

# PROSPECTUS

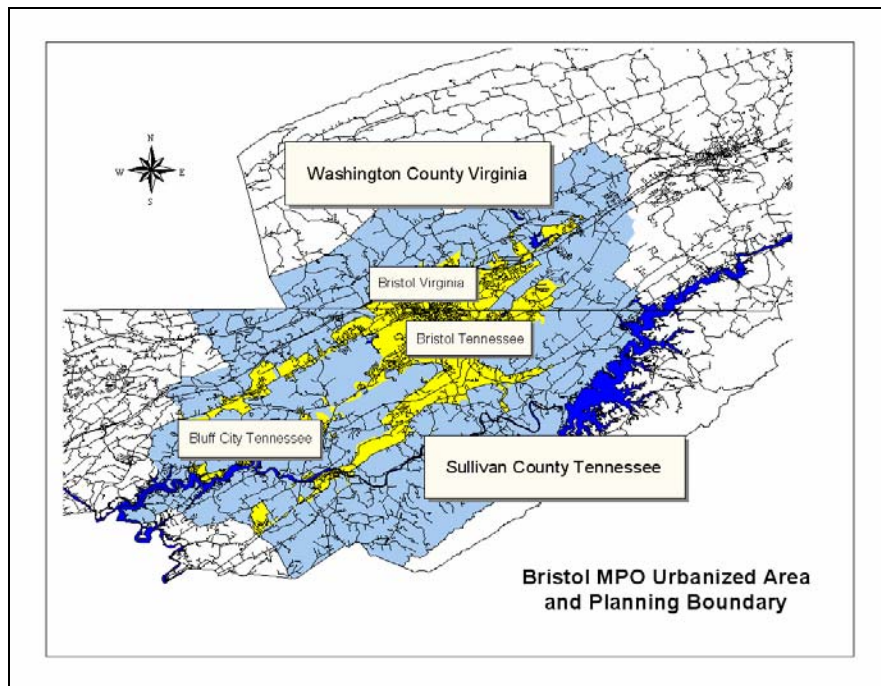
## Bristol Urban Area Metropolitan Planning Organization

### I. Introduction

The Bristol Metropolitan Planning Organization (MPO) Prospectus documents the present organization and procedures for transportation planning in the MPO Metropolitan Planning Boundary. The Bristol Tennessee/Virginia Urban Area was designated by the U. S. Census following the 1980 Census. As a result, the area came under the provisions of the Federal Aid Highway Acts and the Urban Mass Transportation Act of 1964, as amended, which require a "continuing, comprehensive, and cooperative 3-C" transportation planning process in all urbanized areas of more than 50,000 populations.

The Bristol Urban Area Metropolitan Planning Organization was established in 1982 under agreement with the governors of the State of Tennessee and Commonwealth of Virginia, and the local governments representing the urbanized area. The Bristol MPO, in cooperation with the State Department(s) of Transportation and local transit services, are responsible for carrying out the metropolitan planning process and for implementing a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals.

The Bristol MPO Metropolitan Planning Area consists of the City of Bristol Tennessee, the City of Bristol Virginia, Bluff City, Tennessee, and certain surrounding areas of Sullivan County, Tennessee, and Washington County, Virginia.



## **II. Organization and Management**

### **A. Executive Board**

The Bristol Urban Area Metropolitan Planning Organization Executive Board constitutes the forum for cooperative transportation decision-making in the Bristol Urban Area and is composed of the principal elected officials of governmental jurisdictions participating the transportation planning process. Membership by jurisdiction is as follows:

Voting Members (or their appointed representatives)

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

Non-Voting Members (or their appointed representatives)

- FHWA Tennessee Division, Division Administrator
- FHWA Virginia Division, Division Administrator
- FTA Region IV, Director
- FTA Region III, Director

The responsibilities of the Executive Board include administrative and fiscal control; review and approval of all transportation planning, programming and implementation; establishment of study committees as needed; and approval of the public participation process. Executive Board organization and procedures of business are delineated in the *Bylaws of the Bristol Urban Area MPO Executive Board*.

