

BY-LAWS OF THE
JOHNSON CITY URBAN AREA
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
EXECUTIVE STAFF

Article I -Name

The name of the organization shall be the Johnson City Urban Area Metropolitan Transportation Planning Organization Executive Staff.

Article II - Membership

The Executive Staff shall be composed of representatives of governments and agencies having functional responsibility for transportation planning and implementation in the Johnson City Urban Area. The Executive Board may designate additional Executive Staff representation as necessary. The following officials shall constitute the Executive Staff membership:

State of Tennessee, Department of Transportation
Town of Bluff City: City Manager
City of Elizabethton: City Manager
City of Johnson City: City Manager
Town of Jonesborough: Town Administrator
Town of Unicoi: Town Recorder
Carter County: Highway Superintendent
Washington County: Highway Superintendent
First Tennessee Development District, Executive Director
Johnson City Transit System: Director

**Federal Highway Administration: Division Administrator

**Federal Transit Administration: Regional Administrator

**Non-Voting Members

Article III – Duties

1. The Executive Staff is responsible for carrying out the transportation planning program for the Urban Area under the direction of the Executive Board.
2. The Executive Staff shall receive and review reports, plans, documents, and programs prior to presentation to the Executive Board for final approval.
3. The Executive Staff shall be responsible, together with the Transportation Planning Coordinator, for coordination of all transportation planning, programming, and implementation activities among the various jurisdictions and agencies comprising the MTPO.

Article IV – Organization

1. Organization of the Executive Staff shall consist of a Chairman, a Vice-Chairman, and a Secretary.
2. The Chairman and Vice Chairman of the Executive Staff shall be elected by majority vote of a quorum of the Executive Staff. The terms of office shall be one year or until a new election is held.
3. There shall be no limitation on the number of successive terms a member may serve as Chairman or Vice Chairman, provided the membership on the Executive Staff is maintained.
4. The Transportation Planning Coordinator shall serve as permanent Secretary to the Executive Staff.

Article V - Duties of Chairman and Vice-Chairman

1. The Chairman shall preside at all meetings of the Executive Staff.
2. The Chairman shall authenticate by signature all resolutions adopted by the Executive Staff.
3. The Chairman shall represent the Executive Staff at Executive Board meetings, hearings, conferences, and other events as required.
4. In the absence of the Chairman, the Vice-Chairman shall discharge all duties of the Chairman.

Article VI - Duties of the Transportation

Planning Coordinator

1. The Transportation Planning Coordinator shall coordinate and schedule all meetings of the Executive Staff, record the proceedings, and prepare and distribute the minutes thereof.
2. The Transportation Planning Coordinator shall prepare necessary resolutions and documents for Executive Staff consideration and shall ensure that such resolutions and documents are distributed to all Executive Staff members prior to meetings.
3. The Transportation Planning Coordinator shall coordinate all activities of the Johnson City Urban Area MTPO and, with technical staff assistance, shall accomplish analyses, documentation, and other responsibilities as assigned.

Article VII – Meetings

1. The Executive Staff shall meet as necessary to achieve coordination in the transportation planning, programming, and implementation process.
2. Each member of the Executive Staff may designate an alternate to attend meetings and conduct business in the member's absence.
3. Fifty per cent (50%) of the voting of Executive Staff members or designated alternates shall constitute a quorum for the purpose of conducting business.

Article VIII - Amendment

These by-laws may be amended by a majority vote of a quorum at any Executive Staff meeting.

Amended: August 13, 2015