

**SOUTHEAST TN RURAL PLANNING ORGANIZATION (RPO)
EXECUTIVE BOARD & TECHNICAL COMMITTEE**



AGENDA

Wednesday, June 15th, 2022

11:00 A.M. Eastern Time

TDOT Region 2 Auditorium | 7512 Volkswagen Drive, Chattanooga, TN 37416

- 1) Welcome & Introduction.....Chad Reese, SETD Planning Director
- 2) Executive Board / Call to Order / Roll Call.....Bill James, EB Chairman
- 3) Technical Committee / Call to Order / Roll Call.....Dan Evans, TCC Chairman
- 4) Approval of Previous Minutes EB Meeting.....Bill James, EB Chairman
- 5) Approval of Previous Minutes TCC Meeting.....Dan Evans, TCC Chairman
- 6) Southeast RPO Updates.....Marc Holcomb, RPO Coordinator
- 7) Bylaws Update.....Chad Reese, SETD Planning Director
- 8) Governor’s Highway Plan.....Rachael Bergmann, Senior Transportation Planner - TDOT Region 2
- 9) Resurfacing Project Updates.....Andrea Noel, Planning Supervisor - TDOT Region 2
- 10) Walkability Audits.....Kelly Ware, TN Dept. of Health, Healthy Development Coordinator
- 11) Rural Regional Transportation Plan.....Andrea Noel, Planning Supervisor - TDOT Region 2
- 12) Other Properly Presented New Business.....Bill James, EB Chairman
- 13) Executive Board Adjournment.....Bill James, EB Chairman
- 14) Technical Committee Adjournment.....Dan Evans, TCC Chairman

SOUTHEAST TENNESSEE RURAL PLANNING ORGANIZATION

Minutes of the Joint Executive Board and Technical Committee

In Person | Zoom

Thursday, November 18th, 2021, 10:00 AM EST

Attendees

The sign-in sheets of those in attendance are attached to the minutes.

SETD staff included Sarah Murray (RPO Coordinator), Chuck Hammonds, Chad Reese, Garrett Haynes, Ashley Gates, Staci Willoughby, Annya Shalun, and Alex Moore.

Welcome and Roll Calls

Sarah Murray welcomed all attendees, virtually and in person, to the Fall RPO Meeting. Sarah Murray introduced herself as the new RPO Coordinator for the Southeast RPO. Sarah asked Mayor Bill James to call the Executive Board to order.

Chairman Mayor Bill James calls the Executive Board to order. Sarah Murray calls roll.

Members Present In Person: John Gentry, Seth Sumner (Proxy for Bo Perkinson), Bill James, Keith Cartwright, and Clint Huth.

Members Present Virtually: Gregg Ridley, Gary Davis, Donna McDermott, Michael Brady, Daniel Crabtree, Lois Preece, and George Thacker.

There is a quorum for the Executive Board.

Chairman Dan Evans requests a roll call for the Technical Committee. Chanel Hippix calls roll.

Members Present In Person: Kim Rippetoe (Proxy for Sandra Knight), Andy Morrison (Proxy for James Hawk), Dan Evans, Ben Burchfield, Roy Thomason, Doug Collins (Proxy for James Talley), Glen Varner, Wanda Fulmer, John Bamber, Eric Higgins, Shannon Burke, Chad Reese (Proxy for Beth Jones), Jake Battles, Mary Cookston (Proxy for Chris Kleehammer), and Greg Thomas.

Members Present Virtually: Conda Hysell (Proxy for Robby Roberson), Michael Brady (Proxy for Johnny Ray Fults and Ralph Rieben), Tom Trotter, and Linda Hixon.

There is a quorum for the Technical Committee.

Executive and Technical Committee Minutes

Chairman Bill James asked the Executive Board if there were any corrections for the minutes from May 12th, 2021. A motion was made by Clint Huth to approve the minutes of May 12th, 2021, and it was seconded by Seth Sumner. There was no discussion or opposition. The minutes were approved unanimously.

Chairman Dan Evans asked the Technical Committee if there were any corrections for the minutes from May 12th, 2021. A motion was made by Ben Burchfield to approve the minutes of May 12th, 2021, and it was seconded by Roy Thomason. There was no discussion or opposition. The minutes were approved unanimously.

