

Cleveland Urban Area Metropolitan Planning Organization Prospectus and Bylaws

For Public Hearing: July 8, 2015
Cleveland Urban Area Metropolitan Planning Organization
P.O. Box 1519 Cleveland, TN. 37364-1519
Phone # 423-479-1913 Fax #423-559-3373
<http://clevelandtn.gov/index.aspx?nid=153>

**LEGAL PUBLICATION
PUBLIC HEARING NOTICE**

The Cleveland Urban Area Metropolitan Planning organization (MPO), at its May 6, 2015 meeting, released draft revisions to the MPO's Prospectus and By-laws for public review and comment. The draft revised Prospectus and By-laws are available for review at Cleveland Public Library, the Cleveland/Bradley Chamber of Commerce, the Development and Engineering Services Building (MPO office) at 185 2nd Street, N.E., and on the MPO website:

<http://clevelandtn.gov/index.aspx?nid=153> . MPO Coordinator Greg Thomas can be reached at 423-479-1913, or gthomas@clevelandtn.gov , for questions regarding the Prospectus and By-laws. The MPO will hold a public hearing on the Prospectus and By-laws revisions on July 8, 2015 at 11:00 a.m. The public hearing will be in the City Council meeting room, 2nd floor, 190 Church Street NE, Cleveland, TN.
May 20, 2015

Cleveland Urban Area Metropolitan Planning Organization Prospectus and Bylaws

Amended: May 6, 2015

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Chapter I Introduction

A. About the MPO, the Transportation Planning Process, and the Need for the Prospectus

For several decades, federal transportation legislation has required fiscally constrained transportation planning for urbanized areas in excess of 50,000 in population through a Metropolitan Planning Organization (MPO) process. MPO planning extends to the area expected to be urbanized over the next 20 to 25 years. The MPO is responsible for preparing and maintaining metropolitan transportation planning documents, more specifically the UPWP, the Long Range Transportation Plan (LRTP), and the Transportation Improvement Program (TIP). Based on these documents, Federal transportation funds are allocated, including transit funds and funds for transportation alternatives. The MPO is responsible for developing a long range transportation plan (LRTP) and a transportation improvement program (TIP) for the metropolitan planning area, in cooperation with the state and affected transit operators and the public. Projects in the cost-constrained long-range transportation plan must be programmed in the transportation improvement program (TIP) in order to be funded and advanced through the environmental, design, right-of-way, and construction phases.

The metropolitan transportation planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that address the following factors:

- (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- (2) Increase the safety of the transportation system for motorized and non-motorized users;
- (3) Increase the security of the transportation system for motorized and non-motorized users;
- (4) Increase accessibility and mobility of people and freight;

- (5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- (6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- (7) Promote efficient system management and operation; and
- (8) Emphasize the preservation of the existing transportation system.

The Cleveland Urban Area Transportation Planning Prospectus outlines the organization and procedures for transportation planning in the Cleveland Area, including the mutual responsibilities of various entities in carrying out the planning process.

