

BYLAWS
TRANSPORTATION TECHNICAL COMMITTEE
(Birmingham Metropolitan Planning Organization)

Updated April 1994
Revised January 2000
Revised September 2002
Revised February 2004
Revised December 2005
Revised February 2006
Revised February 2007
Revised October 2007
Revised February 2013
Revised May 2015
Amended January 2024

ARTICLE I: GENERAL

The name of this committee is the Birmingham Metropolitan Planning Organization Transportation Technical Committee and will be known as the Transportation Technical Committee (TTC).

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 43 voting members and 6 non-voting members.

- B. Voting members will include representatives from the following:
 - Alabama Department of Transportation: Birmingham Area
 - Alabama Department of Transportation: East Central Region
 - Bicycle/Pedestrian
 - Birmingham-Jefferson County Transit Authority
 - Blount County Engineer
 - City of Alabaster

- City of Birmingham: Chief Planner
- City of Birmingham: Traffic Engineer
- City of Homewood
- City of Hoover
- City of Vestavia Hills
- CLASTRAN
- Jefferson County: Department of Health
- Jefferson County: Department of Roads and Transportation
- REV Birmingham
- Shelby County: Highway Department
- Shelby County: Development Services
- St. Clair County Engineer
- Railroad Industry
- Traffic Safety
- Trucking Industry
- University of Alabama at Birmingham: Campus Planning
- University of Alabama at Birmingham: Parking and Transportation Services

C. There will also be a maximum of 20 at-large voting members comprised of technical and professional individuals.

D. Non-voting members will include representatives from:

- Federal Highway Administration
- Federal Transit Administration
- Alabama Department of Environmental Management Air Division Chief
- Birmingham Business Alliance
- Alabama Department of Transportation, Assistant Local Transportation Bureau Chief, Planning
- Alabama Department of Transportation, Environmental Coordination Engineer, Design Bureau

Section 2: Appointments

- A. Appointments to at-large membership must be made by a majority vote of the TTC membership.
- B. The term of membership will be continuous.
- C. At-large members may be terminated upon resignation or persistent absence, to be determined by a majority vote of the TTC membership. Attendance will be reviewed annually.

Section 3: 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. The TTC 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 member of the Transportation Citizens Committee.
- D. A person can be designated as only one proxy per meeting.

Section 4: Responsibilities

- A. Make recommendations regarding the documents and materials necessary for endorsement by the MPO Policy Committee.
- B. Make recommendations regarding the 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 TTC members, will serve 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 will 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 TTC 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 fourth Wednesday of the month. Notices to include 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. A special meeting may be called by the Chair, providing 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 take place 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.