Southeast RPO Updates & Projects

Sarah Murray gave an update on the following in the Southeast Region:

Rural Regional Transportation Plan: The draft for the Southeast Rural Regional Transportation Plan is in progress. We are working on gathering photos throughout the region to feature in the plan and are hoping to review the plan in the upcoming year. For an example, of other RRTP's in the State, please follow this link: <https://www.tn.gov/tdot/long-range-planning-home/longrange-oct/rural-regional-transportation-plans.html>

Grants: Southeast RPO has completed 4 RuPI (Rural Planning Initiative) Grants through TDOT with Mattern and Craig as the engineer. Graysville received a Bike/Pedestrian Plan, Rhea County received a Transportation Feasibility Study, and Decatur and Tracy City received Resurfacing and Restriping Plans. For SIA (State Industrial Access) Roads, the Southeast has one in Bledsoe County connecting to SR 28 | US 127, and the Jasper Industrial Park with Phase 1 of Industrial Boulevard being paved, and Phase 2 towards Kimball as a Future Phase 2. There are 3 active MMAG with Jasper working on a contract with Croy Engineering, Decatur in the NEPA Phase and Monteagle was awarded in 2019. Graysville and Dayton have submitted applications for the 2021 MMAG and we are hoping to know in the next couple of months the award status. The Traffic Signal Modernization Program Application is due on December 1st, 2021. If you have any questions, please reach out for more information on this program. The TAP (Transportation Alternatives Program) Application has been extended to Wednesday December 1st, 2021. TDOT is only accepting applications through the eGrants system so please be sure you have your account established if interested in applying. The Southeast had 3 CTPG's (Community Transportation Planning Grant) that were finished in 2020. Athens and Tracy City received a Community Mobility Plan, Dunlap Received a Bicycle and Pedestrian Plan. The 2021 Application is Due December 30th via email. Please reach out if you may have any questions.

Other Updates: Please send in your TACIR updates if you haven't already. SETD Staff will be reaching out if we haven't received that information from you. TDOT iTrip is an online map that tracks projects throughout the State (<https://www.arcgis.com/apps/dashboards/e14888bce2954050a10df5e949a1bc1d>) and coming soon we will have a Southeast RPO Website.

Project Ranking 101

Andrea Noel, TDOT Region 2 OCT Supervisor, gave a short presentation over the reasoning behind project rankings with the RPO. She discussed the timeline, criteria weight, process, and the Comprehensive Multimodal Program. The PowerPoint is available to all members.

Southeast RPO Project Prioritization

Sarah presented the results from the survey sent to the TCC for Project Rankings. Sarah showed the previous rankings with the new proposed rankings. Sarah asked if the TCC had any questions before making any motion towards the Project Rankings. There was discussion between TDOT, Glen Varner, George Thacker, and Roy Thomason about projects in Rhea and Polk County. Dan Evans asked if we had a motion to approve or deny TCC's Project Ranking Recommendation to the Executive Board. A motion was made by Wanda Fulmer to approve the TCC's Project Ranking Recommendation to the Executive Board. It was seconded by Roy Thomason. The motion was passed with no further discussion or opposition. Bill James asked for a motion to accept or deny the TCC Project Ranking Recommendation. A motion was made by Clint Huth and there was a second from John Gentry. The motion was passed with no further discussion or opposition. The Southeast Project Rankings that were approved are below.

