

**Gainesville Hall Metropolitan Planning Organization  
TECHNICAL COORDINATING COMMITTEE  
BYLAWS**

**Article I**

Name

The name of this organization shall be the Technical Coordinating Committee of the Gainesville Hall Metropolitan Planning Organization.

**Article II**

Composition

The voting body of the Technical Coordinating Committee shall be composed of the following transportation specialists and key staff members of participating governmental jurisdictions, or a designated alternate of these members. Membership shall be based upon the organizational position held, with the following positions being members.

Gainesville Hall County MPO

Study Director

Transportation Planner

City Of Gainesville  
Planning Director  
Public Works Director

Hall County  
Public Works Director  
County Engineer

City of Oakwood  
Planning Director

City of Flowery Branch  
Planning Director

Hall Area Transit  
Representative

GDOT  
Transportation Planner  
District Pre-Construction  
Engineer

Georgia Mountains RDC  
Transportation Planner

The Non-voting members shall include representatives of the following civic or business organizations, but not be limited to these.

Metropolitan Planning Specialist, Federal Highway Administration  
Transportation Program Specialist, Federal Transit Administration  
Intermodal Planner, Georgia Department of Transportation  
Citizens Advisory Committee Vice-Chairperson  
Representative, Main Street Gainesville

Representative, Northeast Georgia Medical Center  
President, Greater Hall Chamber of Commerce  
Chief, Gainesville Police Department  
Sheriff, Hall County Sheriff's Department  
Chief, Oakwood Police Department  
Chief, Flowery Branch Police Department  
Representative, Hall County School Board  
Representative, Gainesville City Schools

### **Article III**

#### Duties

1. The Technical Coordinating Committee shall provide guidance in the preparation of the Unified Planning Work Program, review all studies related to transportation within the Gainesville Hall Metropolitan Planning Organization Area, and make recommendations to the Policy Committee, Citizens Advisory Committee and other agencies upon the work program and studies.
2. The Technical Coordinating Committee shall coordinate the maintenance of inventories of current data used as input to the planning process.
3. 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.
4. The Technical Coordinating Committee shall make its review on the basis of technical sufficiency, accuracy, and completeness of such studies, plans, and programs.
5. The Technical Coordinating Committee may prepare for consideration by Policy Committee, a report that demonstrates to the general citizenry, the status of transportation within the Gainesville Hall Metropolitan Planning Organization.
6. The Technical Coordinating Committee and participating agencies shall adopt and follow the Unified Planning Work Program and schedule of activities. If any agency identifies a need to deviate from the adopted work program or initiate any special duties that have any bearing on the present or proposed transportation system, it shall 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

1. The Director of the Hall County Planning Department or their designee shall serve as the Project Director of the Gainesville Hall Metropolitan Planning Organization.
2. The Director of Planning for the City of Gainesville shall serve as the Chairman of the Technical Coordinating Committee for the initial two years. After such time, the Chair shall be elected by a majority vote of the Committee's voting members.
3. The Vice Chairperson of the Technical Coordinating Committee shall be selected by and from the committee members. Such election shall be by a majority vote.
4. Election of the Chairperson and Vice Chairperson shall take place on the first meeting of the fiscal year when there is a majority of the voting membership present and said terms shall be for one year.
5. The Chairperson and Vice Chairperson may succeed themselves with no limitation on the number of terms, except that such term shall not continue in the event the Chairperson or Vice Chairperson becomes ineligible for membership on the Technical Coordinating Committee.
6. The Chairperson and Vice Chairperson may be removed from office by a vote of the majority of all voting members of the Technical Coordinating Committee.
7. The Chairperson shall appoint members to subcommittees, subject to Technical Coordinating Committee approval.
8. The Hall County Planning Department shall be the coordinating staff for the Gainesville Hall Metropolitan Planning Organization and Technical Coordinating Committee.

## **Article V**

### Duties of the Chairperson

1. The Chairperson shall preside at all meetings of the Technical Coordinating Committee.
2. The Chairperson shall authenticate by their signature the meeting summaries and resolutions recommended by the Technical Coordinating Committee.

3. 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 their place.
4. 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.
5. The Chairperson shall prepare the meeting agenda and distribute it to the Technical Coordinating Committee members no later than one (1) week prior to any scheduled meeting. Members desiring an item to be included on a meeting agenda shall notify the Chairperson no later than two (2) weeks prior to the meeting.
6. The Chairperson shall designate one member to serve as a liaison to the Citizens Advisory Committee.

#### **Article VI**

##### Meetings

1. The regular meeting date of the Technical Coordinating Committee shall be 3:00 PM, on the third Wednesday of February, April, July, and October, unless otherwise specified.
2. In order for business to be transacted, there must be a recognized quorum of voting members or their designates and such quorum consists of 6 voting members. All voting committee members, with the exception of the Chairperson, shall have full voting privileges. The Chairperson shall vote only when necessary to break voting ties.
3. In the event an important issue arises, which must be decided before the next scheduled committee meeting, a special telephone solicitation shall be made in order to act on such unanticipated matters. This method shall be used only in extreme cases.
4. Membership on the Technical Coordinating Committee is by appointment from the Policy Committee and by virtue of the technical expertise of the position held and as such, attendance is of the utmost importance. Therefore, all members should designate alternates, who shall in the event of a member's absence, serve as the member's representative.

**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.

**Article VIII**

Amendments to Bylaws

These bylaws may be recommended for amendment by an affirmative vote of a simple majority of full voting membership of the committee. A bylaw change shall be presented for consideration at a regular scheduled meeting of the committee; however, voting shall be deferred until the regular scheduled meeting following the meeting at which the bylaws change was proposed. The Technical Coordinating Committee shall recommend approval of the amended bylaws to the Policy Committee for adoption. In any event the bylaws and organizational framework are bound to the parameters established in the Memorandum of Understanding.

Adopted by the GHTS Policy Committee this \_\_\_day of\_\_\_\_\_,  
2004.

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Gary Gibbs, Chairman  
Gainesville-Hall MPO Policy  
Committee

Attest

\_\_\_\_\_  
William Meyer, Director  
Gainesville-Hall MPO