

BYLAWS OF THE
FREDERICKSBURG AREA
METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COMMITTEE

Name and Authority

The name of this organization shall be the FAMPO Technical Committee (FTC). The FTC shall have such authority as prescribed in the FAMPO Policy Committee's by-laws, as noted in Article VII, Section 1.

Purpose

To serve the FAMPO Policy Committee and provide clear guidance to its decision makers, the FTC will review the technical aspects of transportation plans, programs, and projects that the FAMPO Policy Committee needs to address and provide sound technical recommendations to the FAMPO Policy Committee throughout the development of those plans, programs, and projects.

Scope of Responsibilities

Technical review and recommendations made by the FTC shall include, but not be limited to, the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP) and related amendments, the Long Range Transportation Plan (LRTP), the Public Participation Plan (PPP), corridor studies, feasibility studies, engineering and design studies, location and environmental studies, land use studies, and other studies that arise in the UPWP or which are requested by the Policy Committee. The FTC shall review information and presentations from outside organizations and entities and assess their merit and relevance for presentation to the Policy Committee.

Membership

The FTC shall be comprised of members from the localities and transportation agencies in the region. People serving on the FTC shall have expertise in transportation planning and engineering matters and shall be appointed by the Chief Administrative Officer municipality or organization. Since attendance at meetings will vary based upon issues, concerns and availability of staff, participating members and alternates will be named on an official roster and attendees will sign in. The record of attendance will be made a part of the meeting summaries. The following organizations are members of the FTC, and an official roster of participating staff members and alternates is attached to these bylaws. The official roster will be updated as required to reflect changes in member organization staffing.

Stafford County

City of Fredericksburg

Spotsylvania County

Virginia Department of Transportation (VDOT)

Potomac and Rappahannock Transportation Commission (PRTC)

Caroline County

King George County (Ex Officio Membership)

George Washington Regional Commission RideConnect

Virginia Department of Rail and Public Transportation (VDRPT)

Federal Highway Administration (FHWA)

Federal Transit Administration (FTA)

Virginia Railway Express (VRE)

FREdericksburg Regional Transit

Organization

The FTC shall operate as a Committee of the Whole, although it may elect to establish subcommittees and working groups, as deemed appropriate during the planning process.

Conduct of Meetings

The FTC shall operate through consensus, but otherwise use Robert's Rules of Order to ensure an orderly meeting. When the FTC has not reached consensus, but a decision is required to meet a deadline, the FTC shall record the vote of members present (one vote per locality, agency and organization) and forward that information to the FAMPO Policy Committee.

Officers

The Chair and the Vice Chair of the FTC shall reflect the political jurisdictions of the FAMPO Policy Committee Chair and Vice Chair.

Duties of the Chair: The Chair shall work with the FAMPO Administrator to develop the FTC agenda for each meeting. The Chair shall preside over the monthly FTC meetings as well as attend the FAMPO Policy Committee meetings to report on the activities of the FTC. Working with the FAMPO Administrator, the Chair shall make appointments to any subcommittees or working groups established.

Duties of the Vice Chair: In the absence of the Chair, the Vice Chair shall assume the duties of the Chair.

FAMPO Administrator: Working with other FAMPO staff, consultants and others, as appropriate, the FAMPO Administrator shall assure the preparation of meeting materials and reports and shall cause all meetings to be duly advertised, as required by the FAMPO Public Participation Plan.

Quorum

A quorum shall consist of not less than six (6) members, as defined in this document under Membership, with at least two (2) of the following three (3) jurisdictions represented: City of Fredericksburg, Spotsylvania County and Stafford County. If a quorum is not present, a meeting may proceed, to receive or discuss information, but no action may be taken.

Meeting Summaries

The FAMPO staff shall ensure that recordings are made of all FTC meetings and that written summaries are produced and provided for review and approval at a subsequent meeting of the FTC before being forwarded to the FAMPO Policy Committee. The summaries shall include a roster indicating whether member jurisdictions, agencies and organizations were present.

