

**Bylaws of the
Bristol Tennessee – Virginia Urban Area
Metropolitan Planning Organization**

Executive Board

The Metropolitan Planning Organization is the agency established by Federal law to assure that existing and future expenditures for transportation projects and programs are based on a continuing, cooperative, and comprehensive (3-C) transportation planning process. An MPO is established for each metropolitan area that has an urbanized area population of 50,000 or more. The MPO is responsible, together with the State(s) and local transit operators, for carrying out the metropolitan transportation planning process under the provisions of *Title 23, United States Code, Section 134* (Highways), and *Title 49, United States Code, Section 5303* (Transit).

Article I - Name

The name of the organization shall be the Bristol Tennessee – Virginia Urban Area Metropolitan Planning Organization. The Bristol Tennessee – Virginia Urban Area Metropolitan Planning Organization shall be governed by the Executive Board.

Article II - Metropolitan Planning Area

The Bristol Tennessee – Virginia Urban Area Metropolitan Planning Area shall be responsible for carrying out the metropolitan transportation planning process within the Metropolitan Planning Area, as defined by the U.S. Census Bureau's urbanized area designation and the contiguous area expected to become urbanized within a 20-year forecast period.

Article III - Membership

The Executive Board shall be composed of principal elected officials of governmental jurisdictions participating in the Bristol Urban Area Transportation Process. Membership by jurisdiction is as follows:

VOTING MEMBERS (or their appointed representative)

Governor	State of Tennessee
Governor	Commonwealth of Virginia
Mayor	City of Bristol, Tennessee
Mayor	City of Bristol, Virginia
Mayor	Town of Abingdon, Virginia
Mayor	Sullivan County, Tennessee
Chairman	Board of Supervisors, Washington County, Virginia

NON-VOTING MEMBERS (or their appointed representative)

Administrator	FHWA Tennessee Division
Administrator	FHWA Virginia Division
Director	FTA Region IV (Tennessee)
Director	FTA Region III (Virginia)

Article IV - Duties

The Executive Board constitutes the forum for cooperative transportation decision-making in the Metropolitan Planning Area with the responsibilities as follows:

1. Provide administrative and fiscal control;
2. Review and approval of all transportation planning and programming documents and reports;
3. Provide the opportunity for public involvement throughout the transportation planning process; and
4. Carry out the provisions of Section 1201, 20005 (Metropolitan Planning) of the *Moving Ahead of Progress in the 21st Century Act (MAP-21)* or its successor.

Article V - Organization

1. The Executive Board shall elect a Chairman and Vice-Chairman from its membership. Such election shall be by a majority of that membership;
2. Election of officers shall take place on the first meeting of the calendar year and the term of office shall be two years or until such time new officers are elected;
3. An officer may serve successive terms, with no limitation to the number of terms, contingent on eligibility as the results of being an elected official;
4. The Transportation Planning Coordinator shall serve as permanent Secretary to the Executive Board.

Article VI - Duties of Chairman

1. The Chair, or Vice-Chair in absence of the Chair, shall preside at all meetings of the Executive Board;
2. The Chair shall authenticate, by signature, all resolutions adopted by the Executive Board;
3. The Chair, or designated representative, shall represent the Executive Board at hearings, conferences, and other events as required;

Article VII - Meetings

1. The Executive Board shall meet quarterly, or as required, to accomplish administrative control of the planning process and maintain certification. Annually, the Executive Board shall approve and publish the meeting dates and times for the calendar the year;
2. All Executive Board notices of meetings, public hearings and public comment periods shall be published in accordance with the Public Participation Plan for the MPO.
3. Each Executive Board member may designate in writing an alternate representative to serve at meetings during said member's absence;

4. The presence of a simple majority of the Executive Board membership, or designated representatives, at Board meetings shall constitute a quorum for business transaction;
5. Each Executive Board member shall have one vote.
6. Special Meetings may be called by the MPO Coordinator, or at the request of any member of the Executive Board. Written notification of the time, place and purpose of the called meeting shall be provided to each member at least three (3) days prior to the meeting. Only the business designated as the purpose of the meeting may be conducted at a called meeting.

Article VIII - Committees

1. The Executive Board shall designate a Technical Staff composed of representative of government and agencies having functional responsibility for transportation planning and implementation in the metropolitan area. The Technical Staff shall be a standing committee to provide technical review, comment and recommendations to the MPO Executive Board.
2. The Executive Board may establish temporary or special committees to study specific issues as required to maintain a cooperative, comprehensive, and continuing transportation planning process.

Article IX - Rules of Order

1. The Executive Board shall conduct business as prescribed in *Robert's Rules of Order Revised* unless prescribed otherwise by these Bylaws.

Article X - Amendment to Bylaws

1. These Bylaws may be amended by affirmative vote of a quorum of the Executive Board;
2. A Bylaws change shall be presented for consideration at any regularly scheduled Board meeting with voting being deferred until the next scheduled meeting.