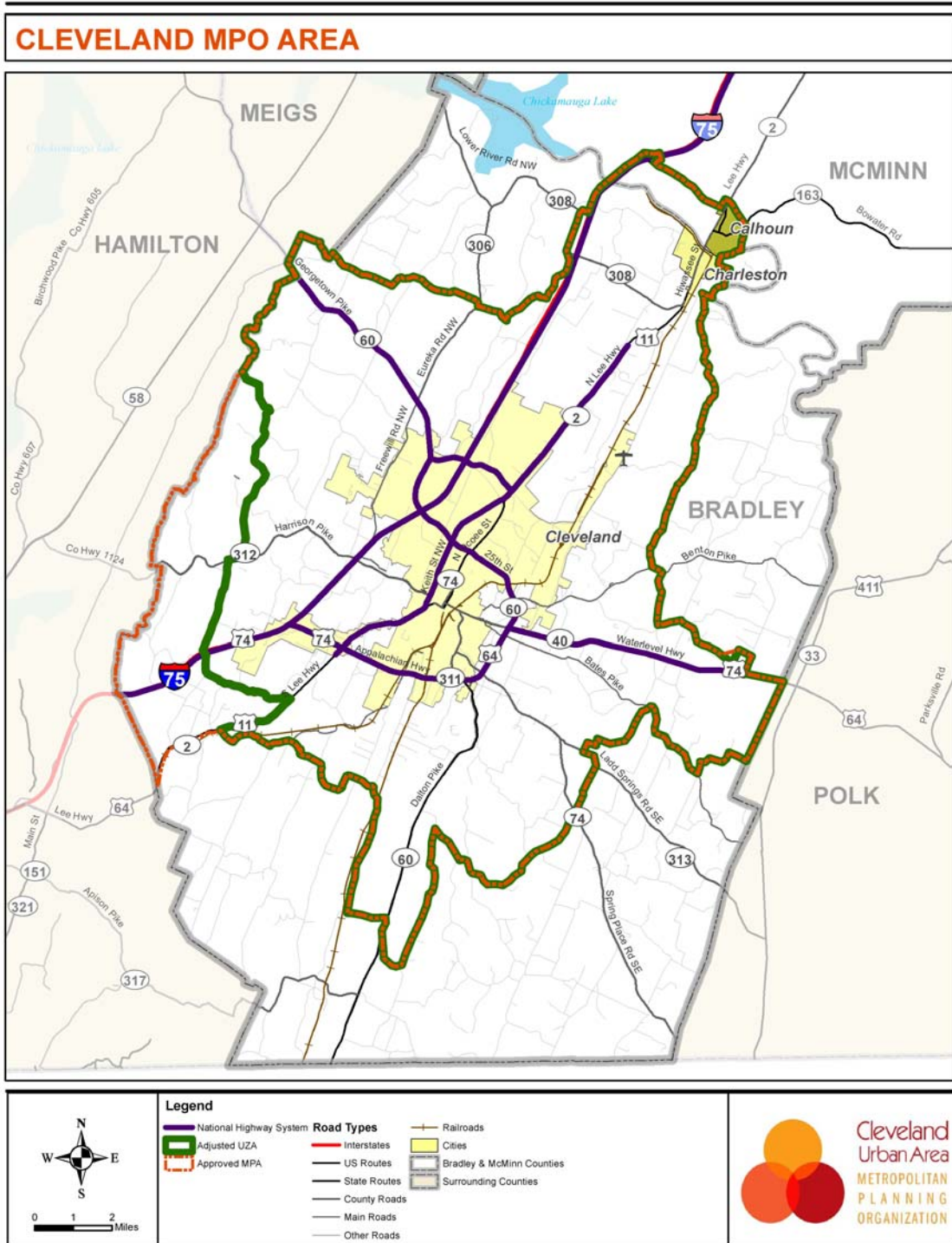
B. Significant Transportation Issues Facing the Area

As the Cleveland area continues to grow, new transportation issues will continue to develop. The Metropolitan Planning Organization (MPO) is the forum where member jurisdictions cooperatively resolve these issues.

Some of the significant issues facing the area are: 1) Balancing the needs and requirements of all the various modes of travel (e.g., transit, private automobile, bicycle/pedestrian); 2) maintenance of transportation facilities and preserving their capacity; and 3) transportation safety . MPOs are responsible for coordinating a regional transportation planning program for allocating funding for the implementation of transportation projects and services; and for effectively managing new and existing transportation facilities.

C. Organization Name

The name of the regional transportation planning organization created under this Prospectus shall be the Cleveland Urban Area Metropolitan Planning Organization (CUAMPO).