### **B. Technical Committee**

The Bristol MPO Technical Committee is composed of representatives of governments and agencies having function responsibility for transportation planning and implementation in the Bristol Urban Area. The Executive Board may designate additional Technical Committee members as necessary. The following officials, or their designated representative, constitute the Technical Committee membership:

- State of Tennessee
  - TDOT Long Range Planning Division, Director
  - TDOT Multimodal Transportation Resources, Director
  - First Tennessee Development District, Director
  - Local Planning Assistance Office, Director

- Commonwealth of Virginia
  - VDOT Transportation and Mobility Office, Director
  - Department of Rail and Public Transportation, Director
  - VDOT Bristol District Office, Traffic Engineer
  - Mount Rogers Planning District Commission, Director
- City of Bristol, Tennessee
  - Development Division, Deputy City Manager
  - Engineering Division, City Engineer
  - Bristol Tennessee Transit, Director
- Bluff City, Tennessee
  - Local Planning Assistance Office, Community Principal Planner
  - Designated Staff Member, Bluff City
- City of Bristol, Virginia
  - Community Development and Planning, Director
  - Public Works, City Engineer
  - Bristol Virginia Transit, Director
- Sullivan County, Tennessee
  - Commissioner of Highways
  - Planning and Zoning Department, Director
- Washington County, Virginia
  - County Administrator
  - Department of Engineering Services, County Engineer

Non-voting members:

- FHWA Tennessee Division, Division Administrator
- FHWA Virginia Division, Division Administrator
- FTA Region IV, Director
- FTA Region III, Director

Under the direction of the Executive Board, the Technical Committee is responsible for carrying out the transportation planning program for the Bristol Urban Area; receiving and reviewing reports, plans, documents, and programs prior to presentation to the Executive Board; and coordinating of all transportation planning, programming, and implementation activities among the various jurisdictions and agencies comprising the MPO. Technical Committee organization and procedures are outlined in the *Bylaws of the Bristol Urban Area MPO Technical Committee*.

### **C. MPO Agency and Transportation Planning Coordinator**

The City of Bristol Tennessee shall be the local cognizant agency designated to carry out the coordination of the transportation planning process for the Bristol Urbanized Area. This is accomplished by appointing a staff person as the Transportation Planning Coordinator for the MPO. Additional MPO staff positions provide administrative and technical support to accomplish and maintain the metropolitan planning process.

Under the direction of the Executive Board, the Transportation Planning Coordinator shall coordinate all activities of the Bristol Urban Area MPO and, with assistance from the Technical Committee and MPO staff, shall accomplish analyses, documentation, and other responsibilities as assigned to coordinate the transportation planning, programming, and implementation process for the urban area.

The Coordinator is directly responsible for timely completion of regional transportation analysis; documentation of MPO activities; scheduling meetings; disseminating reports, plans and documents to all agencies and members of the Technical Committee and Executive Board; complying with request from public and private agencies; preparation of the required planning documents; and providing the media with prudent transportation information. The Transportation Planning Coordinator shall document and report any comments and recommendations of the Technical Committee to the Executive Board, as well as public comments received in the development of transportation plans and programs.

### **III. Functional Responsibility of Participating Agencies**

The Metropolitan Planning Organization, in cooperation with the Tennessee and Virginia Departments of Transportation and operators of publicly owned transit services, are responsible for carrying out the transportation planning process for the Bristol Urban Area. Each participating agency responsible for program development and project implementation prepares program documentation and project schedules for consolidation by the Transportation Planning Coordinator and subsequent review by the Technical Committee and approval by the Executive Board.

#### **A. Federal Agencies**

##### ***Federal Highway Administration (FHWA)***

The Federal Highway Administration of the U.S. Department of Transportation is responsible for administering all federal highway funds under the provisions of Title 23, United States Code. FHWA is responsible, through the State Division Office(s), for issuing all regulations and guidelines relative to the expenditure of federal highway funds and monitoring all highway planning, programming, and implementation activities, and exercising fiscal control of all federal highway expenditures.

