

AMENDMENT

**COLUMBUS-PHENIX CITY TRANSPORTATION STUDY
POLICY COMMITTEE**

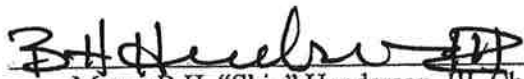
A RESOLUTION TO AMEND THE TECHNICAL COMMITTEE BY-LAWS

WHEREAS the Governors of Georgia and Alabama have designated the Columbus Department of Planning as the Metropolitan Planning Organization (MPO) for the Columbus-Phenix City (C-PCTS) urban area; and

WHEREAS it is necessary to amend the Technical Committee By-Laws to include the following change:

- Addition of the City Engineer of Smiths Station, Alabama to serve as a voting member.

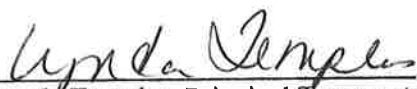
BE IT RESOLVED that the Columbus-Phenix City Transportation Study Policy Committee approves the amendment of the Technical Committee By-Laws to reflect this change.



Mayor B.H. "Skip" Henderson, III, Chairman
Columbus-Phenix City Transportation Study
Policy Committee

May 17, 2022

Date

Attest: 

Lynda Temples, Principal Transportation Planner

COLUMBUS-PHENIX CITY TRANSPORTATION STUDY
TECHNICAL COORDINATING COMMITTEE

By-laws
(Amended, May 2022)

ARTICLE I

Name

The name of this organization shall be the Technical Coordinating Committee of the Columbus-Phenix City Transportation Study.

ARTICLE II

Composition

The Technical Coordinating Committee shall be composed of key staff members of participating governmental jurisdiction or a designated alternate of these members. Membership shall be based upon the organizational position held, with the following persons being members:

Voting Members

Columbus, Georgia
Director - Department of Planning - Committee Chair
Chief - Transportation Planning Division - Committee Vice Chair
Deputy City Manager
Chief - Traffic Engineering Division - Department of Engineering
Highway Coordinator - Department of Planning
Director - Department of Transportation (METRA)
Airport Manager
Executive Director – River Valley Regional Commission

Fort Benning, Georgia
Civil Engineer

Georgia Department of Transportation
Urban Transportation Planner
District III Preconstruction Engineer

Phenix City, Alabama
City Manager

Phenix City, Alabama
City Engineer

Russell County, Alabama
County Engineer

Lee County, Alabama
County Engineer

Smiths Station, Alabama
County Engineer

Alabama Department of Transportation
Local Transportation Engineer
Preconstruction Engineer, Southeast Region

Chattahoochee County Commission

Advisory Members (Non-Voting)

Representative - District III, State Transportation Board, Georgia
Chairman - Columbus Airport Commission - Columbus, Georgia
Planning and Research Engineer - FHWA, Alabama Division
Urban Planning Engineer - FHWA, Georgia Division
Georgia Department of Transportation - Multi-modal Planner
Georgia Department of Transportation - District III Scheduling Engineer
Chairman – Citizen’s Advisory Committee
Inter-modal Planning Engineer - FHWA, Georgia Division
District 6 Engineer
Resident Engineer - Georgia Department of Transportation
Others as determined by the Chairman
 Lee-Russell Council of Governments
 County Planner - Hamilton, Georgia
 Cooperative Extension Service - Columbus, Georgia

ARTICLE III

Duties

The Technical Coordinating Committee shall prepare the Unified Planning Work Program, review all studies related to transportation with the Columbus-Phenix City Transportation Study area, and make recommendations to the Policy Committee and other agencies upon the work program and studies.

The Technical Coordinating Committee shall maintain inventories of current data used as input to the planning process.

The Technical Coordinating Committee shall review the status of several activities necessary to keep the study current and those activities necessary to update the study plan with timely reports

made to the Policy Committee regarding such reviews.

The Technical Coordinating Committee shall make its reviews on the basis of technical sufficiency, accuracy, and completeness of such studies, plans and programs.

The Technical Coordinating Committee shall prepare for consideration by Policy Committee, an Annual Report that demonstrates to the general citizenry, the status of transportation in the Columbus-Phenix City Transportation Study area.

