

BYLAWS
TRANSPORTATION CITIZENS COMMITTEE
(Birmingham Metropolitan Planning Organization)

Adopted January 1983
Amended June 1999
Amended January 2000
Amended May 2001
Amended August 2003
Amended March 2004
Amended December 2005
Amended February 2006
Amended October 2007
Amended March 2009
Amended May 2013
Amended January 2017
Amended January 2024

ARTICLE I: GENERAL

The name of this organization is the Birmingham Metropolitan Planning Organization Transportation Citizens Committee and will be known as the Transportation Citizens Committee (TCC).

The MPO, administered by the Regional Planning Commission of Greater Birmingham (RPCGB), was designated by the Governor of Alabama to be responsible, together with the State, for carrying out the provisions of the Code of Federal Regulations as applicable to transportation planning in certain urban areas, and apportionment of funds, as well as being capable of meeting requirements of the United States Codes as applicable to federal financial assistance, long-range program, urban mass transit, and air quality. These regulations also set forth requirements for establishing a proactive public involvement process.

ARTICLE II: MEMBERSHIP

Section 1: Composition

- A. Committee membership must not exceed 50 voting members.

- B. Membership will be geographically representative of the Metropolitan Planning Area and will be apportioned by district according to the population of the most recent decennial Census. A map of the districts is attached hereto, and an interactive map is located at: <https://rpcgb.maps.arcgis.com/home/webmap/viewer.html?webmap=4308ffaf583d44838ceccd23de8f7eb>.

City of Birmingham	10 members
South/Southeast Jefferson County	9 members
West/Southwest Jefferson County	7 members
East/Northeast Jefferson County	5 members
North/Northwest Jefferson County	4 members
Shelby County	11 members
South Blount County	1 member
West St. Clair County	2 members
<u>At-Large</u>	<u>1 member</u>
TOTAL	50 members

- C. Home address will be used to determine membership representation.
- D. A member must not be a publicly elected governing official.
- E. A TCC member must not be a member of the Transportation Technical Committee or the MPO Policy Committee.
- F. A potential member must have attended a minimum of two meetings before their appointment.
- G. An Information Questionnaire must be submitted to the TCC for consideration.

Section 2: Appointments

- A. Appointments and changes to the membership will be made by a majority vote of the TCC.
- B. The term of membership will be continuous, provided there is no waiting list for the respective district. If there is a waiting list for the district, the longest-serving member will vacate their seat. An ex-member will be eligible for reappointment after a one-year absence.
- C. Upon application of an interested party to become a voting member of a district that is currently at capacity, members of the affected district must have a majority vote to vacate a seat for the interested party to become a member. After a seat is vacated, the interested party's membership must be made by a majority vote of the TCC.
- D. Membership may be terminated upon resignation or persistent absence, pursuant to a majority vote of the TCC. Attendance will be reviewed annually.

Section 4: Proxy

- A. Any member can designate any other member or non-member as a permanent proxy eligible to vote. The designation of a permanent proxy must be made by the member in writing. The term of a permanent proxy cannot exceed the term of the appointing member.

- B. In addition to a permanent proxy, a proxy for an individual meeting can be designated. A written request (via email or U.S. Mail) may be submitted in advance of the meeting or the TCC Chair may appoint a temporary proxy for an individual meeting pursuant to a voting member's verbal request followed by confirmation in writing.
- C. A proxy cannot be a publicly elected official, member of the Transportation Technical Committee, or a member of the MPO Policy Committee.
- D. A person can be designated as only one proxy per meeting.
- E. Any member can designate a proxy up to two times in a calendar year.
- F. A proxy is a representative of the member and will serve in his/her stead to constitute a quorum, whether in-person or online.

Section 5: Responsibilities

- A. Make recommendations to the MPO regarding documents and materials necessary for MPO endorsement.
- B. Make recommendations to the MPO regarding elements of the metropolitan planning process necessary to meet requirements for certification.
- C. Assist the RPCGB, where possible, in the development of program solutions to areawide needs as identified through community research and public meetings.
- D. Only Committee officers and RPCGB executive leadership are authorized to use the Committee name within their discretion and to issue a position statement for and on behalf of the Committee consistent with its established positions.

ARTICLE III: OFFICERS AND STAFF

- A. A Chair and Vice-Chair, elected by the TCC members, will serve for a term of two years.
- B. RPCGB staff, with input from committee members, will be responsible for setting the meeting agendas.
- C. The Chair will preside over the business to come before the Committee, appoint subcommittees, and be an ex-officio member of all subcommittees.
- D. The Vice-Chair will preside in the absence of the Chair and will direct all subcommittees appointed by the Chair.
- E. Term of office will commence upon the first regularly scheduled meeting in January of even-numbered years.

- F. The RPCGB is responsible for appointing staff to assist the TCC in the performance of its responsibilities. The staff will also act as Secretary.

ARTICLE IV: SUBCOMMITTEES

Subcommittees will be utilized as needed to research and make recommendations concerning important issues and will be appointed by the Chair.

ARTICLE V: MEETINGS

- A. Regularly scheduled meetings are to be held on the third Wednesday of the month. Notices including an agenda and minutes from the previous meeting must be emailed at least ten days prior to the meeting and posted, at a minimum, on the RPCGB website.
- B. The chair may call a special meeting, provided that the members receive written notice at least 24 hours in advance of the meeting. No business can be transacted except that mentioned in the notice of the special meeting.
- C. No transaction of business at a regularly scheduled meeting can occur unless a majority of the current voting members are present or represented. Agenda items not included in the meeting notice can be discussed, but voting must be deferred until a future meeting.
- D. In the absence of the Chair and Vice-Chair, the RPCGB staff will chair the meeting and conduct the scheduled items of business.
- E. Roberts Rules of Order, current edition, will be applicable concerning the conduct of scheduled business at meetings.
- F. A vote by voice will be the regular method of voting. Any voting or staff member may request a roll call vote.

ARTICLE VI: AMENDMENTS

Amendments to bylaws must be made by approval of at least a two-thirds vote of the membership present and voting at a regular meeting. Notice must be provided at the meeting in advance of the one at which the amendment is to be considered for a vote.