

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

**Technical Staff**

**Article I - Name**

The name of the organization shall be the Bristol Tennessee – Virginia Metropolitan Planning Organization Technical Staff.

**Article II - Membership**

The Technical Staff shall be composed of representatives of governments and agencies having functional responsibility for transportation planning and implementation in the Metropolitan Planning Area. The Executive Board may designate additional Technical Staff representation as necessary. The following officials, or their appointed representative, shall constitute the Technical Staff membership:

State Agencies	Director, TDOT Long-Range Transportation Planning Office Director, TDOT Multimodal Transportation Resources Office Member-at-Large, TDOT Region One Director, TDOT Civil Rights Office Director, VDOT Transportation Mobility Division Director, Virginia Department of Rail and Public Transportation Member-at-Large, VDOT Bristol District Director, VDOT Civil Rights Division
Regional Planning Districts	Director, First Tennessee Development District Director, Mount Rogers Planning District Commission
Airport Authority	Manager, Virginia Highlands Airport
Transit Agencies	Manager, Abingdon Local Transit System Director, Bristol Tennessee Transit Director, Bristol Virginia Transit Director, District Three Public Transportation Director, NET Trans
Staff Members	Two representatives from each of the following agencies: Abingdon, Virginia Bristol, Tennessee Bristol, Virginia Sullivan County, Tennessee Washington County, Virginia

Federal Agencies (Non-Voting)

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

### **Article III - Duties**

1. The Technical Staff is responsible for administration of transportation planning and programming under the direction of the Executive Board.
2. The Technical Staff, individually or collectively, shall research and prepare planning studies, programs, and other appropriate documents in accordance with Executive Board policy and legislative requirements;
3. The Technical Staff shall provide technical review, comment, and recommendations on transportation plans, programs, reports, and other appropriate documents, and report to the Executive Board as needed;
4. The Technical Staff shall be responsible, together with the Transportation Planning Coordinator, for coordination of all transportation planning, programming, and implementation activities among the various jurisdictions and agencies comprising the MPO.

### **Article IV - Organization**

1. The Transportation Planning Coordinator for the MPO, shall serve as the Presiding Officer and Secretary of the Technical Staff.

### **Article V - Duties of the Transportation Planning Coordinator**

1. The Transportation Planning Coordinator shall coordinate and schedule all meetings of the Technical Staff, record the proceedings, and prepare and distribute the minutes thereof.
2. The Transportation Planning Coordinator shall coordinate all activities of the Bristol Tennessee – Virginia Urban Area MPO and, with assistance from the Technical Staff, shall accomplish analyses, documentation, and other responsibilities as assigned.
3. The Transportation Planning Coordinator, or his/her designate, shall represent the Technical Staff at Executive Board meetings, hearings, conferences, and other events as required.

### **Article VI - Meetings**

1. The Technical Staff shall meet as necessary to achieve coordination in the transportation planning, programming, and implementation process. Nothing shall preclude the Technical Staff from meeting jointly with the Executive Board.
2. All notices of Technical Staff meetings shall be published in accordance with the MPO Public Participation Plan.
3. Each member of the Technical Staff may designate an alternate to attend meetings and conduct business in the member's absence.

4. Fifty percent (50%) of the Technical Staff members or designated alternates shall constitute a quorum for the purpose of conducting business. In the event of a joint meeting with the Executive Board, a quorum of Technical Staff members is not required.
5. Each member of the Technical Staff shall have one vote.
6. In absence of the Transportation Planning Coordinator, a Chairman Pro Tem shall be selected by majority vote of the membership of the Technical Staff for the purpose of conducting business.
7. Special Meetings may be called by the MPO Coordinator, or at the request of any member of the Technical Staff. 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 VII - 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 MPO Executive Board meeting with voting being deferred until the next scheduled meeting.