The Technical Coordinating Committee and participating agencies shall adopt and follow a specific work program and schedule of activities. If any agency identifies a need to deviate from the adopted work program or initiate any special studies that have any bearing on the present or proposed transportation system, it will 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 IV

Organization

The Director, Department of Planning, of which the Columbus-Phenix City Transportation Study comes under, shall be the chairperson of the Technical Coordinating Committee.

The Chief, Transportation Planning Division of the Columbus-Phenix City Transportation Study shall be the vice chairperson of the Technical Coordinating Committee.

The Chairperson shall appoint members to subcommittees, subject to Technical Coordinating Committee approval.

The Transportation Planning Division staff of the Department of Planning shall be the coordinating staff for the Columbus-Phenix City Transportation Study and the Technical Coordinating Committee

ARTICLE V

Duties of the Chairperson

The Chairperson shall preside at all meetings of the Technical Coordinating Committee.

The Chairperson shall authenticate by his signature, the minutes and resolutions adopted by the Technical Coordinating Committee.

The Chairperson, as required, shall represent the Technical Coordinating Committee at hearings, conferences, and other events or designate another member of the committee to serve in his place.

During the absence or disability of the Chairperson, or in the event that 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.

The Chairperson shall prepare the meeting agenda and distribute it to the Technical Coordinating Committee members no later than (1) week prior to any scheduled meeting. Members desiring on item to be included on a meeting agenda shall notify the chairperson no later than two (2) weeks prior to the meeting.

The Chairperson, as the Project Director of the Columbus-Phenix City Transportation Study and Director of the Columbus, Georgia Department of Planning, shall maintain necessary staff in the Department of Engineering in order to continually execute the planning responsibilities required to keep the study up to date.

ARTICLE VI Meetings

The regular meeting date of the Technical Coordinating Committee shall be on Thursday of the second full week of the month, unless otherwise specified.

At the discretion of MPO Staff or the Chairperson, conference calling or virtual meetings will be permitted and available.

In order for business to be transacted, there must be at least six (6) voting members. A quorum for voting purposes exists when a simple majority is present.

In the event a regular voting question is brought up during a committee meeting and a quorum is not present, a vote will be taken (recording those voting for and against the question). At the next regular scheduled meeting, a vote will be taken whether approving or disapproving the minutes of the previous meeting (the minutes being sent to all members prior to the meeting) making the vote official. If the minutes are disapproved based on the decision voted on at the previous meeting, discussion of the question will be re-opened and voted on again.

If a quorum is not present again at the next regularly scheduled committee meeting, proxy cards will be sent to those who were not in attendance when the question was originally voted on to obtain their vote which will be entered in the minutes of the original meeting.

In the event an important question is known prior to a meeting and must be decided at that committee meeting, proxy cards will be mailed in advance of the meeting in order for those who cannot be present to send in his vote prior to the meeting. This method will be used only in extreme cases.

In the event an important question is brought up for the first time during a committee meeting when a quorum is not present, and a decision is needed immediately, the Chairperson will determine if proxy cards should be sent immediately following the meeting (as opposed to the procedure in paragraphs A and B) to those who were not in attendance to obtain their vote which will be entered in the minutes of the next meeting.

Membership on the Technical Coordinating Committee is by virtue of the expertise concurrent with the position held and as such, attendance is of the utmost importance. Therefore, the Chairperson to the Policy Committee for review and direction shall report more than three (3) un-excused absences of regular scheduled meetings by a member or his designated alternate during a calendar year.

ARTICLE VII

Rules of Order

The Technical Coordinating Committee shall conduct business as prescribed in Robert's Rules of Order Revised in all areas of parliamentary procedure unless prescribed otherwise by these by-laws.

The Parliamentarian shall be appointed by the Chairperson with the Technical Coordinating Committee approval.

ARTICLE VIII

Amendments to By-Laws

These by-laws may be amended by an affirmative vote of a simple majority of full voting membership of the committee. A by-law change shall be presented for consideration at a regular scheduled meeting of the committee; however, voting shall be deferred until the regular schedule meeting following the meeting at which the by-laws change was proposed.