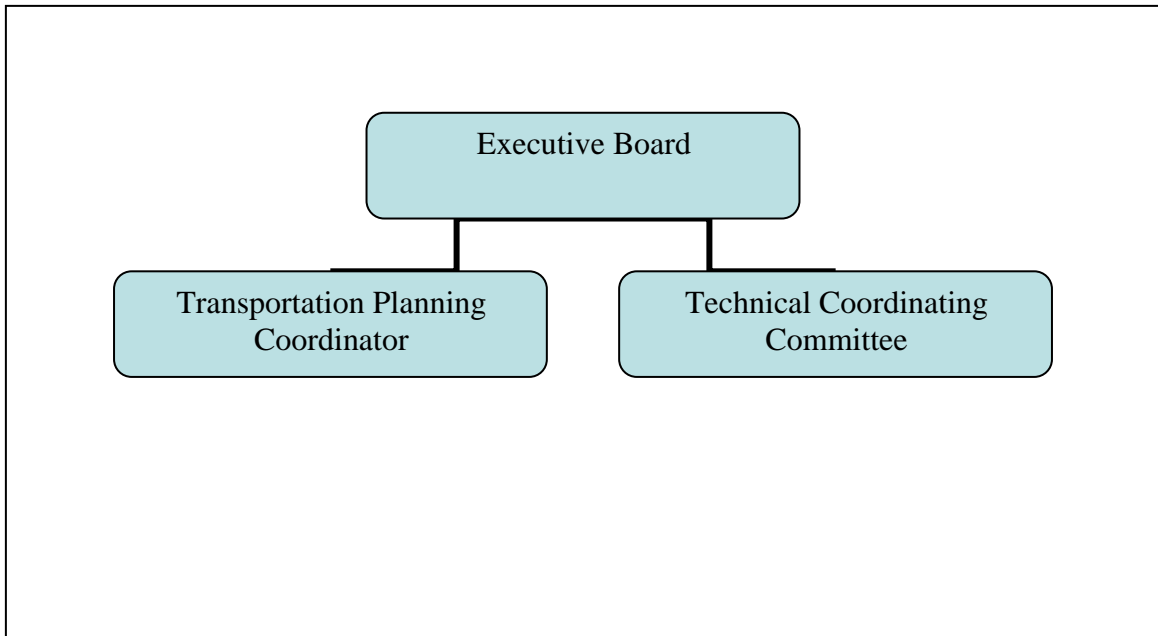


Chapter II Organization and Management

A. Metropolitan Planning Organization (MPO) Executive Board and the MPO Structure

The Cleveland Area Transportation Planning process will function under the organizational structure described below for the Cleveland Urban Area Metropolitan Planning Organization:

MPO Organizational Structure



The metropolitan planning organization structure places responsibility for policy direction with the Executive Board, which constitutes the forum for cooperative decision-making by principal elected officials of general purpose local government. Membership of the Executive Board is attached as APPENDIX A. Final responsibility for transportation planning and programming is vested with the Executive Board, which may act without recommendation of the Technical Coordinating Committee, provided a reasonable time has been afforded to the Committee for a recommendation (such opportunity may not exist in the case of a specially called meeting).

The Executive Board may adopt Bylaws and Rules governing meeting process and procedure for itself and any committees of the Metropolitan Planning Organization. The Bylaws are attached as APPENDIX B.

The Executive Board shall meet as required to set policy controlling the transportation planning process and maintain certification. Normal business of the MPO shall be conducted in regularly scheduled meetings but the Executive Board shall have the ability to hold specially called meetings, in order to address transportation planning matters of particular urgency. The MPO shall act to promote awareness of transportation planning among the public and among other bodies responsible for other aspects of planning having transportation implications. The Executive Board is to conduct business generally in accordance with Robert's Rules of Order and as further described in APPENDIX B.

In order to function properly the Executive Board establishes another committee for routine administration and technical evaluation of transportation activities, and this committee is called the Technical Coordinating Committee.

B. The Technical Coordinating Committee

The Technical Coordinating Committee (TCC) consists of the administrative and technical leadership of functional agencies, authorities, commissions, departments, divisions and bureaus of the entities comprising the Executive Board. Organizations not represented on the Executive Board may also serve on the TCC, such as the Chamber of Commerce.

Unless the position is otherwise filled by another person as determined by majority vote of the MPO Executive Board, the Chairman of the TCC is the Public Works Director for the City of Cleveland. The Chairman of the TCC, along with the Transportation Planning Coordinator, shall be jointly responsible for insuring the coordination, direction, and supervision of the transportation planning process that is carried out within a broad policy framework adopted by the Executive Board. The TCC refines the broad policy from the Executive Board and works with its Chairman and Transportation Planning Coordinator to insure implementation. Each participating agency responsible for program development and project implementation will prepare its respective program documentation and project schedules for consolidation by the Transportation Planning

Coordinator, and subsequent review by the TCC and approval by the Executive Board.