Agenda

The FTC agenda shall be approved at the beginning of each meeting and shall contain the items to be discussed and acted upon at that meeting, plus supporting materials and documentation. The agenda shall delineate which items are provided for discussion or information and which items require action by the FTC.

Meeting Schedule

The FTC shall meet on the fourth Friday of every month. The presiding FTC officer may call a special meeting at any time, consistent with the advertising requirements of the FAMPO Public Participation Plan.



BYLAWS OF THE FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION TECHNICAL ADVISORY COMMITTEE

ARTICLE I – NAME AND AUTHORITY

The name of this organization shall be the Technical Advisory Committee (TAC). The TAC shall have such authority as prescribed in the FAMPO Policy Committee’s Bylaws, as noted in Article VII, Section 1.

ARTICLE II – PURPOSE

To serve the FAMPO Policy Committee and provide clear guidance to its decision makers, the TAC will review the technical aspects of transportation plans, programs, and projects the FAMPO Policy Committee needs to address and provide sound technical recommendations to the FAMPO Policy Committee throughout the development of those plans, programs, and projects.

ARTICLE III – SCOPE OF RESPONSIBILITIES

Technical review and recommendations made by the TAC shall include, but not be limited to, the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP) and related amendments, the Long Range Transportation Plan (LRTP), the Public Participation Plan (PPP), corridor studies, feasibility studies, engineering and design studies, location and environmental studies, land use studies, and other studies that arise in the UPWP or which are requested by the Policy Committee. The TAC shall review information and presentations from outside organizations and entities and assess their merit and relevance for presentation to the Policy Committee.

ARTICLE IV – MEMBERSHIP

The TAC shall be comprised of members from the localities and transportation agencies in the region. People serving on the TAC shall have expertise in transportation planning and engineering matters and shall be appointed by the Chief Administrative Officer municipality or organization. Since attendance at meetings will vary based upon issues, concerns and availability of staff, participating members and alternates will be named on an official roster and attendees will sign in. The record of attendance will be made a part of the meeting ~~summaries~~minutes. The following organizations are members of the TAC, and an official roster of participating staff members ~~is available on the FAMPO website, and alternates is attached to these bylaws.~~ is available on the FAMPO website. The official roster will be updated as required to reflect changes in member organization staffing.



- Stafford County [– 2 representatives](#)
- City of Fredericksburg [– 2 representatives](#)
- Spotsylvania County [– 2 representatives](#)
- Virginia Department of Transportation (VDOT) [– 2 representatives](#)
- Potomac and Rappahannock Transportation Commission (PRTC) [– 1 representative](#)
- Caroline County [– 1 representative](#)
- King George County (~~Ex Officio Membership~~) [– 1 representative](#)
- GWRideConnect [– 1 representative](#)
- Virginia Department of Rail and Public Transportation (DRPT) [– 1 representative](#)
- Federal Highway Administration (FHWA) [– 1 representative](#)
- Federal Transit Administration (FTA) [– 1 representative](#)
- Virginia Railway Express (VRE) [– 1 representative](#)
- FREDericksburg Regional Transit ([FRED](#)) [– 1 representative](#)

ARTICLE V – ORGANIZATION

The TAC shall operate as a Committee of the Whole, although it may elect to establish subcommittees and working groups, as deemed appropriate during the planning process.

ARTICLE VI – CONDUCT OF MEETINGS

~~The TAC shall operate through consensus, but otherwise use Robert’s Rules of Order to ensure an orderly meeting. When the TAC has not reached consensus, but a decision is required to meet a deadline, the TAC shall record the vote of members present (one vote per locality, agency and organization) and forward that information to the FAMPO Policy Committee.~~

ARTICLE VII – OFFICERS

~~**SECTION 1 – TYPES OF OFFICERS** – Officers of the TAC shall consist of aThe Chair, and the a Vice-Chair and a Second Vice-Chair. The officers of the TAC shall reflect the political jurisdictions of the FAMPO Policy Committee Chair, and Vice-Chair and Second Vice-Chair.~~