County	PIN	Route	Description	Length	Phase	Est.	Notes	2019 Rank	2020 Rank	2021 Rank	2021 Region 2 Comments	2021 RPO Comments
Construction & ROW												
Rhea	109410.03	SR-30	(Old Washington Hwy.) From Near SR-29 (US-27) to West of New Union Rd. / White Oak Rd.(IA)	3.3	Right-of-Way (same as previous year)	3.3		5	5	1	Region suggest moving this priority up to #3	#1 ranking - Rhea SR-30 to SR-27 this is imperative for safety, as this area is growing, and needs this infrastructure to allow growth.
Rhea	109410.04	SR-30	(Old Washington Hwy.) From Near Sky Dr. to West of the Tennessee River Bridge (IA)	4.4	Right-of-Way (same as previous year)	3.3		8	7	3	Agree with ranking	
Marion	124086.00	SR-2 US-64	From Near Hillcrest Lane in Kimball to near Magnolia Ave. in Jasper (IA)	3.2	Right-of-Way (same as previous year)	18.0		3	4	4	Agree with ranking	There are several alternate routes for people to take between Jasper & Kimball without spending money on the projected widening. In contrast, Hwy 27 from Powell's Crossroads to Signal Mtn. Rd is a lifeline for people in the north end of Marion county who work and need access to Medical care in Hamilton. This road is dire need of upgrade and repairs. It is frequently blocked due to fallen trees or sunken pavement.
Sequatchie	124104.01	SR-28 US-127	From 5-Lane North of Dunlap to South of Brea Road (IA)	3.8	Right-of-Way (same as previous year)	4.6	Arceological sites on corridor could delay environmental document which could delay ROW funding.	1	1	2	Agree with ranking	
Bledsoe	124104.02	SR-28 US-127	From South of Brea Road to South of Mariah Farm Lane (IA)	3.4	Right-of-Way (same as previous year)	4.5	Arceological sites on corridor could delay environmental document which could delay ROW funding.	6	6	6	Agree with ranking	
Bledsoe	124104.03	SR-28 US-127	From South of Mariah Farm Lane to North of Herman Smith Road (IA)	3.5	Right-of-Way (same as previous year)	3.2	Arceological sites on corridor could delay environmental document which could delay ROW funding.	9	8	7	Agree with ranking	
Bledsoe	124104.04	SR-28 US-127	From North of Herman Smith Road to South of Humble Cemetery Road (IA)	3.3	Right-of-Way (same as previous year)	3.3	Arceological sites on corridor could delay environmental document which could delay ROW funding.	7	3	9	Region suggest moving this priority up to #5	
Bledsoe	124104.05	SR-28 US-127	From South of Humble Cemetery Road to 5-Lane in Pikeville (IA)	3.2	Right-of-Way (same as previous year)	2.8	Arceological sites on corridor could delay environmental document which could delay ROW funding.	2	2	8	Agree with Ranking	
Grundy	124782.00	SR-50	(Pelham Rd.) From LM 8.0, 7.5 miles East of I-24 (Exit 127), to LM 11.0 (IA)	3.0	Right-of-Way (previously in preliminary engineering phase)	1.0	This project was funded for PE in FY2022, voting will be on ROW moving forward.	PE 2	PE 2	5	Region suggest early in design stage to add a rank.	

County	PIN	Route	Description	Length	Phase	Est.	Notes	2019 Rank	2020 Rank	2021 Rank	2021 Region 2 Comments	2021 RPO Comments
Preliminary Engineering												
Marion	124785.00	SR-156	From East of Patton School Road to West of First Street (Approx 1 Mile West of Cedar Ave. in South Pittsburg to Approximately 1.7 Miles West) (IA)	1.7	PE (same as previous year)	0.6		PE 1	PE 1	2	Region agrees with rank	
Polk	102420.08	SR-40 US-64	Baseline Geotechnical Investigation for the proposed Bridges & Tunnels on US-64 (SR-40) near Ocoee Dam No. 2 (CMGC)	0.5	PE (same as previous year)	15.0	Working with ARC to get targeted approach approved. Projects will move forward as individual projects with ARC funding. No need to rank as there is no competition for funds.	PE 3	PE 3	1	Region suggest early in design stage to add a rank.	East/West corridor highly needed for traffic flow, also to move heavier traffic away from highly used outdoor tourism area

RPO Program Survey Results

Rachael Bergmann, TDOT Region 2 Community Transportation Planner, presented Statewide RPO Program Survey Results. The reason for presenting statewide data is because if there is a change in the program, it would be applied to all RPO's in Tennessee, and not individual RPO's. The PowerPoint is available to all members.

Other Business

Chairman Bill James asked the board if there was any other new business. Sarah stated that the Executive Board needs a Vice-Chairman elected. She asked if there is any volunteers or

recommendations from members to fill this position. Clint Huth, Mayor of Dunlap, volunteered to fulfill the position of Vice-Chairman. A motion was made by Keith Cartwright to nominate Clint Huth as the Vice-Chairman of the Executive Board and it was seconded by John Gentry. Clint Huth was approved unanimously as the new Vice-Chairman. No other new business was presented.

Adjournment

Chairman Bill James calls for a motion to adjourn the Executive Board. John Gentry made a motion to adjourn, and it was seconded by Keith Cartwright. All are in favor.

Chairman Dan Evans calls for a motion to adjourn the Technical Committee. Greg Thomas made a motion to adjourn, and it was seconded by Wanda Fulmer. All are in favor.

