

ARTICLE I – AUTHORIZATION

- 1-1. This Transportation Technical Advisory Committee is established in conformance with a Resolution by the Accomack-Northampton Planning District Commission (A-NPDC) to promote the management of transportation projects within the counties of Accomack and Northampton and to assist the Virginia Department of Transportation (VDOT) in its planning efforts for the region.
- 1-2. The official title of this body shall be the A-NPDC Transportation Technical Advisory Committee, hereinafter referred to as the “Committee.”

ARTICLE II – PURPOSE

- 2.1. The primary purposes of the Committee are to serve as a viable committee to assist local governments and residents of the Eastern Shore in understanding transportation issues for our region and to assist VDOT in creating/collecting data and work products specifically required in its agreement with the A-NPDC under the CFDA 20.205, Highway Planning and Construction, Virginia Rural Transportation Planning Program Grant program, Rural Work Program.

ARTICLE III – MEMBERSHIP

- 3.1. There shall be nine (9) voting members and nine (9) non-voting members of the Committee. Members and alternate members of each locality and agency shall be appointed by the A-NPDC; voting members and alternate voting members from VDOT are those required in the A-NPDC contract with VDOT for the RLRP; On an as-needed basis, the Committee Chair may invite additional persons to participate in committee meetings in a non-voting capacity.

Voting members:

County of Accomack	1 member/1 alternate
County of Northampton	1 member/1 alternate
Town of Chincoteague	1 member/1 alternate
A-NPDC	1 member/1 alternate
Accomack County Airport	1 member/1 alternate
A-N Transportation District Commission	1 member/1 alternate
Chesapeake Bay Bridge-Tunnel District Commission	1 member/1 alternate

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VDOT – Accomac Residency 1 member/1 alternate
VDOT – Planner, Engineer, Hampton Roads District 1 member/1 alternate

Non-voting members:

Town of Cape Charles
Town of Exmore
Town of Onancock
Bay Coast Railroad
ESAAA/CAA
Eastern Shore Center for Independent Living
Eastern Shore Community Services Board
STAR Transit
FHWA

- 3.2. The terms of office for the members shall be at the pleasure of their agency.
- 3.3. Vacancies shall be filled by appointment of the A-NPDC as in 3.1 above.
- 3.4. Terms of Committee members shall expire immediately before the beginning of the regular meeting at which their successor’s term of office begins.

ARTICLE IV – SELECTION OF OFFICERS

- 4.1. Officers of the Committee shall consist of the Chairman, Vice-Chairman, and Secretary. The positions of the Chairman and Vice-Chairman shall each be filled by a voting member of the Committee and shall be elected by the Committee membership. The Secretary shall serve at the request of the committee and may be a member of the Committee or the Executive Director of the A-NPDC.
- 4.2. Nomination of officers shall be made from the floor at the first Committee meeting of each fiscal year which begins on July 1. Election of officers shall follow immediately. A candidate receiving majority vote of the entire membership shall be declared elected.
- 4.3. Terms of office shall be for one year or until a successor takes office.

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- 4.4. Vacancies shall be filled as per 4.2 above except that the nomination can occur any time of year on an as-needed basis.

ARTICLE V – DUTIES OF OFFICERS

- 5.1. The *Chairman* shall:
 - 5.1.1. Preside at meetings.
 - 5.1.2. Appoint sub-committees.
 - 5.1.3. Rule on procedural questions (subject to reversal by a two-thirds majority vote of the members present).
 - 5.1.4. Report official communications at the next regular Committee meeting.
 - 5.1.5. Certify official documents involving the authority of the Committee.
 - 5.1.6. Certify minutes as true and correct copies.
 - 5.1.7. Carry out other duties as assigned by the Committee.
- 5.2. The *Vice-Chairman* shall:
 - 5.2.1. Assume the full powers of the Chairman in the absence or inability of the Chairman to act and will assume duties assigned by the Chairman.
- 5.3. The *Secretary* shall:
 - 5.3.1. Record attendance at all meetings.
 - 5.3.2. Record the minutes of the Committee meetings.
 - 5.3.3. Notify members of all meetings.
 - 5.3.4. Maintain a file of all official Committee records and reports.
 - 5.3.5. Certify records and reports of the Committee.
 - 5.3.6. Give notice and be responsible for publishing public notices of all Committee hearings and public meetings.
 - 5.3.7. Attend to the correspondence necessary for the execution of the duties and functions of the Committee.

ARTICLE VI – MEETINGS

- 6.1. Regular meetings of the Committee shall be held on the fourth Tuesday of odd-numbered months at 1:30 p.m. Special meetings shall be called as needed. When a meeting date falls on a legal holiday, the meeting shall be held on the day following unless the Committee selects an alternate day.

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- 6.2. Special meetings may be called by the Chairman or by two members upon written request of the Secretary. The Secretary shall mail a written notice to all members at least five days before a special meeting, stating the time, place and purpose of the meeting.
- 6.3. All meetings of the Committee shall be open to the public.

ARTICLE VII – VOTING

- 7.1. A majority of appointed voting members shall constitute a quorum.
- 7.2. No action of the Committee shall be valid unless authorized by a majority vote of those voting members present.

ARTICLE VIII – ORDER OF BUSINESS

- 8.1. The order of business for a regular meeting shall be:
 - 8.1.1. Call to order
 - 8.1.2. Approval of minutes
 - 8.1.3. Staff Report
 - 8.1.4. Unfinished business
 - 8.1.5. New business
 - 8.1.6. Public participation
 - 8.1.7. Adjournment
- 8.2. Parliamentary procedure in Committee meetings shall be governed by *Robert's Rules of Order*.
- 8.3. The Committee shall keep minutes of each meeting, and these minutes shall become a public record. The Secretary and Chairman shall sign all minutes and, at the end of the year, certify that the minutes of the preceding year are a true and correct copy.

ARTICLE IX – AMENDMENTS

- 9.1. These By-laws may be amended by a majority vote of the voting membership after thirty days prior notice.