

# BYLAWS OF THE HAMPTON ROADS TRANSPORTATION TECHNICAL ADVISORY COMMITTEE

## ARTICLE I INTRODUCTION

### 1.01 NAME

As established by the Board of the Hampton Roads Transportation Planning Organization (HRTPO), which is the metropolitan planning organization (MPO) for the Hampton Roads metropolitan planning area (MPA), the name of this Committee shall be the **Transportation Technical Advisory Committee (TTAC)**.

### 1.02 PURPOSE

As stated in the **Bylaws of the Hampton Roads Transportation Planning Organization** and the **Metropolitan Planning Agreement for the Hampton Roads Area**, the TTAC shall be a standing committee to the HRTPO Board. In this capacity, the TTAC shall provide recommendations and technical support to the HRTPO Board on matters that concern the transportation planning and programming process within the MPA. In addition, the TTAC shall provide technical advice and support to the HRTPO staff and shall provide technical review and assistance in regional transportation planning, programming, and transportation-related air quality planning.

Specific responsibilities of the TTAC include:

1. Providing recommendations regarding HRTPO Board approval and/or adoption of:
  - a. The Unified Planning Work Program (UPWP)
  - b. The Long-Range Transportation Plan (LRTP)
  - c. The Transportation Improvement Program (TIP)
  - d. The Congestion Management Process (CMP)
  - e. The Public Participation Plan (PPP)
  - f. Other plans, programs, and documents, including as required by state or federal law for the Hampton Roads MPA
2. Providing technical assistance to the HRTPO staff in developing, preparing, and reviewing items 1a-1f above.
3. Providing, obtaining, and validating the required latest official travel and socioeconomic planning data and assumptions for the MPA. Members are to ensure proper use of the data and assumptions by the HRTPO with appropriate travel forecast-related models.

4. Providing technical reviews to ensure that all planning and programming procedures and documents are developed in accordance with applicable federal and state regulations.
5. Providing recommendations associated with improving the efficiency, effectiveness, and transparency of HRTPO plans, programs, and procedures.

### **1.03 METROPOLITAN PLANNING AREA**

The service area of the TTAC shall be the Hampton Roads MPA, which includes the cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg; a portion of the City of Franklin; the counties of Isle of Wight, James City, and York; and portions of Gloucester County and Southampton County.

## **ARTICLE II**

### **DEFINITIONS**

**Metropolitan Planning Organization (MPO)** – A federally mandated transportation policy board comprised of representatives from local, state, and federal governments, transit agencies, and other stakeholders created and designated to carry out the metropolitan transportation planning and programming process. The HRTPO is the MPO for the Hampton Roads metropolitan planning area.

**Metropolitan Planning Area (MPA)** – The geographical area determined by agreement between the MPO for an area and the Governor and in which the metropolitan transportation planning and programming process is carried out.

**Metropolitan Planning Agreement (3-C Agreement)** – A written agreement among the MPO, State, and public transportation operators serving the MPA that identifies the mutual responsibilities of those entities in carrying out the metropolitan transportation planning and programming process.

**Metropolitan Transportation Planning and Programming Process** – The federally-mandated continuing, cooperative, and comprehensive (3-C) transportation planning and programming process that results in plans and programs that consider all surface transportation modes and support metropolitan community goals.

**Transportation Management Area (TMA)** – An urbanized area with a population over 200,000, as defined by the Bureau of the Census and designated by the U.S. Secretary of Transportation, or any additional area where TMA designation is requested by the Governor and the MPO and designated by the U.S. Secretary of Transportation.

**Urbanized Area (UZA)** – A geographical area with a population of 50,000 or more, as designated by the Bureau of the Census.

**Unified Planning Work Program (UPWP)** – A statement of work identifying the planning priorities and activities to be carried out within the metropolitan planning area. A UPWP includes a description of the planning work and resulting products, specifies who will perform the work, time frames for completing the work, and the source(s) of funds.