##### ***Federal Transit Administration (FTA)***

The Federal Transit Administration of the U.S. Department of Transportation is responsible for administering all federal transit funds through grant allocations for public transportation, planning, capital improvement, demonstration projects, and operations pursuant to the provisions of Title 49, United States Code. FTA, through the Regional Office(s), is responsible for issuing to all grant recipient agencies and public transportation operators regulations and guidelines relative to the expenditure of transit funds, monitoring public transportation planning and demonstration projects, and fiscal controls.

### ***Other Federal Agencies***

Other Federal Agencies provide the Bristol MPO with review and consultation as needed, and specifically in the development of metropolitan transportation plans such as the Long-Range Transportation Plan and Transportation Improvement Program. Consultation with other Federal agencies includes the U.S. Corps of Engineers, U.S. Fish and Wildlife Service, Environmental Protection Agency, Tennessee Valley Authority, and National Park Service. As determined appropriate, consultation with additional Federal agencies may be incorporated in the transportation planning process.

## **B. State Agencies**

### ***Tennessee Department of Transportation (TDOT)***

The Tennessee Department of Transportation is responsible for preparation of long range, coordinated, statewide transportation plans; development of a data collection program relative to all transportation modes and needs; encouragement and promotion of the development of transportation systems embracing various modes of transportation in a manner that will serve the State and local communities effectively and efficiently; and cooperation with local government in the development of long-range transportation plans. The MPO and the Tennessee Department of Transportation must cooperate and coordinate their respective actions and programs to implement the transportation planning process for the urban area.

TDOT discharges its legislated and delegated responsibility through various divisions. The Long Range Planning Division is one of several divisions under the Chief of Environment and Planning. The Long Range Planning Division is responsible for ensuring that any program or project involving state or federal funds or aid is based on a continuing and comprehensive transportation planning process carried on cooperatively by the state and local communities. The Long Range Planning Division is also responsible for the ongoing data collection program that provides inventories of all transportation modes and needs, development of transportation plans, needs, and programs, administering and conducting transportation research programs, and serving as liaison between TDOT and FHWA.

The Project Planning Division is comprised of three offices: Short Range Planning Office, Conceptual and National Environmental Policy Act (NEPA) Planning Office, and Safety Planning and Travel Data Office. This Division is primarily responsible for the management, development and planning of all Travel Data Operations and Short Range Planning, Conceptual Planning, NEPA Planning Guidelines, and all statewide project planning studies for State, Federal and local federal aid highways and the Highway Rail Grade Crossing Program. The Project Planning Division is a vital component in achieving the mission of TDOT's Strategic Management Plan.

Multimodal Transportation Resources is comprised of the Office of Passenger Transportation and Office of Freight and Rail Transportation. The Office of Passenger Transportation is responsible for formulating programs of financial and technical assistance for comprehensive planning, development, and administration of public transportation facilities and services, studying public transportation problems and providing technical assistance to local governments, encouraging research and experimentation in developing new area mass transportation facilities and services, recommending policies, programs, and actions designed to improve utilization of urban and commuter mass transportation facilities in keeping with the goals of the long range statewide transportation plan, and administering the program of public transportation capital grants provided by the State. The Office of Freight and Rail Transportation is responsible for funding of rail, track improvements, and enhancement and expansion of the rail freight program. In addition, this Office provides waterways assistance.

The Program Development and Project Management Division is comprised of four offices. Program Development and Scheduling is responsible for developing transportation programs and establishing project schedules. Local Programs Development is responsible for the coordination of various state and federal programs with local governments. Program Operations is responsible for establishing project funding authorizations and serves as the liaison with the Federal Highway Administration. Project Management is responsible for the development and delivery of selected transportation projects as well as administration of the State Industrial Access Program (SIA).