Chairman, RPO Executive Board

Chairman, RPO Technical Committee

Marc Holcomb, RPO Coordinator

BYLAWS
FOR THE SOUTHEAST TENNESSEE RURAL
PLANNING ORGANIZATION (RPO)

NAME AND PURPOSE

- 1.1 The name and purpose of this organization is the Southeast Tennessee Rural Planning Organization (RPO).
- 1.2 The Tennessee Department of Transportation's (TDOT's) consultation process with local officials in rural areas of the state will provide affected local officials with responsibility for transportation in the RPO an opportunity to be involved in transportation plans, on a consultation basis, for portions of the plan in non-metropolitan areas of the state. Consultation means that one party (TDOT) confers with another identified party in accordance with an established process. The purpose of the RPO is to ensure quality, competence, and fairness in transportation planning issues and projects throughout the non-metropolitan designated counties of Bledsoe, Bradley, Grundy, McMinn, Marion, Meigs, Polk, Rhea, and Sequatchie and their incorporated municipalities. This continuing, comprehensive, coordinated transportation planning and programming process shall be carried out in accordance with the following considerations:
- a. The RPO will consider long range local and regional multimodal transportation needs in cooperation with the Tennessee Department of Transportation (TDOT). They will evaluate and prioritize these needs, which will consider the following:
 - i. Support the *economic vitality* of the area
 - ii. Increase the *safety and security* of transportation systems
 - iii. Increase the *accessibility and mobility* (multimodal) options available to people and for freight, emphasizing the movement of people and goods rather than the movement of vehicles
 - iv. Protect and enhance the *environment*, promote energy conservation, and improve quality of life
 - v. Enhance the integration and *connectivity* of the transportation system, across and between modes
 - vi. Promote efficient system *management and operation*, and
 - vii. Preserve the *existing transportation system*
 - b. Provide and insure a forum for public participation in the transportation planning process
 - c. Develop and prioritize suggestions for transportation projects that the RPO believes should be considered for funding by TDOT and included in the State's Transportation Improvement Plan (STIP).

- d. To conduct transportation-related studies and surveys to provide transportation related information to local governments and other interested organizations and person
- e. Undertake mutually agreed upon transportation-related tasks to enhance transportation system development, coordination and efficiency.

EXECUTIVE BOARD

2.1 The Executive Board is hereby established with the responsibility for serving as a forum for multimodal transportation decision making and recommendations for the Tennessee Department of Transportation (TDOT). The Executive Board shall have the responsibility for keeping the member governmental entities informed of the status and requirements of the transportation planning process, project prioritization, and helping to ensure meaningful public participation in the transportation planning process.

2.2 The Executive Board will be responsible for carrying out the following:

- a. Establishment of the goals, priorities, and objectives for the transportation planning process
- b. Review and approval of changes to identified long-range transportation needs and recommendations as submitted by the Technical Coordinating Committee
- c. Review and approval of document such as the by-laws, memoranda of understanding/agreement, prospectus, and work programs governing the operations and procedure of this organization to include those recommended by the Technical Coordinating Committee and staff
- d. Review and approval of projects recommended for funding to TDOT which support and enhance rural transportation locally and regionally
- e. Provide and insure a forum for public participation in the rural transportation planning process
- f. Make recommendations to the respective local and state governmental agencies regarding any necessary actions relating to the continuing transportation planning process

EXECUTIVE BOARD MEMBERSHIP AND VOTING

3.1 The RPO Executive Board is comprised of elected representatives from local governments as follows:

- a. Voting members:
 - i. The County Representation will be the County Mayor (ex-officio) or their designee
 - ii. The Municipal Representation will be a City Mayor from each County, as selected by each county's Mayor. The County Mayor may have the option to delegate the selection of this representative to the Municipal Mayors.

- iii. Any City Mayor of a municipality with a population equal to or greater than the population of the smallest county represented in the RPO
 - iv. Two State Legislative members, or their designee (one Senator and one Representative), whose area includes some portion of the rural area (not an MPO area) as chosen by the Development District Executive Committee.
- b. Non-voting members:
- i. Tennessee Department of Transportation (TDOT) Regional Director, or their designee
 - ii. Federal Highway Administration (FHWA) Division Administrator, or their designee
 - iii. The Southeast Tennessee Development District Executive Director, or their designee OR other Agency Director holding the RPO Contract
 - iv. The Executive Director of the Southeast Tennessee Human Resource Agency (SETHRA), or their Public Transit Director, or designee
 - v. The TDOT Commissioner, or a designee appointed by the Commissioner
 - vi. Transportation Planner / RPO Coordinator (ex-officio) from the Southeast Tennessee Development District
 - vii. Municipal and county planners not serving on the Technical Committee

3.2 Membership Term:

- a. Ex-officio members serve as long as they are in office. Other's service subject to the appointing authority and are to be re-confirmed or appointed every two years by that body. Upon expiration of a member's term, said member may continue to serve as a voting member until the appropriate appointing authority has reconfirmed or appointed a different member.