**Long-Range Transportation Plan (LRTP)** – A multimodal transportation plan that is developed, adopted, and updated by the MPO through the metropolitan transportation planning process. The LRTP must address a planning horizon of at least 20 years.

**Transportation Improvement Program (TIP)** – A program of transportation projects covering a period of four years that is developed and formally adopted by an MPO as part of the metropolitan transportation planning process. The TIP must be consistent with the current LRTP and projects must be included in the TIP to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.

**Congestion Management Process (CMP)** – A systematic approach that provides for effective management and operation of new and existing transportation facilities eligible for funding under title 23 U.S.C. and title 49 U.S.C. based on a cooperatively developed and implemented metropolitan-wide strategy.

**Public Participation Plan (PPP)** – A documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

## **ARTICLE III** **MEMBERSHIP**

### **3.01 VOTING MEMBERSHIP**

Voting Members of the TTAC are as follows:

City of Chesapeake	3 Members/2 Alternates
City of Franklin	3 Members/2 Alternates
Gloucester County	3 Members/2 Alternates
City of Hampton	3 Members/2 Alternates
Isle of Wight County	3 Members/2 Alternates
James City County	3 Members/2 Alternates
City of Newport News	3 Members/2 Alternates
City of Norfolk	3 Members/2 Alternates
City of Poquoson	3 Members/2 Alternates
City of Portsmouth	3 Members/2 Alternates
Southampton County	3 Members/2 Alternates
City of Suffolk	3 Members/2 Alternates
City of Virginia Beach	3 Members/2 Alternates
City of Williamsburg	3 Members/2 Alternates
York County	3 Members/2 Alternates
Williamsburg Area Transit Authority (WATA)	1 Member/1 Alternate
Transportation District Commission of Hampton Roads (TDCHR), which does business as	
Hampton Roads Transit (HRT)	1 Member/1 Alternate
Virginia Department of Transportation (VDOT)	3 Members/2 Alternates
Virginia Department of Rail and Public	
Transportation (DRPT)	1 Member/1 Alternate
Virginia Port Authority (VPA)	1 Member/1 Alternate

### **3.02 NON-VOTING MEMBERSHIP**

Non-Voting Members of the TTAC are as follows:

Federal Highway Administration (FHWA)
Federal Transit Administration (FTA)
Liaisons of the branches of the Military

### **3.03 VOTING REPRESENTATION**

Voting members and alternate voting members of each locality shall be appointed by the Chief Administrative Officer of the locality; voting members and alternate voting members

from the state agencies shall be appointed by the State Secretary of Transportation; and the voting member and alternate voting member from each public transit agency shall be appointed by the respective chief executive officer. On an as-needed basis, the HRTPO Chair or TTAC Chair may invite additional persons to participate in committee meetings in a non-voting capacity.

### **3.04 ALTERNATES**

Each alternate voting member shall be authorized to act in the absence of a voting member of their respective locality or agency.

### **3.05 NON-VOTING MEMBERS**

In addition to those non-voting members listed in 3.02, the HRTPO Board or TTAC may extend an invitation to any additional parties deemed necessary and appropriate to become a non-voting member of the TTAC. The chief administrative officer of an agency invited as a non-voting member shall appoint the agency's representative to the TTAC and shall notify the HRTPO Deputy Executive Director of the appointment.

## **ARTICLE IV**

## **MEETINGS**

### **4.01 REGULAR MEETINGS**

Meetings of the TTAC shall be held on a regular monthly basis at a time and location for which notice shall be given in accordance with the provisions of the Virginia Freedom of Information Act (ref.: Va. Code § 2.2-3707).

### **4.02 SPECIAL MEETINGS**

Special meetings of the TTAC shall be held as needed. Special meetings may be scheduled by the Chair or a majority of the voting members of the TTAC. Notice, reasonable under the circumstance, of the time, place, and purpose of the special meetings shall be given to all members.

### **4.03 QUORUM**

A minimum of 20 voting members of the TTAC (or their alternates), including representatives from 11 of the 15 member localities and 3 of the 5 agencies, shall constitute a quorum for the transaction of business.

