



**GREATER NASHVILLE
REGIONAL COUNCIL**

Bylaws

**Bylaws of the
Transportation Coordinating Committee**

Adopted January 10, 2024

Greater Nashville Regional Council
Phone: (615) 862-8828 | Fax: (615) 862-8840
GNRC.org

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Committee Bylaws

Article 1. Name and Purpose

- 1.1 The name of the committee is the “Transportation Coordinating Committee.” The committee may be referred to as the “TCC” or “Committee” in these bylaws.
- 1.2 The Committee is formed to provide technical advisory functions to the Transportation Policy Board (TPB) of the Nashville Area Metropolitan Planning Organization (MPO) established to satisfy federal metropolitan transportation planning and programming requirements codified in Title 23 of the U.S. Code of Federal Regulations (CFR), Section 450, Subpart C. The TPB is the formal decision-making body empowered by federal law to adopt transportation plans and programs on behalf of the state and local jurisdictions across the approved metropolitan planning area.
- 1.3 The Committee is the lead advisory committee to the TPB and is responsible for assisting the Greater Nashville Regional Council (GNRC) transportation planning staff with analyzing trends that impact transportation conditions and development recommendations to improve regional mobility.
- 1.4 The Committee supports the mission GNRC to assist local communities and state agencies in the development of plans and programs that guide growth and development in the most desirable, efficient, and cost-effective manner, while ensuring the continued long-term livability of the region.
- 1.5 In the event of any conflict between these bylaws and provision of law or other governing authority, the governing authority will control, and these bylaws will be considered automatically amended as may be necessary to comply with any governing authority.

Article 2. Geographic Representation

- 2.1 The geographic area or region represented by the Committee is aligned with the approved metropolitan planning area “MPA” developed in accordance with 23 CFR 450.312.
- 2.2 The TCC may serve other areas by way of agreement or as required by law.

Article 3. Duties and Functions

- 3.1 The Committee serves as a technical advisor to the TPB by providing recommendations and endorsements related to proposed policies, plans, programs, grant awards, or resolutions that will be considered by the TPB. Such support is not a prerequisite to any action taken by the TPB.
- 3.2 The function of the Committee includes:
 - Serve as a forum for collaboration among the staff of participating jurisdictions and agencies on matters pertaining to transportation and the federal planning factors identified in the CFRs;
 - Assist in the monitoring of regional transportation system performance and the region’s progress towards transportation goals and objectives;

- Assist with the collection, review, and interpretation of information used in the transportation planning process (e.g., local plans, transportation data, land use data, economic/ land development activity, socioeconomic data, etc.);
- Assist MPO staff in the formulation of recommendations for the development and implementation of the UPWP, RTP, TIP and other plans and programs as appropriate;
- Liaison between local governments, the MPO, and the TN Dept of Transportation on the administration of locally managed projects; and
- Provide representation on any committees or working groups established by the TPB to carryout studies, monitor performance, or to promote regional coordination.

Article 4. Membership and Terms

- 4.1 The Committee shall be composed of representatives of organizations and agencies having transportation or transportation related planning, programming, or implementation responsibilities within the metropolitan planning area or having expertise that align with planning factors identified in 23 CFR 450.306.
- 4.2 The Committee may consist of three types of members including “Local Government Representatives,” “Agency Representatives,” and “At-Large Representatives.”
- 4.3 Local Government Representatives are two individuals from each Metropolitan Government and one individual from each municipal government and county government located within the MPA all of whom are knowledgeable of local planning or transportation engineering. Representatives shall be determined by the principal elected official or chief executive officer of the respective local government.
- 4.4 Agency Representatives are one individual from any of the following organizations as determined by the chief executive of the respective organization
- TN Department of Transportation;
 - TN Department of Environment and Conservation;
 - TN Dept of Economic and Community Development;
 - TN Department of Health;
 - TN Department of Safety and Homeland Security;
 - Each modal administration of the U.S. Department of Transportation;
 - Each development district located within the MPA;
 - Each airport authority located within the MPA;
 - Each public transit agency operating within the MPA; and
 - Each county highway department located within the MPA.
- 4.5 The TPB Chair may appoint At-Large Representatives to the Committee from public or non-profit organization to help advise the MPO on matters related to the federal planning factors or to address other emerging challenges that are affected by transportation policies, plans, and programs.
- 4.6 The At-Large Representatives shall serve two-year terms from their appointment date with no limit to the number of terms served. Seats vacated by an At-Large Representative shall be appointed by the TPB Chair if determined to be necessary.