3.3 Voting:

- a. Each voting member has one vote. A quorum is one-third of the total voting membership. Any action requiring a vote will require a majority vote of the Voting Members present at the meeting. Proxies will be accepted if presented in writing to the RPO Coordinator by the time of the vote; however, an individual may not serve as a proxy for more than one absent voting member.
- b. Electronic voting may be permitted for items requiring a vote that is not held during a regular called meeting. In such cases, the RPO Coordinator shall be responsible for ensuring that every member has been contacted at least seven (7) days prior and afforded an opportunity to vote. Voting may be done by email, online submission forms, websites, or other form of electronic media prepared by the RPO Coordinator for the specific vote. The RPO Coordinator shall keep an official record of all electronic votes received and shall transmit the results back to all members via a signed document by the Chairman and RPO Coordinator showing the tallied results.

However, an electronic vote by a non-present member shall not be an acceptable form of voting for items appearing on an agenda of an official called meeting if the item is to be voted on during the called meeting. Votes held during called meetings must be made in person or by a designated proxy as provided for in these bylaws.

ATTENDANCE

4.1 Any member missing three consecutive meetings may be replaced by the appointing authority. Members who anticipate being absent from a meeting may send a representative with the understanding of that person having full voting authority in writing as stated in 3.3.

OFFICERS

5.1 Officers will be elected by majority vote of those in attendance at a meeting for which a quorum is established. Officers shall consist of a Chairperson and a Vice-Chairperson serving a two (2) year term with elections occurring on even years.

5.2 Duties of Officers:

- a. The Chairperson shall call meetings of the Executive Board to order and shall act as Chairperson of such meetings. The Chairperson will:
 - i. Sign all official documents and correspondence of the Board
 - ii. Preside at all meetings of the Board
 - iii. Decide all points of order or procedure
 - iv. Approve meeting agendas
- b. The Vice-Chairperson shall conduct the duties of the Chairperson in the event of the Chairperson's absence

MEETINGS

6.1 The Executive Board will hold meetings as necessary to conduct business of the RPO. Special meetings may be called by the Chair or a majority of the members to address specific issues, or a meeting may be called by the RPO Coordinator to conduct business of the RPO as it arises. Meetings will be held at locations decided upon the RPO Coordinator. The Executive Board may hold joint meetings with the Technical Committee as necessary. Meetings may also be held virtually or a combination of in-person and virtual, provided adequate notice is given to all members and notice is published providing an option for the meeting to be viewed by the public.

6.2 Every meeting will be open to the public and time will be allotted on the agenda for public comment. Comments from the public will be limited to five (5) minutes per individual, and the Chairperson will set the maximum allotted time during the meeting for public comments.

6.3 Meeting notices and materials will be distributed to Board members and relevant persons at least seven (7) days prior to the meeting.

6.4 Meetings shall be properly advertised in accordance with Chapter 442, Tennessee Public Act of 1974, "The Sunshine Law".

STAFF RESPONSIBILITIES

7.1 The administrative coordination for the Board shall be performed by the Southeast Tennessee Development District under grant contract with TDOT. The Transportation Planner / RPO Coordinator assigned will work with TDOT planners and staff to comply with the Contract, Federal Laws, and Regulations regarding RPO's and these Bylaws in completing the following duties (see contract Scope of Work for details):

- a. Coordinate regular and special meetings of the organization's various bodies in a timely manner, as well as public meetings, and document all meetings.
- b. Coordinate the collection of data and performance of analysis in a timely manner on multimodal transportation projects presented for consideration. Work closely with TDOT staff, local officials, and others in this regard.
- c. Coordinate the preparation and update of comprehensive reports and plans for long-term multimodal transportation needs for the area on a regular basis.
- d. Maintain files, records, and correspondence of the Board.
- e. Prepare and distribute recommendations of the Technical Committee in ample time for proper and timely consideration.
- f. Work closely with other organizations involved in various aspects of comprehensive planning to determine transportation needs assessments related to community goals such as economic development, health care, education, employment center, etc.
- g. Other duties and responsibilities described in the TDOT Contract or these Bylaws.

