

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

TECHNICAL COORDINATING COMMITTEE

BYLAWS

April 4, 2024

ARTICLE I – NAME

The name of this organization shall be the Capital Area Metropolitan Planning Organization Technical Coordinating Committee, hereinafter referred to as the “TCC”.

ARTICLE II – PURPOSE

The purpose and goals of this committee shall be:

- | To provide general review, guidance and coordination of the continuing, cooperative, comprehensive transportation planning process in the Capital Urban Area.
- | To prepare and make recommendations to the Executive Board regarding matters relating to transportation planning.
- | To facilitate coordination and communication between policy boards and agencies represented on the Executive Board and TCC.
- | To facilitate coordination of transportation planning with other planning efforts such as those concerning land use, public utilities and maintenance of air quality.

ARTICLE III – MEMBERS

Section 1 – Number and Qualifications:

As specified in the Memorandum of Understanding (Agreement No. 12-16-93), the Technical Coordinating Committee shall include technical representatives from local and State governmental agencies directly related to and concerned with the transportation planning process for the planning area. Each member agency’s representative(s) shall be designated by the chief administrative officer of that agency. Each member government has been apportioned membership based on the most recent Certified North Carolina Population Estimates with one vote for each 100,000 population, or portion thereof. This formula shall be examined and modified annually based on the most current Certified North Carolina Population Estimates information. Updates to the number of voting members based on the most current Certified North Carolina Population Estimates will be maintained by the MPO staff and shared with the TCC, and are hereby incorporated into the bylaws by reference. The initial voting membership shall include, but not be limited to, the following:

Section 1 – Number and Qualifications (cont.):

- Town of Angier (1 representative)
- Town of Apex (1 representative)
- Town of Archer Lodge (1 representative)
- Town of Bunn (1 representative)
- Town of Cary (2 representatives)
- Town of Clayton (1 representative)
- City of Creedmoor (1 representative)
- Town of Coats (1 representative)
- Town of Franklinton (1 representative)
- Town of Fuquay-Varina (1 representative)
- Town of Garner (1 representative)
- Town of Holly Springs (1 representative)
- Town of Knightdale (1 representative)
- Town of Lillington (1 representative)
- Town of Morrisville (1 representative)
- City of Raleigh (5 representatives)
- Town of Rolesville (1 representative)
- Town of Wake Forest (1 representative)
- Town of Wendell (1 representative)
- Town of Youngsville (1 representative)
- Town of Zebulon (1 representative)
- County of Chatham (1 representative)
- County of Franklin (1 representative)
- County of Granville (1 representative)
- County of Harnett (1 representative)
- County of Johnston (1 representative)
- County of Wake (3 representatives)
- N. C. Department of Transportation* (6 representatives)
- Central Pines Regional Council (1 representative)
- Research Triangle Foundation (1 representative)
- City of Raleigh - Transit (1 representative)
- GoCary (1 representative)
- Harnett Area Rural Transit System (HARTs),
Johnston County Area Transit System (JCATs),
Kerr Area Rural Transit System (KARTs),
GoWake Access (these four transit providers collectively have 1 representative)
- Raleigh Durham Airport Authority (1 representative)

• North Carolina State University	(1 representative)
• Research Triangle Regional Public Transportation Authority	(1 representative)
• Triangle North Executive Airport	(1 representative)
Total	49 representatives

In addition to voting membership, the following agencies shall have non-voting membership:

a. The Federal Highway Administration	1 representative
b. The Federal Transit Administration	1 representative
c. The U.S. Army Corps of Engineers	1 representative
d. The U.S. Environmental Protection Agency	1 representative
e. The U.S. Fish and Wildlife Service	1 representative
f. The N.C. Department of Cultural Resources	1 representative
g. The N.C. Department of Commerce	1 representative
h. The U.S. Department of Housing and Urban Development	1 representative
i. The N.C. Railroad Company	1 representative
j. The N.C. Trucking Association	1 representative
k. The N.C. Motorcoach Association	1 representative
l. Regional Transportation Alliance	1 representative
j. Campbell University	1 representative

Section 2 - Terms of Office:

There shall be no limitation on the length of time a member may serve on the TCC subject to the authorization to do so by their respective agency's chief administrative officer.