### ***Virginia Department of Transportation (VDOT)***

The Virginia Department of Transportation is responsible for building, maintaining and operating the state's roads, bridges, and tunnels. The Commonwealth Transportation Board guides the department's work and provides funding for airports, seaports, rail, public transportation as well as the state-maintained highway systems. VDOT responsibly includes the development and maintenance of a comprehensive system of ground transportation, including the planning of particular transportation projects through surveying, mapping and studies, and ensuring financial accountability. VDOT works jointly with the MPO to establish the administrative and technical procedures required to develop and implement the transportation planning process for the urban area and serves as liaison between VDOT and FHWA.

The Transportation and Mobility Planning Division (TMPD) is one of four offices under the Chief of Policy, Planning, and Environment. TMPD is responsible for ensuring the development of long range transportation plans across the Commonwealth that promote a safe, efficient and effective transportation system. TMPD's planning focus is at the statewide level, addressing the accessibility and mobility needs of people and freight on the interstate and primary highway systems. TMPD also provides support to VDOT District Planning Offices that are responsible for: maintaining the federal metropolitan planning process including coordination with the Metropolitan Planning Organization, conducting small urban area transportation studies, as well as conducting corridor level planning studies that support the project development process. For highway purposes, Virginia is divided into nine districts. The Bristol District is responsible for the construction and maintenance of transportation assets for a twelve-county area including the Virginia portion of the Bristol MPO.

***Virginia Department of Rail and Public Transportation (DRPT)***

The Commonwealth’s rail, public transportation and commuter services are under the direction of an independent state agency separate from VDOT. The Department of Rail and Public Transportation works with public and private partners to provide technical expertise, financial support, planning and project management and program advocacy. Together, DRPT and its partners deliver essential rail, public transportation and commuter assistance services. Each of DRPT's three primary areas of activity (rail, public transportation, and commuter services) focus on the movement of people and goods throughout Virginia. Rail transportation involves the movement of people and goods on railways owned and operated by private railroad companies. Public Transportation systems help manage traffic congestion and provide transportation choices while safely transporting people to destinations across the Commonwealth. Commuter Services programs work to promote carpools, vanpools, telework and other alternative modes of transportation to Virginia’s commuters.

***Other State Agencies***

Other State Agencies provide the Bristol MPO with review and consultation as needed, and specifically in the development of metropolitan transportation plans such as the Long-Range Transportation Plan and Transportation Improvement Program. Consultation with other State agencies includes the Tennessee Department of Environment and Conservation, Virginia Department of Environmental Quality, Tennessee Wildlife Resources Agency, Virginia Game and Inland Fisheries, Tennessee State Historic Preservation Office, and Virginia Department of Historic Resources. As determined appropriate, consultation with additional State agencies may be incorporated in the transportation planning process.

**C. First Tennessee Rural Transportation Planning Organization**

To increase coordination and consistency of regional transportation planning, the Bristol MPO will serve on the Technical Committee for the First Tennessee Rural Transportation Planning Organization (RTPO). The RTPO represents the counties of the First Tennessee Development District, which are not included in an existing MPO planning area. The RTPO is responsible for transportation planning activities and project recommendations to TDOT in the non-MPO portions of the First Tennessee Development District.

**D. Memorandum of Agreement with the Kingsport MPO**

A Memorandum of Agreement shall be in place between the Bristol MPO and Kingsport MPO pertaining to overlapping long-range Metropolitan Planning Boundaries in Sullivan County, Tennessee, east of Tri-Cities Regional Airport. The MOA shall define the transportation planning responsibilities for each MPO and shall designate the Kingsport MPO the responsible agency for project coordination and implementation in areas contained within both Bristol MPO planning area boundary and the Kingsport MPO planning area boundary.

