

**GAINESVILLE-HALL METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COORDINATING COMMITTEE
BYLAWS**

Article I

Section 1

Name

The name of this organization shall be the Technical Coordinating Committee of the Gainesville-Hall Metropolitan Planning Organization.

Section II

Origin

This Committee is created by the Policy Committee of the Gainesville-Hall Metropolitan Planning Organization.

Article II

Purpose

The Technical Coordinating Committee (TCC) of the Gainesville-Hall Metropolitan Planning Organization (GHMPO) shall provide recommendations from a technical perspective on the plans and programs adopted by the GHMPO.

Article III

Members

The voting members of the Technical Coordinating Committee shall be composed of the following transportation specialists and key staff members of participating governmental jurisdictions, or designated representatives of these members. Membership shall be based upon the organizational position held, with the following positions being voting members:

City of Gainesville	Public Works Director
City of Oakwood	City Manager
City of Flowery Branch	Planning Director
City of Buford	Public Safety Director
City of Hoschton	City Manager
Town of Braselton	Town Manager
Hall County	Public Works Director
Jackson County	Assistant County Manager
Hall Area Transit	Director
Georgia Mountains Regional Commission	Planning Director
Northeast Georgia Regional Commission	Planning Director
Georgia Department of Transportation	Transportation Planner

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

GDOT District 1	District Engineer
GDOT Intermodal	Planner
Federal Highway Administration	Planner
Federal Transit Administration	Planner
Town of Clermont	Mayor
Town of Gillsville	Mayor
City of Lula	Mayor
GHMPO Citizens Advisory Committee	Chairperson

Article IV
Duties

1. Provide guidance in the preparation of the Unified Planning Work Program, review all studies related to transportation within the Gainesville-Hall Metropolitan Planning Organization Area, and make recommendations to the Policy Committee, Citizens Advisory Committee, and other agencies upon the work program and studies.
2. Coordinate the maintenance of inventories of current data used as input to the planning process.
3. Review the status of several activities necessary to keep the Planning Area current and those activities necessary to update the Area Plan with timely reports made to the Policy Committee regarding such reviews.
4. Make its reviews based on technical sufficiency, accuracy, and completeness of such studies, plans, and programs.
5. May prepare for consideration by Policy Committee a report that demonstrates to the general citizenry, the status of transportation within the Gainesville-Hall Metropolitan Planning Organization.
6. With 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 V
Organization

1. The officers shall consist of Chairperson, Vice Chairperson, and Secretary.
2. The Chairperson and Vice Chairperson shall be elected annually by a majority vote of the Committee's voting members at the first meeting of the fiscal year.
3. The Chairperson and Vice Chairperson may succeed themselves with no limitation on the number of terms, except that such term shall not continue in the event the Chairperson or Vice Chairperson becomes ineligible for membership on the Technical Coordinating Committee.
4. The Chairperson and Vice Chairperson may be removed from office by a majority vote of all the voting members of the Technical Coordinating Committee.
5. The committee may establish sub-committees as needed from within the membership of the Technical Coordinating Committee. Each sub-committee shall select its chairperson. Sub-committees shall meet as determined by the Chairperson of said sub-committee.
6. The Director of the Gainesville-Hall County Metropolitan Planning Organization (GHMPO), or another member of the GHMPO staff designated by the Director, shall be the Secretary.

Article VI
Duties of the Officers

1. The Chairperson shall:
 - a. Preside at all meetings of the Technical Coordinating Committee.
 - b. Authenticate, by his/her signature, the meeting minutes and resolutions recommended by the Technical Coordinating Committee.
 - c. As required, represent the Technical Coordinating Committee at hearings, conferences, and other events or designate another member of the committee to serve in his/her place.
 - d. Designate one member to Serve as a liaison to the Citizens Advisory Committee.

2. During the absence or disability of the Chairperson, or if 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.
3. In the absence of the Chairperson and Vice Chairperson, a temporary Chairperson shall be selected by the members present.
4. The Chairperson shall prepare the meeting agenda and distribute it to the Technical Coordinating Committee members no later than one (1) week prior to any scheduled meeting. Members desiring an item to be included on a meeting agenda shall notify the Chairperson no later than two (2) weeks prior to the meeting.