#### **4.04 NOTICES**

Public notice of each regular meeting of the TTAC shall be given in accordance with the provisions of the Virginia Freedom of Information Act. To receive notice of any of the TTAC's subcommittee meetings, please contact the HRTPO....

#### **4.05 MEETINGS OPEN TO THE PUBLIC**

In accordance with the provisions of the Virginia Freedom of Information Act, all meetings of the TTAC shall be open to the public. Additionally, the public are welcome to attend any of the TTAC's subcommittee meetings. ....

#### **4.06 PUBLIC COMMENT**

Time shall be allotted for public comment at all TTAC meetings. Any person desiring to address the TTAC shall register with the staff of the HRTPO prior to the opening of the meeting. The time limit for speakers is three minutes per person. Time cannot be pooled or assigned to any person other than the person who registered to speak. The HRTPO Deputy Executive Director shall assign a staff member to keep time for each speaker. A member of the public may submit written comments or other materials to the HRTPO for distribution to the TTAC.

#### **4.07 MINUTES AND MATERIALS FURNISHED TO MEMBERS**

Minutes shall be recorded, and meeting materials furnished, in accordance with the provisions of the Virginia Freedom of Information Act.

TTAC minutes shall include (i) the date, time, and location of the meeting; (ii) the members recorded as present and absent; and (iii) a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken.

### **ARTICLE V**

### **VOTING**

#### **5.01 GENERAL**

In any proceeding in which voting by members is called for, each member (or alternate) shall be entitled to cast one vote. A simple majority of the voting members (or their alternates) present shall be necessary in order for any proposed action item to receive approval. The usual manner of voting shall be by voice vote. The responsibility of announcing the vote rests upon the Chair, who has the right to have the vote taken again by roll call, if necessary.

## **5.02 ALTERNATE VOTING MEMBERS**

### **5.02.01 Voting**

At any given meeting, if a TTAC voting member is absent, the member's alternate may vote in place of the absent member.

### **5.02.02 Notice**

A TTAC voting member shall provide the HRTPO Deputy Executive Director with the name of the member's alternate prior to the meeting at which the alternate will be voting in the place of the TTAC voting member.

## **ARTICLE VI OFFICERS AND DUTIES**

### **6.01 OFFICERS**

The officers of the TTAC shall consist of a Chair and a Vice-Chair. The TTAC shall hold an annual organizational meeting for the purpose of electing officers at the first meeting after January 1 of each year. The officers shall be elected by a majority of voting members (or their alternates) present.

### **6.02 CHAIR**

The Chair shall be selected from the voting membership of the TTAC. The Chair shall preside at all meetings of the TTAC at which the Chair is present, be responsible for the conduct of all meetings, and vote as any other TTAC voting member. The Chair shall serve as a liaison between the TTAC and other standing committees of the HRTPO Board. The Chair shall serve as or appoint the Chair of each designated subcommittee. In the absence of the Chair, an appropriate alternate may sit as a regular voting member of the TTAC.

### **6.03 VICE-CHAIR**

The Vice-Chair shall be selected from the voting membership of the TTAC. The Vice-Chair shall, during the absence of the Chair or the Chair's inability to serve, have and exercise all of the duties and responsibilities of the Chair. The Vice-Chair shall also perform such duties as may be assigned by the Chair.

### **6.04 ABSENCE OF CHAIR AND VICE-CHAIR**

If both the Chair and Vice-Chair are absent from a meeting, the meeting shall be chaired by a voting member of the TTAC that has previously served as a Chair or Vice-Chair of the committee and be approved by a majority of the voting members in attendance. In the event that no previous Chair or Vice-Chair is in attendance, the HRTPO Deputy Executive Director or staff designee who shall not vote will serve as Chair for the meeting.

## **6.05 TERMS OF OFFICE**

The officers shall be elected at the annual organizational meeting of the TTAC to serve for a term of one year, or until their successors are elected or until they resign or are removed from office. Removal from office shall require an affirmative vote of two-thirds of the voting membership of the TTAC. Any vacancy occurring in an office shall be filled for the unexpired term by the TTAC at the next regular meeting following the occurrence of such vacancy, or at a special meeting called for that purpose.