Section 3 - Alternates:

Each member agency may appoint alternates to its representative provided each alternate also meets the same qualifications of membership. Alternate members may serve as a full voting member during any meeting where an agency's representative is not in attendance. Proxy and absentee voting are not permitted.

ARTICLE IV - OFFICERS

Section 1 - Officers Defined:

The officers of the TCC shall consist of a Chairperson and Vice-Chairperson, to be elected by the majority vote of the eligible voting members of the TCC.

Section 2 - Elections:

The Chairperson and Vice-Chairperson shall be elected annually at the first regularly scheduled meeting of the calendar year. The newly elected Chairperson and Vice-Chairperson shall take office immediately following the election.

Section 3 - Terms of Office:

The term of office for officers shall be one year. Officers may serve a maximum of three successive terms. Each officer shall hold office until his/her successor shall have been duly elected or until his/her earlier death, resignation, disqualification, incapacity to serve, or removal in accordance with the law.

Section 4 - Duties of Officers:

The Chairperson shall call and preside at meetings and appoint committees. The Chairperson shall appoint a clerk who will provide or otherwise delegate staff service for the TCC, as needed, and will be responsible for taking summary minutes of the Committee's proceedings. The Clerk will maintain a current copy of these Bylaws as an addendum to the Memorandum of Understanding, to be distributed to the public upon request.

In absence of Chairperson, the Vice-Chairperson shall preside and complete all other duties of the Chairperson.

ARTICLE V - MEETINGS

Section 1 - Regular Meetings:

Meetings will be held on the first Thursday of the month. Meeting notices and agendas are to be transmitted in sufficient time for them to have been received by each committee member no later than seven (7) days prior to the meeting date. Regular meetings may be canceled by the Chairperson should there be insufficient business on the Committee's tentative agenda.

Section 2 - Special Meetings:

Special meetings may be called by the Chairperson with two (2) days notice, or at the request of the majority of the eligible voting members. Whenever possible, at least seven (7) days notice shall be given.

Section 3 - Quorums:

A quorum shall be constituted by the presence of at least fifty percent (50%) of the present and eligible voting members at the beginning of the meeting.

Section 4 - Attendance:

Each member shall be expected to attend each regular meeting and each special meeting provided required notice is given. Subject to his/her member agency's chief executive officer's approval, a member may appoint an alternate to serve in his/her absence provided that the member informs the Clerk of the Committee prior to the meeting which the alternate will attend. This notification shall authorize the alternate to vote in the member's absence. Voting members (or their authorized alternates) not attending three (3) consecutive meetings will be considered non-voting members for

the purpose of determining a quorum as of the third meeting. A member's or alternate's voting privileges will be reinstated at the second consecutive TCC meeting he/she attends.

Section 5 - Agenda:

The agenda is a list of considerations for discussion at a meeting. Items on the agenda originate as a carryover from previous TCC meetings, or are placed on the agenda prior to its distribution by any member of the TCC, by request from any jurisdiction party to the Memorandum of Understanding, or by the request of the Chairperson of the Executive Board. Additional items may be placed on the regular agenda following discussion of the last item on the regular agenda, as long as a majority concurrence of the present and eligible voting members is received.

Section 6 - Voting Procedures:

The Chairperson and any member may call for a vote on any issue, provided that it is seconded and within the purposes set forth in Article II and provided the issue is on the agenda as outlined in Section 5 of this article. Each voting member of the TCC shall have one vote. A majority vote of the members (or their authorized alternates) present and eligible to vote shall be sufficient for approval of matters coming before the Committee. The Chairperson is permitted to vote. Abstentions shall be considered affirmative votes. By approval of the TCC, a member may withdraw from voting on an issue. In the absence of any direction from these Bylaws or other duly adopted voting procedures pursuant to certain approval actions, Robert's Rules of Order will designate procedures governing voting.

ARTICLE VI - AMENDMENTS TO BYLAWS

Amendments to these Bylaws of the TCC shall require the affirmative vote of at least two-thirds of the TCC's eligible voting members, provided that written notice of the proposed amendment has been received by each member at least seven (7) days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the Memorandum of Understanding governing this document. In the event of any conflict, the Memorandum of Understanding shall carry precedence over these Bylaws.

These Bylaws were originally approved by the Capital Area Metropolitan Planning Organization Technical Coordinating Committee on June 6th, 1993.

