

**WARNER ROBINS AREA TRANSPORTATION STUDY
TECHNICAL COORDINATING COMMITTEE
BYLAWS**

Article I

Name

The name of this organization shall be the Technical Coordinating Committee of the Warner Robins Area Transportation Study.

Article II

Composition

The Technical Coordinating Committee shall be composed of transportation specialists and key staff members of participating governmental jurisdictions, or a designated alternate of these members. Membership shall be based upon the organizational position held, with the following positions or others as designated by local governments being voting members.

Warner Robins MPO
Director
Transportation Planner

Warner Robins
City Engineer
Assistant City Engineer
Traffic Signal Analyst

Houston County
Traffic Engineer
Building Official
Community Planner

Centerville
Operations Director

Byron
Public Works/P&Z Director

Perry
Community Development Director

Robins Air Force Base
Traffic Engineer

Peach County
Public Works Director

Middle Georgia RC
Transportation Mobility
Manager

Georgia DOT
Transportation Planner
Preconstruction Engineer District 3
Planning & Program Engineer District 3

Perry-Houston Co. Airport
Manager

Houston County Board of Education
Director of Facilities

The non-voting members shall include representatives of the following civic or business organizations, but not be limited to these.

Federal Highway Administration
Middle Georgia Community Action Agency
Department of Community Affairs
Houston County Development Authority
Robins Regional Chamber of Commerce
Flint Energies
Norfolk Southern

Article III

Duties

1. The Technical Coordinating Committee shall provide guidance in the preparation of the Unified Planning Work Program, Transportation Improvement Program, Long Range Transportation Plan, and transit studies. It shall review all other studies related to transportation within the study area, and make recommendations to the Policy Committee, Citizens Advisory Committee and other agencies upon the work program and studies.
2. The Technical Coordinating Committee shall review the status of several activities necessary to keep the study current and those activities necessary to update the study plan with timely reports made to the Policy Committee regarding such reviews.
3. The Technical Coordinating Committee shall make its review on the basis of technical sufficiency, accuracy, and completeness of such studies, plans, and programs.
4. The Technical Coordinating Committee and participating agencies shall adopt and follow the unified planning work program and schedule of activities. If any agency identifies a need to deviate from the adopted work program or initiate any special duties that have any bearing on the present or proposed transportation system, it shall be the responsibility of the respective Technical Coordinating Committee member to bring this to the attention of the full Technical Coordinating Committee for consideration, action, and/or information.

Article IV

Organization

1. The Director of Building and Transportation or his/her designee shall serve as the Director of the Warner Robins Area Transportation Study and shall be the Chairperson of the Technical Coordinating Committee.
2. The Vice Chairperson of the Technical Coordinating Committee shall be selected by and from the committee members. Such election shall be by a majority vote.
3. Election of the Vice Chairperson shall take place on the first meeting of the calendar year when there is a majority of the voting membership present and said terms shall be for one year (February to February).
4. The Vice Chairperson may succeed him/herself with no limitation on the number of terms, except that such term shall not continue in the event the Vice Chairperson becomes ineligible for membership on the Technical Coordinating Committee.
5. The Vice Chairperson may be removed from office by a vote of the majority of all voting members of the Technical Coordinating Committee.
6. The Chairperson shall appoint members to subcommittees, subject to Technical Coordinating Committee approval.
7. The Department of Building and Transportation of the City of Warner Robins, Georgia shall be the coordinating staff for the Warner Robins Area Transportation Study and Technical Coordinating Committee.

Article V

Duties of the Chairperson

1. The Chairperson shall preside at all meetings of the Technical Coordinating Committee.
2. The Chairperson shall authenticate by his/her signature the resolutions adopted by the Technical Coordinating Committee.
3. The Chairperson, as required, shall represent the Technical Coordinating Committee at hearings, conferences, and other events or designate another member of the committee to serve in his/her place.

4. During the absence or disability of the Chairperson, or in the event that a vacancy occurs in the office of the Chairperson, the Vice Chairperson shall preside over meetings of the committee and shall exercise all of the duties of the Chairperson.

Article VI

Meetings

1. The regular meeting date of the Technical Coordinating Committee shall be 10:30 AM, on the last Wednesday of February, April, July, and October, unless otherwise specified.
2. In order for business to be transacted, there must be a recognized quorum of voting members or his/her designates and such quorum consists of 6 voting members. All voting committee members, with the exception of the Chairperson, shall have full voting privileges. The Chairperson shall vote only when necessary to break voting ties.
3. Special meetings may be scheduled at the discretion of the Chairperson of the Technical Coordinating Committee.
4. Membership on the Technical Coordinating Committee is by appointment from the Policy Committee and by virtue of the technical expertise of the position held and as such, attendance is of the utmost importance. Therefore, all members should designate alternates, who shall in the event of a member's absence, serve as the member's representative.

Article VII

Rules of Order

The Technical Coordinating Committee shall conduct business as prescribed in Robert's Rules of Order Revised in all areas of parliamentary procedure, unless prescribed otherwise by these by-laws.

Article VIII

Amendments to Bylaws

These bylaws may be amended by an affirmative vote of a simple majority of full voting membership of the committee. A bylaw change shall be presented for consideration at a regular scheduled meeting of the committee; however, voting shall be deferred until the regular scheduled meeting following the meeting at which the bylaws change was proposed. The Technical Coordinating Committee shall recommend final approval of the amended bylaws to the Policy Committee for adoption. In any event the bylaws and organizational framework are bound to the parameters established in the Memorandum of Understanding.

 Jessica L Bird
Chairperson of TCC

 Randy Toz
Chairperson of PC

 10 March 2015
Date

 March 10, 2015
Date