority**

Section 1. The name of this organization shall be the Thomas Jefferson Planning District Commission Rural Transportation Technical Committee, hereinafter called the Technical Committee.

Section 2: The Technical Committee shall have such authority as given by the Thomas Jefferson Planning District Commission (TJPDC), which is the policy board for this technical committee of the Thomas Jefferson Rural Planning Organization, member localities (Albemarle, Fluvanna, Greene, Louisa, and Nelson Counties), and the Virginia Department of Transportation.

#### **Article II – Purpose**

Section 1. The Technical Committee, composed of individuals with technical knowledge in transportation and land use matters, will provide technical review, comment, and recommendations on transportation plans, programs, studies and other appropriate documents, and on regional transportation issues. The Committee shall integrate land use and environmental considerations into all of its activities in order to forge a stronger link between transportation, land use and the environment. The Committee will:

- (1) determine the influence of current data upon the Rural Transportation Plan in relation to previous data and projected trends;
- (2) cooperate in the development of procedures for the collection of traffic data;
- (3) work with the staffs of the TJPDC, DRPT and VDOT to review, comment, recommend, and assist VDOT, participating political jurisdictions, or the TJPDC on any proposal, alternatives, and work performed on the location and design of facilities in the Rural Transportation Plan; and
- (4) serve in an advisory capacity to the TJPDC, the policy board for the TJ Rural Planning Organization.

#### **Article III – Membership**

Section 1: The voting membership of the Technical Committee shall be composed of:

- one (1) planning director or other staff, designated by and representing each member LOCALITY,
- one (1) designated by and representing the Virginia Department of Transportation, Planning Division,
- one (1) designated by and representing the Virginia Department of Rail and Public Transportation.
- one (1) JAUNT director or other representative designated by JAUNT, and
- one (1) Rideshare Program Coordinator or other staff member designated by Rideshare.

Membership is based on position, and representatives will serve on the committee as long as they hold the position.

Section 2. Any member of the Technical Committee who wishes to designate an alternate to serve in his or her absence may do so by submitting the name of that individual to the Chair of the Technical Committee. An alternate may vote only in the absence of the regular member he or she represents.

Section 3. Whenever any voting member fails to attend three (3) consecutive meetings without good reason, the Chair of the Technical Committee shall seek to determine the cause of the absence and whether the appointing authority wishes the delinquent member to be the representative on the Technical Committee.

#### **Article IV – Officers**

Section 1. The officers of the Technical Committee shall consist of a chair and vice-chair.

Section 2. The chair and vice-chair shall be elected by and from the membership of the Technical Committee, shall serve for one year or until their successors are elected, and shall be eligible for reelection.

Section 3. The election of officers shall be held at the Technical Committee's first meeting after July 1 of each year and those members elected to office shall assume their duties at the conclusion of the meeting during which the election is held. A majority vote shall be required for election to any office.

Section 4. The TJPDC staff shall prepare and maintain a permanent written record of all Technical Committee proceedings, and shall transmit a copy of the minutes of each meeting to each member prior to the next meeting.

#### **Article V – Meetings**

Section 1. The Technical Committee shall establish a regular date and place for its meetings. The chair may establish an alternate meeting date to substitute for conflicts caused by holidays and any emergency reasons. Members will be notified in advance of a rescheduled meeting. The chair may also call a special meeting or cancel a regular meeting. There shall be biannual, or as needed, joint MPO/Rural technical committee meetings that will serve as a coordination point between urban and rural committees.

Section 2. A quorum shall consist of one-half of the voting representatives of the Technical Committee, with at least two locality representatives present. Vacancies shall not be considered in the establishment of a quorum.

#### **Article VI – Amendment**

Section 1. These bylaws may be amended by a two-thirds vote of those members present provided that a quorum is present. Proposed changes in the bylaws shall be transmitted to each voting member at least 10 days prior to the meeting when the voting will be conducted.

#### **Article VII - Effective Date**

Section 1. These bylaws shall become effective immediately upon ratification by a majority vote of the Technical Committee.