## **E. Tri-Cities Early Action Compact for Air Quality**

Under the provisions of the Clean Air Act, the Environmental Protection Agency designated the Sullivan county portion of the MPO as non-attainment for the 8-hour ozone standard. The effective date of this designation has been deferred based on a Memorandum of Agreement among local governments of the Tri-Cities area, the State of Tennessee, and EPA to participate in EPA's Early Action Compact to voluntarily achieve and maintain the 8-hour ozone standard. As a result, conformity analysis is not currently required for the Bristol Urban Area Long Range Transportation Plan.

## **F. Local Agencies**

### ***Transit Operators***

Bristol Tennessee Transit and Bristol Virginia Transit are owned and operated by each respective City and managed by each City's Transit Director. The Transit Director for each City is responsible for overseeing daily operational functions of the transit system. The Bristol MPO staff provides administrative assistance for both BVT and BTT, including transit planning activities, maintaining adherence to State and Federal regulations, and grant administration. The Bristol MPO is responsible for the FTA Section 5303 transit planning program through the Unified Planning Work Program and the development of the Transit Element of the Transportation Improvement Program.

### ***Planning Commissions***

The local planning commissions are responsible for the preparation, adoption, and recommendations to the respective administrative and legislative bodies of long range comprehensive plans for future development. Local planning commissions provide regional information to the MPO including planning highway projects as well as land use and zoning information. Local planning commissions include the municipal governments of Bristol, Tennessee; Bristol, Virginia; Bluff City, Tennessee; and the jurisdictions of Sullivan County, Tennessee, and Washington County, Virginia.

### ***Engineering and Public Works Agencies***

Several agencies of local governments within the MPO Planning Area are responsible for daily operations of the street and highway system include traffic operations, installation of traffic control devices and signs, and roadway construction and maintenance. These include the City of Bristol, Tennessee Engineering Division; City of Bristol, Virginia Public Works; Bluff City, Tennessee Public Works; Washington County Virginia Department of Engineering Services; and the Sullivan County Highway Commission.

## **IV. Continuing Planning Activities**

The MPO staff is responsible for performing the administrative tasks required to maintain coordination of the transportation planning process. The Transportation Planning Coordinator is responsible for documenting all meeting proceedings and disseminations to all participants in the process. The Technical Committee is responsible, through the Executive Board, for maintaining coordination of program implementation on a continuing basis. MPO staff, in cooperation with the Technical Committee, is responsible for preparation of documentation as follows:

### **A. Federal Planning Elements**

Federal legislation requires the metropolitan planning process to provide consideration of projects, strategies and services that will address the following factors:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the safety of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and freight.
5. Protect and enhance the environment, promote energy conservation, and improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.

### **B. Title VI and Environmental Justice**

Title VI of the Civil Rights Act of 1964 states “No person in the United State shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” As part of the transportation planning process the Bristol MPO must address Title VI and Environmental Justice issues to minimize disproportionately adverse effects on minority populations and low-income groups in the development and implementation of transportation projects. The MPO is responsible for reviewing plans and projects to ensure funding, projects, and services are not distributed in a discriminatory way.

### **C. Public Participation Plan**

It is the responsibility of the MPO to obtain public participation for specific transportation planning needs. The Bristol Urban Area MPO encourages the distribution of information related to transportation decisions and plans throughout the region. It is the policy of the MPO to take all public comments into account in the development and adoption of plans and programs such as the Transportation Improvement Program and Long-Range Transportation Plan. The public

involvement process must be proactive and provide complete information, timely public notice, full access to key decisions, and opportunities for early and continuing involvement. Policies and procedures for public involvement are outlined in the *Bristol MPO Public Participation Plan*.

#### **D. Unified Planning Work Program**

The Unified Planning Work Program (UPWP) is prepared annually by the MPO and describes those planning activities to be undertaken on behalf of the MPO and its member governments in order to maintain and promote the 3-C transportation planning process and federal metropolitan planning requirements. The UPWP contains allocations of planning funds from the Federal Highway Administration, Federal Transit Administration, State agencies and local governments for transportation planning and for administration and implementation of transportation improvement projects.