TECHNICAL COMMITTEE

8.1 The RPO Technical Committee is hereby established with the responsibility for general review, guidance, and coordination of the multimodal transportation planning process for the RPO and the responsibility for making recommendations to the RPO Executive Board regarding any necessary actions relating to the multimodal transportation planning process and project priorities.

8.2 The Technical Committee will be responsible for the implementation of the following:

- a. Develop and prioritize suggestions for multimodal transportation projects which the RPO believes should be funded by TDOT and included in the State Transportation Improvement Program (STIP).
- b. Submit recommendations for prioritized projects to the RPO Executive Board for review prior to submittal to TDOT for funding consideration.
- c. Make recommendations to the respective local, state, and federal governmental agencies and the RPO Executive Board regarding necessary actions relating to the continuing transportation planning process.

- d. Be responsible for the completion of all required transportation studies, plans, and programming recommendations required under state and federal law, and as requested by the RPO Executive Board.
- e. Provide transportation-related information to local governments and other interested organizations and persons to undertake mutually agreed upon transportation related tasks to enhance transportation system development, coordination, and efficiency.
- f. Provide a forum for public participation in the rural transportation planning process.
- g. Coordinate the review and scoring of grant applications for various TDOT grant programs.

TECHNICAL COMMITTEE MEMBERSHIP AND VOTING

9.1 The RPO Technical Committee is comprised of representative from local governments as follows:

- a. Voting Members:
 - i. County Highway Superintendent (ex-officio) or their designee (one from each county)
 - ii. County Representatives – a representative from each county as chosen by the County Mayor. This representative will be a planner, engineer, or others interested in transportation issues.
 - iii. Municipal Representatives (one from each county) – a representative from one of the incorporated municipalities in the county as chosen by the City Mayors of all incorporated municipalities (not in an MPO) in each county, serving on a two year rotating basis. This representative will be a planner, engineer, or others interested in transportation issues. The appointed municipal representative serving on the RPO Executive Board shall consult with the Municipal Mayors on this appointment and report the Mayor’s selection back to the RPO.
 - iv. Public Transit Representative – The Executive Director of the Southeast Tennessee Human Resource Agency (SETHRA) or their Public Transit Director or designee.
 - v. Aviation Representative – One person for the whole regional with current responsibilities and/or expertise in aviation management and/or operation in the areal selected by the Development District Executive Board.
 - vi. Freight/Trucking Representative – One person for the whole region with current responsibilities and/or expertise in freight/trucking management and/or operation in the area; selected by the Development District Executive Board.
 - vii. Rail Representative – One person for the whole region with current responsibilities and/or expertise in rail management and/or operation in the area; selected by the Development District Executive Board.

- viii. Bike/Pedestrian Representative – One person for the whole region with interest and involvement in biking and/or walking (hiking), or a recognized area advocate for biking and walking for recreation, as well as transportation; selected by the Development District Executive Board.
 - ix. Water (Port Authority) Representative, if applicable – One person for the whole region with current responsibilities and/or expertise in significant commercial water transportation management and/or operation in the area; selected by the Development District Executive Board.
 - x. Southeast Tennessee Development District Executive Director (ex-officio) or designee.
 - xi. Citizen Representative – One person representing an organization primarily serving the underserved citizens of the area; selected by the Development District Executive Board.
 - xii. Greenways/Trails Representative – One person for the whole regional with current responsibilities and/or expertise in environmental law, preservation and protections of natural areas and wildlife, etc.; selected by the Development District Executive Board
 - xiii. A representative of the (MPO/TPO) adjacent or within the boundaries of the RPO, if any.
- b. Non-voting members:
- i. Federal Highway Administration Division Staff
 - ii. Transportation Planner / RPO Coordinator (ex-officio) from Southeast Development District
 - iii. TDOT Transit, Rail, Bike/Pedestrian and Water Division representative
 - iv. TDOT regional transportation engineer/planner assigned
 - v. A representative from each contiguous RPO Technical Committee
 - vi. Regional & Community Planners representing areas served by the RPO
 - vii. City and County Engineers and Public Works Directors

9.2 Membership Term

- a. Ex-officio members serve as long as they are in office or position. The terms of office for membership on the Technical Committee are subject to the appointing authority and to be re-confirmed or appointed every two (2) years by that body. Upon the expiration of a member's term, said member may continue to serve as a voting member until the appropriate appointing authority has reconfirmed or appointed a different member.