## **6.06 TERM LIMITATIONS**

The Chair and Vice-Chair may serve not more than two consecutive one-year terms in succession, provided however that each such officer may serve for a third or fourth consecutive term if an extension is approved by a majority of the voting members of the TTAC. Any Chair or Vice-Chair who serves a partial term shall not be considered as serving a full term for purposes of this limitation.

## **6.07 NOMINATING SUBCOMMITTEE**

At least sixty days prior to the annual organizational meeting in January, the Chair shall appoint a Nominating Subcommittee composed of seven voting TTAC members, each representing a different locality or agency. The mission of the Nominating Subcommittee shall be to submit the names of one or more persons who are willing to serve each office to be filled.

## **6.08 ELECTION**

At the annual organizational meeting in January, the Chair of the Nominating Subcommittee shall announce the names of one or more persons who are willing to serve for each office to be filled. Further nominations may be made by any voting TTAC member at that time. Following the announcement of the candidates for each TTAC office, the election of officers shall be taken by roll call vote. The newly elected officers shall take effect immediately following the election.

# **ARTICLE VII**

## **SUBCOMMITTEES**

Subcommittees may be designated and members appointed by the Chair of the TTAC as needed. The members of subcommittees shall serve until the work of the subcommittee is completed, or until their successors have been appointed. The Chair of the TTAC shall serve as or appoint the Chair of each designated subcommittee. Descriptions of each current subcommittee of the TTAC, including a list of the members, will be accessible on the HRTPO website at [www.hrtpo.org](http://www.hrtpo.org).

## **ARTICLE VIII**

### **PROCEDURES**

Except as otherwise provided in these rules, the most recent edition of *Roberts – Rules of Order*, shall be used to conduct all meetings of the TTAC and its subcommittees.

## **ARTICLE IX**

### **STAFF**

#### **9.01 DEPUTY EXECUTIVE DIRECTOR**

The HRTPO Deputy Executive Director or designee will provide staff support to the TTAC and its subcommittees. The Deputy Executive Director or designee will work in coordination with the Chair to prepare the agendas for TTAC meetings and, as necessary, the meetings of subcommittees established by the TTAC. The Deputy Executive Director or designee will attend all meetings of the TTAC and its subcommittees and ensure that a summary of the proceeding is recorded.

#### **9.02 ADDITIONAL DUTIES**

The HRTPO Deputy Executive Director will ensure that the TTAC is kept apprised of relevant issues being considered, discussed, or addressed by all standing committees of the HRTPO Board. The Deputy Executive Director will directly assist the Executive Director in planning, organizing, and directing the activities of the HRTPO staff in support of the TTAC. The Deputy Executive Director and staff will provide professional support and advice to the TTAC and ensure that procedures, analyses, and documents are in compliance with state and federal regulations.

## **ARTICLE X**

### **AMENDMENTS**

Any TTAC voting member may propose amendments to these bylaws by placing such proposed amendments in writing before the TTAC at a TTAC meeting. No vote shall be taken on the proposed amendments until the meeting that follows the meeting at which the written amendments were provided to the TTAC. The proposed amendments will be accessible on the HRTPO website at [www.hrtpo.org](http://www.hrtpo.org). Approval of amendments shall require an affirmative vote of two-thirds of the voting members or their alternates present. In addition, any proposed revisions to the TTAC bylaws must be approved by the HRTPO Board.

**ARTICLE XI**  
**EFFECTIVE DATE**

These Bylaws and any amendments to the Bylaws shall become effective upon the approval of the HRTPO Board.

These Bylaws of the Transportation Technical Advisory Committee (TTAC) of the Hampton Roads Transportation Planning Organization (HRTPO) were adopted with a quorum present and voting on October 7, 2009 by the TTAC and subsequently approved by the HRTPO Board on October 21, 2009.

As Amended Through April 20, 2023