The UPWP establishes the framework within which transportation planning activities are to be accomplished by the MPO and participating agencies. Each participant in the process provides the Transportation Planning Coordinator a detailed description of tasks to be accomplished, schedule for completion and estimated cost. The draft UPWP is reviewed by the Technical Committee and approved by the Executive Board prior to submittal to the FHWA and FTA for final approval.

#### **E. Transportation Improvement Program**

The Transportation Improvement Program (TIP) documents the cooperatively developed program selected by the Technical Staff to be advanced to implementation during the program period. The TIP outlines the highway projects and transit operating and capital expenditures for a four-year planning period based on local allocations and needs for both traffic network and transit programs, as well as bicycle and pedestrian facilities. The TIP provides a description of each project, estimated cost, and the year in which implementation is scheduled. Projects included in the TIP for funding with the MPO are selected and prioritized by the Technical Committee in consultation with the State. The draft TIP is then ratified by the Executive Board prior to final submittal to the FHWA and FTA.

#### **F. Long-Range Transportation Plan**

A major requirement of the MPO is to provide a continuously updated comprehensive transportation plan that will address the long-range transportation needs of the urbanized area. The Long Range Transportation Plan establishes recommended improvements for a multimodal transportation system within the MPO Planning Area as well as costs and priorities. The transportation plan must be reviewed and updated at least every five years to confirm its validity and consistency with current and forecasted transportation and land use conditions. The transportation plan identifies the projected transportation demand of persons and goods for a 20-year planning horizon and must include, as appropriate, the preservation of existing transportation facilities, congestion management strategies, consistency with land use plans, intermodal transportation facilities, freight movement and major freight distribution routes, non-motorized transportation, and the overall social, economic, energy, and environmental effects of

transportation planning. Additionally, the long-range plan must reflect the financial impact of the overall plan and identify reasonably available financial sources for operation, maintenance, and capital investments.

#### **G. Other Responsibilities and Documentation**

1. Transit planning activities are coordinated by the MPO and provide continued correspondence and interaction with local transit operators and state DOTs for technical needs and funding programs.
2. Develop appropriate information and databases upon which informed transportation decisions can be made. Data collection activities provide an inventory of transportation data and analysis of land use and socio-economic data to identify changes in transportation needs for the urban area.
3. Identify and ensure that the MPO meets the requirements of existing transportation legislation, as may be amended, and other state and federal statutes.
4. Support the transportation planning efforts of the MPO jurisdictions, TDOT, and VDOT as identified in the work program.

# **Bylaws of the Bristol Urban Area Metropolitan Planning Organization**

## **Executive Board**

### **Article I - Name**

The name of the organization shall be the Bristol Urban Area Metropolitan Planning Organization Executive Board.

### **Article II - 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 representatives)

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

Non-Voting Members (or their appointed representatives)

- FHWA Tennessee Division, Division Administrator
- FHWA Virginia Division, Division Administrator
- FTA Region IV, Director
- FTA Region III, Director

### **Article III - Duties**

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

1. Administrative and Fiscal Control.
2. Review and approval of all transportation planning and programming studies and reports.
3. Establish study committees as required to ensure cooperative, comprehensive and continuing transportation planning.

#### **Article IV - 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 one year 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 the permanent Secretary of the Executive Board.

#### **Article V - Duties of Chairman**

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

#### **Article VI - Meetings**

1. The Executive Board shall meet as required to accomplish administrative control of the planning process and maintain certification.
2. Each Executive Board member shall designate in writing an alternate representative to serve at meetings during said member's absence.
3. The presence of a simple majority of the Executive Board membership or designated alternatives at Board meetings shall constitute a quorum for business transaction. If written notice of the meeting is submitted to each member at least five (5) days prior to said meeting then a quorum shall constitute those present, unless the issue of a quorum is raised. A quorum of less than five (5) people shall permit the Chairman to vote.