Article 5. Officers

- 5.1 The Committee will have as its officers a Chair and a Vice Chair.
- 5.2 The officers are elected by the membership at the first meeting of the program year on or after October 1 and serve through the last meeting of the program year on or before September 30. Officers may serve up to two consecutive one-year terms in the same office. So long as an officer is still a member, the officer sits until their successor has been elected and qualified.
- 5.3 The duties of the Chair are to:
- Coordinate with staff as necessary to ensure that the work of the Committee is addressed;
 - Preside over meetings of the TCC; and
 - Represent the TCC at meetings of the Transportation Policy Board and other hearings, conferences, and events as required.
- 5.4 The duties of the Vice Chair are to:
- Assist the Chair in the management of their duties;
 - Fulfill the duties of the Chair in the event of their absence; and
 - Anticipate ascension to the role of Chair after the conclusion of their term(s) as Vice Chair when the then-serving Chair ceases to serve.
- 5.5 Vacancies in officer positions may be filled by the membership at any meeting, and successors in office will serve for the unexpired term of the office.

Article 6. Board of Directors (INTENTIONALLY OMITTED)

This section is omitted. The Board of Directors is defined in the organizational bylaws of the Greater Nashville Regional Council.

Article 7. Other Committees

- 7.1 The Committee or its Chair may establish standing and ad-hoc subcommittees or working groups as necessary to support the development, implementation, and performance monitoring of MPO plans and programs. Such subcommittees may include membership from stakeholders not represented on the Committee.

Article 8. Procedures for Meetings

- 8.1 The Committee will typically meet monthly, but no less frequently than quarterly, in any format not otherwise prohibited by law.
- 8.2 A quorum is not required for the Committee to meet to review information or to formulate ideas and strategies that help meet its purpose as defined in Article 1 of these bylaws. A quorum is required for any amendment to these bylaws and recommended for any actions taken by the Committee to endorse proposed policies, plans, programs, grant awards, or resolutions that will be considered by the TPB. Such support is not a prerequisite to any action taken by the TPB.
- 8.3 A quorum consists of 10 Local Government Representatives who together represent at least 50 percent of the counties comprising the MPA. A quorum is not considered broken by a subsequent withdrawal of any of those present.

- 8.4 For the purposes of establishing a quorum, a county will be considered represented if a local government representative of the county government or any of the county's municipalities is present.
- 8.5 Proposed actions may be decided by voice vote; however, any member may ask for a roll call vote, and the ayes and nays must then be recorded within the meeting minutes.
- 8.6 All members are eligible to vote on proposed actions except for the members representing the modal administrations of the U.S. Department of Transportation who shall serve a resource to the Committee.
- 8.7 Meetings of the Committee will generally be held in accordance with the then-current edition of Robert's Rules of Order or any other such procedure as the committee may determine.
- 8.8 Unless otherwise appointed by the Chair, the MPO Coordinator or their designee will serve as parliamentarian to the Committee.
- 8.9 Meetings of the Committee are subject to the public noticing requirements outlined in the MPO's Public Participation Plan and any other applicable laws and regulations.

Article 9. Staff

- 9.1 GNRC will provide staff and other assistance to the Committee. Such staffing and assistance may include calling and cancelling meetings upon consultation with the officers or members.
- 9.2 GNRC designate one of its employees to serve in the role of MPO Coordinator.
- 9.3 The MPO Coordinator will serve as a permanent secretary to the TCC and be responsible for coordinating and scheduling all TCC meetings; for recording proceedings of each meeting; for preparing minutes and action items; and for disseminating the minutes and materials presented at the meetings.

Article 10. Budget and Dues (INTENTIONALLY OMITTED)

This section is omitted. Budget and Dues are addressed in the organizational bylaws of the Greater Nashville Regional Council and Transportation Policy Board.

Article 11. Effective Date and Revisions

- 11.1 These bylaws are effective and in full force immediately upon their adoption.
- 11.2 These bylaws may be revised by a majority vote of the Committee, provided that revisions be presented for consideration at a meeting of the Committee and adopted at a subsequent meeting.