The members of the TCC, by virtue of their position, disseminate transportation planning policy procedures and schedules to respective agency professionals for application. The TCC, as a group, receives plans, programs and transportation documentation for prior review and recommendation to the Executive Board for action. The TCC may appoint ad-hoc subcommittees as needed to organize, coordinate, evaluate and document transportation planning, programming and reporting requirements necessary for orderly program implementation and certification. Membership of the TCC is attached as APPENDIX C.

Unless the position is otherwise filled by another person as determined by majority vote of the MPO Executive Board, the TCC Vice-Chairman is the Director of Development and Engineering Services for the City of Cleveland. The Vice-Chairman is to preside at the TCC meeting in the event that the Chairman is absent. In the event neither officer is present, the Chairman's representative or the Vice-Chairman's representative shall preside.

The TCC shall meet as required to achieve coordination in the transportation planning, programming, and implementation process. The TCC Chairman may appoint as necessary ad-hoc committees to organize, coordinate, evaluate, and document transportation planning, programming, and reporting requirements necessary for orderly program implementation and certification. The TCC is to generally conduct its business in accordance with Robert's Rules of Order. A quorum for the conduct of TCC business shall be six (6) members.

C. Citizen Involvement

Rather than a single citizen advisory group, mechanisms are to be provided for citizen involvement in specific phases of the planning process. Opportunity for citizen participation will occur both in instances of the broad overall transportation planning program, as well as in decisions regarding specific projects, such as programming and preliminary design review. The TCC will recommend, and the Executive Board will adopt, with or without modification, particular procedures for each of these phases.

To ensure the greatest opportunity for public involvement throughout the planning process, the MPO will prepare and maintain a Citizen Participation Plan that provides for complete information, timely public notification, full public access to key decisions, and supports early and continuing involvement of the public.

D. Transportation Planning Coordinator

The Planning Director of the City of Cleveland shall serve as the Transportation Planning Coordinator (TPC). Supervision of the MPO transportation planning staff and coordination of transportation planning activities of participants in the Cleveland Area Transportation Planning Process, to assure consistency, are the responsibility of the TPC.

The Executive Board adopts broad policy providing the framework for TCC actions. The Transportation Coordinating Committee refines this broad policy direction and works with the TPC to insure implementation of the Boards direction. The Transportation Planning Coordinator, along with the Chairman of the TCC, shall be jointly responsible for insuring the coordination, direction, and supervision of the transportation planning process. The Transportation Planning Coordinator shall take her/his direction from, and be accountable to the Executive Board and effectuate this direction through the MPO Technical Staff, TCC or Study Committees as applicable.

E. Procedure for Management Coordination

The Transportation Planning Coordinator is responsible for on-going coordination of the Cleveland Area Transportation Planning Process. Executive Board direction and guidance is disseminated to the Coordinator and the TCC, with subsequent action being delegated to the local planning staffs or study subcommittees as appropriate. Required actions resulting from individual agency requests and/or legislative mandate are initiated, by the responsible participating agency representative of the TCC or his designated representative. Any action initiated shall be consistent with Unified Planning Work Program Tasks or amendment thereof. The TCC is responsible for inter-agency coordination. The Transportation Planning Coordinator and staff have the responsibility for scheduling and coordination meetings, the assembly of required data, preparation of meeting agendas, recording proceedings of meetings and dissemination of proceedings. The

TPC distributes meeting notices and agendas in advance of scheduled meetings.

Regular meetings of the TCC will be held on the same day as the regular meetings of Executive Board, unless no items are scheduled for consideration. Both the Executive Board and the TCC may have called meetings as necessary to carry out their work. Executive Board regular meetings will be held according to the schedule adopted each year in the MPO Annual Meeting, and these meetings may be cancelled if there is no business to conduct. Generally speaking, the Executive Board meets on the first Wednesday of every other month (second Wednesday if the first was in a holiday week) with one additional meeting for year-end business. Inter-agency staff coordination is achieved on an informal and as-needed basis, with work schedules being established by mutual agreement as required to accomplish planning programming and implementation schedules.