#### **Article VII - Rules of Order**

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

#### **Article VIII - Amendment to Bylaws**

1. These Bylaws may be amended by affirmative vote of a quorum of the Executive Board.

# **Bylaws of the Bristol Urban Area Metropolitan Planning Organization**

## **Technical Committee**

### **Article I - Name**

The name of the organization shall be the Bristol Urban Area Metropolitan Planning Organization Technical Committee.

### **Article II - Membership**

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

- State of Tennessee
  - TDOT Long Range Planning Division, Director
  - TDOT Multimodal Transportation Resources, Director
  - First Tennessee Development District, Director
  - Local Planning Assistance Office, Director
- Commonwealth of Virginia
  - VDOT Transportation and Mobility Office, Director
  - Department of Rail and Public Transportation, Director
  - VDOT Bristol District Office, Traffic Engineer
  - Mount Rogers Planning District Commission, Director
- City of Bristol, Tennessee
  - Development Division, Deputy City Manager
  - Engineering Division, City Engineer
  - Bristol Tennessee Transit, Director
- Bluff City, Tennessee
  - Local Planning Assistance Office, Community Principal Planner
  - Designated Staff Member, Bluff City
- City of Bristol, Virginia
  - Community Development and Planning, Director
  - Public Works, City Engineer
  - Bristol Virginia Transit, Director
- Sullivan County, Tennessee
  - Commissioner of Highways
  - Planning and Zoning Department, Director
- Washington County, Virginia
  - County Administrator
  - Department of Engineering Services, County Engineer

Non-voting members:

- FHWA Tennessee Division, Division Administrator
- FHWA Virginia Division, Division Administrator
- FTA Region IV, Director
- FTA Region III, Director

### **Article III - Duties**

1. The Technical Committee is responsible for carrying out the transportation planning program for the Bristol Urban Area under the direction of the Executive Board.
2. The Technical Committee shall receive and review reports, plans, documents, and programs prior to presentation to the Executive Board for final approval.
3. The Technical Committee 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. Organization of the Technical Committee shall consist of a Chairman, a Vice-Chairman, and a Secretary.
2. The Chairman and Vice-Chairman of the Technical Committee shall be elected by majority vote of the membership of the Technical Committee. The term of office shall be one year or until a new election is held.
3. There shall be no limitation on the number of successive terms a member may serve as Chairman or Vice-Chairman, provided membership on the Technical Committee is maintained.
4. The Transportation Planning Coordinator shall serve as permanent Secretary to the Technical Committee.

### **Article V - Duties of Chairman and Vice-Chairman**

1. The Chairman shall preside at all meetings of the Technical Committee.
2. The Chairman shall represent the Technical Committee at Executive Board meetings, hearings, conferences, and other events as required.
3. In absence of the Chairman, the Vice-Chairman shall discharge all duties of the Chairman.

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

1. The Transportation Planning Coordinator shall serve as permanent Secretary to the Executive Board and Technical Committee, coordinate and schedule all meetings, record the proceedings, and prepare and distribute the minutes thereof.
2. The Transportation Planning Coordinator shall prepare necessary documents for Technical Committee review and consideration and shall ensure that such documents are distributed to all Technical Committee members prior to meetings.
3. The Transportation Planning Coordinator shall coordinate all activities of the Bristol Urban Area MPO and, with professional staff assistance, shall accomplish analyses, documentation, and other responsibilities as assigned.

## **Article VII - Meetings**

1. The Technical Committee shall meet as necessary to achieve coordination in the transportation planning, programming, and implementation process.
2. Each member of the Technical Committee may designate an alternate to attend meetings and conduct business in the member's absence.
3. Fifty percent (50%) of the voting Technical Committee members or designated alternates shall constitute a quorum for the purpose of conducting business. If written notice of a meeting is submitted to each member at least five (5) days prior to said meeting, then a quorum shall constitute those present, unless the issue of a quorum is raised.

## **Article VIII - Amendment to Bylaws**

1. These Bylaws may be amended by a majority of a quorum at any Technical Committee meeting.