9.3 Voting

- a. Each voting member has one vote. A quorum is one-third of the total voting membership. Any action requiring a vote will require a majority vote of voting Technical Committee members present at the meeting. Proxies will be accepted if

presented in writing to the RPO Coordinator by the time of the vote; however, an individual may not serve as a proxy for more than one absent voting member.

- b. Electronic voting may be permitted for items requiring a vote that is not held during a regular called meeting. In such cases, the RPO Coordinator shall be responsible for ensuring that every member has been contacted at least seven (7) days prior and afforded an opportunity to vote. Voting may be done by email, online submission forms, websites, or other form of electronic media prepared by the RPO Coordinator for the specific vote. The RPO Coordinator shall keep an official record of all electronic votes received and shall transmit the results back to all members via a signed document by the Chairman and RPO Coordinator showing the tallied results. However, an electronic vote by a non-present member shall not be an acceptable form of voting for items appearing on an agenda of an official called meeting if the item is to be voted on during the called meeting. Votes held during called meetings must be made in person or by a designated proxy as provided for in these bylaws.

ATTENDANCE

10.1 Any member missing three consecutive meetings may be replaced by the appointing authority. Members who anticipate being absent from a meeting may send a representative with the understanding of that person having full voting authority.

OFFICERS

11.1 Officers will be elected by majority vote of those in attendance at a meeting for which a quorum is established. Officers shall consist of a Chairperson and a Vice-Chairperson serving a two (2) year term with elections occurring on even years.

11.2 Duties of Officers:

- a. The Chairperson shall call meetings of the Technical Committee to order and shall act as Chairperson of such meetings. The Chairperson will:
 - i. Sign all official documents and correspondence of the Committee
 - ii. Preside at all meetings of the Committee
 - iii. Decide all points of order or procedure
 - iv. Approve meeting agendas
- b. The Vice-Chairperson shall conduct the duties of the Chairperson in the event of the Chairperson's absence

MEETINGS

12.1 The Technical Committee will hold meetings as necessary to conduct business of the RPO. Special meetings may be called by the Chairperson or a majority of the members to address specific issues, or a meeting may be called by the RPO Coordinator to conduct business of the RPO as it arises. Meetings will be held at locations decided upon by the RPO Coordinator. The Technical Committee may hold joint meetings with the Executive Board as

necessary. Meetings may also be held virtually or a combination of in-person and virtual, provided adequate notice is given to all members and notice is published providing an option for the meeting to be viewed by the public.

12.2 Meetings will be open to the public and time will be allotted on the agenda for public comment. Comments from the public will be limited to five (5) minutes per individual, and the Chairperson will set the maximum allotted time during the meeting for public comment.

12.3 Meeting notices and materials will be distributed to Committee members and relevant persons at least seven (7) business days prior to the meeting.

STAFF RESPONSIBILITIES

13.1 The administrative coordination for the Technical Committee shall be performed by the Southeast Tennessee Development District under grant contract with TDOT. The Transportation Planner / RPO Coordinator assigned will work with TDOT Planners and staff to comply with the Contract, Federal Law and Regulations regarding RPO's, and these Bylaws in completing the following duties (see contract Scope of Work for details):

- a. Keep minutes of the Committee meetings in proper form for the approval of the Committee at its next regular meeting.
- b. Mail (or email) notices of regular meetings of the Committee with copies of the agenda in accordance with the prospectus.
- c. Give notice of special meetings called in accordance with the Tennessee's open meetings law.
- d. Maintain all files, records, and correspondence of the Committee.
- e. Transmit all recommendations of the Committee to the Executive Board.
- f. Other duties and responsibilities described in the TDOT Contract of these Bylaws.

BYLAWS AMENDMENT

14.1 These Bylaws can be amended by majority of vote of the Executive Board at a meeting for which a quorum has been established.

These bylaws are hereby adopted by the Southeast Tennessee Rural Planning Organization (RPO) on this day _____, and shall be the guiding document for the operation of said organization.

Executive Board Chairperson

Date