Chapter III

Functional Responsibility of Participating Agencies

A. Participating Agencies

1. Federal

a. Federal Highway Administration

The Federal Highway Administration, U.S. Department of Transportation, is responsible for administering all Federal-aid highway monies available for highway planning and implementation pursuant to the provisions of Title 23, United States Code. The Federal Highway Administration is responsible, through its State Division Office, for issuing to the State all regulations and guidelines relative to expenditure of Federal-aid highway monies; and exercising fiscal control of all Federal-aid highway expenditures through annual audit.

The Federal Highway Administration provides a degree of liaison between MPOs, state transportation agencies, and other Federal modal agencies. A representative of the Federal Highway Administration Division office is represented on the Cleveland MPO's TCC as a non-voting member.

b. Federal Transit Administration

The Federal Transit Administration, U.S. Department of Transportation, is responsible for administering all Federal-aid monies available through grant allocation for public transportation planning, capital improvement, demonstration and operations, pursuant to the provisions of Title 49, United States Code. The Federal Transit Administration, through the Regional Office, is responsible for issuing to all grant recipient agencies and public transportation operators regulations and guidelines relative to expenditure of Federal Transit funds, monitoring public transportation planning and demonstration projects, and exercising fiscal controls. A representative of the Federal Transit Administration is represented on the Cleveland MPO's TCC as a non-voting member

c. Other Federal Agencies

Other Federal agencies such as the Federal Aviation Administration, U.S. Army Corps of Engineers, Federal Railroad Administration, and Environmental Protection Agency may provide the Cleveland Area MPO with review and advisory assistance on an as needed basis.

2. State -- Tennessee Department of Transportation

The Tennessee Department of Transportation is responsible for preparation of long-range, coordinated, statewide transportation plans; development of data collection program relative to all transportation modes and needs; encouragement and promotion of the development of transportation systems embracing various modes of transportation in a manner that will serve the State and local communities effectively and efficiently; and cooperation with local government in the development of long-range transportation plans.

The MPO and State Department of Transportation must cooperate and coordinate their respective actions and programs very closely. The Department discharges its legislated and delegated responsibility as follows:

a. TDOT Long-Range Planning Division

The Long-Range Planning Division is responsible for ensuring that any program or project involving state or Federal funds or aid is based on a continuing comprehensive transportation planning process carried on cooperatively by the state and local communities. The Long-Range Planning Division is also responsible for the ongoing data collection program which provides inventories of all transportation modes and needs; development of transportation plans, needs and programs; administering and conducting, transportation research programs; and liaison between the TDOT and FHWA. Within the Long Range Planning Division, the Office of Community Transportation (OCT) gives TDOT a thorough understanding of local communities and the various transportation planning documents and policies in place. The office is comprised of two sections, Community Planning and Regional Planning. The OCT's mission is to coordinate the state's transportation planning, local land use decisions, and community visions to guide the development of a safe and efficient statewide transportation system.

b. TDOT Strategic Transportation Investments Division

The Strategic Transportation Investments Division is under the TDOT Engineering Bureau. The Strategic Transportation Investments Division provides strategic support for projects that addresses safety, congestion, and economic development needs across the state. This includes Expedited Project Delivery (EPD) whose goal is to address the immediate issues on the highway system and propose the proper solution. The Division will also conduct operational analysis of non-highway transportation projects as they impact the highway system. Investments relates to the work of this division in determining what new commitments (i.e. investments) TDOT will be making. This process includes the new "Needs Assessment Process" which will determine the appropriate level of study and Project Prioritization (DL3) which uses technical data, schedule and cost to provide a prioritized list of major projects to assist in the development of the 3-year Multimodal Transportation program.