INFORMATION ON AMENDMENTS

Date Approved	Description
5/2/2024	Article III: Section 1 – Number and Qualifications <ol style="list-style-type: none">1. Added Campbell University (ex-officio member)
2/27/2024	Update TAC references to Executive Board throughout document. Article III: Section 1 Number and Qualifications <ol style="list-style-type: none">1. Added voting schedule update language2. Added Town of Coats3. Added Town of Lillington4. Added Chatham County5. Updated TJCOG to CPRC6. Updated Wake County number to 37. Updated GoWake Access name8. Total 49 representatives Article V: Section 2 Special Meetings <ol style="list-style-type: none">1. Two (2) days notice for special meetings
10/30/2013	Article III: Section 1 Number and Qualifications <ol style="list-style-type: none">1. Added Town of Archer Lodge2. Added Triangle North Executive Airport3. Total 45 representatives4. In addition to voting membership, the following agencies shall have non-voting membership:5. The Federal Highway Administration6. The Federal Transit Administration7. The U.S. Army Corps of Engineers8. The U.S. Environmental Protection Agency9. The U.S. Fish and Wildlife Service10. The N.C. Department of Cultural Resources11. The N.C. Department of Commerce12. The U.S. Department of Housing and Urban Development13. The N.C. Railroad Company14. The N.C. Trucking Association15. The N.C. Motorcoach Association16. Regional Transportation Alliance
2/2/2012	Article III: Section 1 Number and Qualifications <ol style="list-style-type: none">1. One vote per 100,000 instead of 50,0002. Change “certified NC census information to Certified North Carolina Population Estimate3. Adjusted number of representatives4. Removed Carolina Trailways5. Added Cary Transit6. Added one vote for HARTS, JCAT, KARTS, TRACS Article III: Section 3 Alternates <p>Changed to include multiple alternates and change ‘that board’ to ‘that agency’s’</p>

Article IV: Section 3 Terms of Office

Changed terms of office – officers may serve a maximum of 3 successive terms.

Article V: Section 2 Special Meetings

Changed minimum notice from 7 days to 4 days – but 7 whenever possible

Article V: Section 4 Attendance

Added members/alternate non-voting for purposes of quorum at 3rd consecutive missed meeting.

Changed voting privileges reinstated at second consecutive TCC meeting he/she attends.

January 2009

Updated membership numbers

February 02, 2006

Per MOU (Agreement # 10-01-2005) for: Angier, Bunn, Clayton, Creedmoor, Town of Franklinton, Youngsville, Franklin County of, Granville County, Harnett County, and Johnston County. Modify membership per latest NC certified population estimate.

January 6, 2000

Add RTF representative to voting membership

February 6, 1997

Add as per MOU (Agreement # 12- 16-93) for; Town of Rolesville, Town of Wendell, and Town of Zebulon.

Add Major Modal Transportation Representative

**NC Certified Population Estimates
Published 10/05/2023**

GEOGRAPHIC AREA	MUNICIPALITY	July 2022 MPO Population	% of 2022 Total MPO Pop.
NC Capital Area MPO		1,454,800	100.0000%
CHATHAM		6,691	0.4599
FRANKLIN		42,494	2.9210%
	BUNN	352	0.0242%
	FRANKLINTON	2,772	0.1905%
	YOUNGSVILLE	2,460	0.1691%
GRANVILLE		16,487	1.1333%
	CREEDMOOR	5,043	0.3466%

HARNETT		39,371	2.7063%
	ANGIER	5,832	0.4009%
	COATS	2,222	0.1527%
	LILLINGTON	4,468	0.3071%
JOHNSTON		115,963	7.9711%
	ARCHER LODGE	5,164	0.3550%
	CLAYTON	29,204	2.0074%
WAKE		202,096	13.8917%
	APEX	69,597	4.7819%
	CARY(PART)	180,367	12.3981%
	FUQUAY-VARINA	38,516	2.6475%
	GARNER	33,537	2.3053%
	HOLLY SPRINGS	45,072	3.0982%
	KNIGHTDALE	20,386	1.4013%
	MORRISVILLE(PART)	32,009	2.2002%
	RALEIGH(PART)	474,780	32.6354%
	ROLESVILLE	10,484	0.7206%
	WAKE FOREST(PART)	50,278	3.4560%
	WENDELL	11,317	0.7779%
	ZEBULON(PART)	7,868	0.5408%
		1,454,800	100.0000%