~~**SECTION 2 – TERMS OF OFFICE** – The Chair, Vice-Chair and Second Vice-Chair shall serve for one (1) year or until their successors are elected.~~

~~**SECTION 3 – ELECTION OF OFFICERS** – The election of officers shall be held at the annual June meeting, and those members elected to office shall assume their duties at the annual July meeting. A majority vote of the current voting membership of the MPO shall be required for election to any office.~~

SECTION 3 – ABSENCE OF OFFICERS – At any given meeting when all three officers are absent, FAMPO staff will conduct said meeting

SECTION 4 – VACANCIES –

SECTION 5 – DUTIES OF OFFICERS – The duties of the officers of the TAC shall be:

~~Duties of the Chair: The Chair shall work with the FAMPO Administrator to develop the TAC agenda for each meeting. The Chair shall preside over the monthly TAC meetings as well as attend the FAMPO Policy Committee meetings to report on the activities of the TAC.~~ Working with the FAMPO Administrator, the Chair shall make appointments to any subcommittees or working groups established.

~~The Vice-Chair shall, in the absence or inability of the Chair, perform all the duties of the Chair. Duties of the Vice-Chair: In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair.~~

~~FAMPO Administrator:~~ Working with other FAMPO staff, consultants and others, as appropriate, the FAMPO Administrator shall assure the preparation of meeting materials and reports and shall ensure all meetings are duly advertised, as required by the FAMPO Public Participation Plan.

ARTICLE VIII – QUORUM MEETINGS

SECTION 1 – REGULAR MEETINGS – The TAC shall establish a regular date and place for its meetings.

SECTION 2 – SPECIAL MEETINGS – The presiding TAC officer may call a special meeting at any time, consistent with the advertising requirements of the FAMPO Public Participation Plan.

SECTION 3 – PUBLIC PARTICIPATION – All TAC meetings shall be open to the public.

SECTION 4 – AGENDA – The TAC agenda shall be approved at the beginning of each meeting and shall contain the items to be discussed and acted upon at that meeting, plus supporting materials and documentation. The agenda shall delineate which items are provided for discussion or information and which items require action by the TAC.

SECTION 4 – QUORUM – A quorum shall consist of not less than six (6) members, as defined in this document under Article IV, with at least two (2) of the following three (3) jurisdictions represented: City of Fredericksburg, Spotsylvania County and Stafford County. If a quorum is not present, a meeting may proceed to receive or discuss information, but no action may be taken.

SECTION 5 – CONDUCT OF MEETINGS – The TAC shall operate through consensus, but otherwise use Robert's Rules of Order to ensure an orderly meeting. When the TAC has not reached consensus, but a decision is required to meet a deadline, the TAC shall record the vote of members present (one vote per locality, agency and organization) and forward that information to the FAMPO Policy Committee.

ARTICLE IXVIII – MEETING SUMMARIESMINUTES

FAMPO staff shall ensure that recordings are made of all TAC meetings and that ~~written summaries~~ meeting minutes are produced. Meeting minutes shall be presented at the next TAC meeting and provided for review and approval ~~at a subsequent meeting of the TAC~~ before being forwarded to the FAMPO Policy Committee. Once approved, meeting

~~minutes will be made available to the public on the FAMPO website. The summaries shall include a roster indicating whether member jurisdictions, agencies and organizations were present.~~

ARTICLE IX – AMENDMENTS AGENDA

~~Any proposed amendment to these Bylaws shall be made by a majority vote of the TAC members present at the TAC meeting. The TAC agenda shall be approved at the beginning of each meeting and shall contain the items to be discussed and acted upon at that meeting, plus supporting materials and documentation. The agenda shall delineate which items are provided for discussion or information and which items require action by the TAC.~~

ARTICLE XI – MEETING SCHEDULE

~~The TAC shall meet on the fourth Friday of every month. The presiding TAC officer may call a special meeting at any time, consistent with the advertising requirements of the FAMPO Public Participation Plan.~~