Article VII
Meetings

1. The regular meeting time of the Technical Coordinating Committee shall be 10:30 AM, on the fourth Wednesday of January, April, July, and October, at the Hall County Government Center, unless otherwise specified.
2. Notices, with proposed agendas and other materials, of regular meetings shall be distributed at least one week in advance of meeting date whenever practical. Should there be no business to come before the committee, the meeting shall be canceled by written notice one week prior to the planned meeting date.
3. For business to be transacted, there must be a quorum of voting members or their designees, and such quorum consists of five (5) voting members. Voting is permitted via teleconference or phone.
4. Approval of any action shall require a majority vote of the members present and voting, unless prescribed otherwise in these bylaws. All references in these bylaws to a "majority vote" shall mean the majority of the members present and voting.
5. All voting committee members, except for the Chairperson, shall have full voting privileges. The Chairperson shall vote only when necessary to break voting ties.
6. Membership on the Technical Coordinating Committee is by appointment by the Policy Committee and by virtue of the technical expertise of the position held. As such, attendance is of the utmost importance. Therefore, all voting members

should designate alternates, who shall, in the event of a member's absence, serve as the member's representative.

7. In the event an important issue arises that must be decided before the next scheduled committee meeting, a special telephone solicitation shall be made to act on such unanticipated matters. This method shall be used only in extreme cases. (See Article VIII.)

Article VIII **Emergency Committee Meeting Procedure**

An emergency is defined as a sudden and unexpected turn of events requiring immediate action. In case of emergency, notice of such meeting shall be given to each committee member as far in advance of the meeting as possible and by the most direct means of communications. Written notice of any meeting shall state the date, time, and place of the meeting, a brief description of the agenda for the meeting, and shall be provided in accordance with the requirements of Georgia law and the GHMPO Public Participation Plan. An emergency vote would still require the regular public comment periods for adoption of the Long-Range Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, and Public Participation Plan and for amendments to them.

Virtual or telephonic voting and participation shall be permitted. The meeting will be held in a designated public place. Notice of the meeting will meet MPO public participation process noticing requirements. All materials made available to the MPO will be made available to persons attending the meeting. Individuals who are not on the MPO committees and who plan to speak at a meeting, including invited guests, are to submit copies of testimony and handouts 24 hours before the meeting to enable MPO members to review the materials in advance. When telephonic meetings are held, a roll call vote will be conducted, so the vote of each official voting member can be acknowledged and recorded.

Emergency sessions should be afforded the most appropriate and effective notice under the circumstances. Special meetings should have at least 24-hour notice to the public, with the meeting agenda posted on the GHMPO website, www.ghmpo.org, and use press releases and/or phone calls to The Gainesville Times and other local media.


Article IX
Rules of Order

The Committee shall conduct business as prescribed in Robert's Rules of Order Newly Revised (11th Edition), or subsequent edition, in all areas of parliamentary procedure, unless prescribed otherwise by these bylaws.

Article X
Amendment of Bylaws

The Committee may recommend amendments of the bylaws to improve the Committee's overall performance. Notice of the intent to revise the bylaws must be given in the agenda prior to the meeting at which the amendment will be discussed. A majority vote of the entire voting membership of the committee shall be required for the amendment of the bylaws to be forwarded to the GHMPO Policy Committee for its review and approval. The Policy Committee must approve the amendment prior to it becoming effective. In any event the bylaws and organizational framework are bound to the parameters established in the Designation Resolutions from Hall County and the Cities of Flowery Branch, Gainesville, and Oakwood (October - December 2002) that endorsed the Hall County Planning Department to serve as the GHMPO.

Adopted by the GHMPO Policy Committee this 13th day of August, 2024.



Commissioner Jim Hix, Chair
Gainesville-Hall MPO Policy Committee

Attest



Joseph Boyd, Transportation Planning Director
Gainesville-Hall MPO