c. TDOT Multi-modal Transportation Resources

The Division of Multimodal Transportation Resources includes Public Transportation; Rail and Waterways; Bicycle and Pedestrian Programs; Rail Inspection and Safety; and the Section 130 Rail-Highway Grade Crossing Program. The Division administers state and federal grant programs for public transportation. On rail and water transportation, inspects railroads and rail crossings for safety, provides safety upgrades at key highway-rail crossings. The Division's Bicycle and Pedestrian Program provides coordination with TDOT resurfacing projects, awards the Multimodal Access Grants to local communities and serves as a liaison between TDOT and with bicycle and pedestrian stakeholders. The mission of the Division of Multimodal Transportation Resources is to enable the safe and efficient movement of people and goods by fostering a robust multimodal transportation system, including public transit, bicycle/pedestrian facilities, railroads, and navigable waterways. The Division is to provide support to alternative transportation providers through grant management and to promote a public private partnership in transportation to engender economic development and environmental quality. This Division includes the Office of Passenger Transportation which is responsible for public transportation, planning and promotion, research and technical assistance. The Division includes the Office of Freight and Rail Transportation which is responsible for funding of rail, track improvements, and waterways assistance. The

Division also includes the Rail Regulatory and Safety office which is responsible for track crossings and rail inspections.

d. TDOT Program Development and Project Management Divisions

The Program Development Division is responsible for developing and implementing TDOT's highway programs. The State Transportation Improvement Program is compiled and administered through this division. It establishes and maintains a schedule of development on all highway improvements, except for those managed through the Project Management Division. Other responsibilities include generating and processing state and federal project allotments and funding authorizations and administering state funds and federal funds through FHWA used by local agencies for highway, safety and enhancement improvements. The Program Development Division is comprised of three offices: Program Development and Scheduling is responsible for developing transportation programs and establishing project schedules; Local Programs Development is responsible for the coordination of various state and federal programs with local governments; and Program Operations is responsible for establishing project funding authorizations and serves as the Liaison with the Federal Highway Administration.

The Project Management Division is responsible and accountable for the successful delivery of hundreds of TDOT's transportation projects. With offices in each of the four regions and at headquarters in Nashville, the division's project managers serve as team leaders to ensure projects are completed on time and within budget. The division also has responsibility for the State Industrial Access (SIA) Program that provides transportation funding for new and expanding industries throughout the state. A team approach is used with a project manager serving as a single point of contact. Project Management maintains offices in each of the four TDOT regions and in Nashville to ensure ongoing involvement in project delivery.

3. Regional

Southeast Tennessee Development District (SETDD) is a development district organization and the regional review clearinghouse. SETDD has the authority: (1) to prepare broad plans for the development of the region, including comprehensive land use plans, plans for transportation, schools, and other public facilities, and overall economic development programs; (2)

to review and make recommendations on projects which affect regional development; (3) to prepare and disseminate data on the economic and community resources of the region; (4) to receive and expend funds for planning, research, coordination, and other activities of the work program; (5) to cooperate and coordinate activities with local and state planning agencies and with Federal agencies responsible for planning; (6) to recommend projects which will enhance the development of regional resources; and (7) to contract with local planning agencies for preparation of specific documentation and plans.

Many of these functions and responsibilities require close coordination with transportation facilities and services. SETDD's role is to assist in the close coordination of their responsibilities and the transportation planning process.

SETDD also houses the Southeast Tennessee RPO which is represented on the TCC to improve coordination on transportation planning, programming, and implementation between the MPO and the adjoining RPO.

4. Cleveland Urban Area Transit

The Cleveland Urban Area Transit System (CUATS) is the operator of the local transit system and is under the management of the Southeast Tennessee Human Resources Agency (SETHRA). In addition to transit operations, CUATS staff serves on the TCC and coordinate in different aspects of transit planning, programming, and implementation, including planning for necessary linkages with the bicycle/pedestrian system.

5. Other Local

Chief Elected Officials of each local MPO jurisdiction are concerned with a wide range of transportation policy decisions. These officials, because of their respective roles, serve on the Executive Board of the Cleveland Area Metropolitan Planning Organization, either in a permanent seat or in a seat rotated annually among those jurisdictions with significantly less land area and population within the MPO (APPENDIX A). Coordination and communication with the appropriate local legislative body is the responsibility of the Executive Board Representatives from that jurisdiction.

The annually rotating seat is shared by a portion of unincorporated McMinn County and the cities of Charleston and Calhoun, and neither of these would

comprise as much as 10% of the MPO's land area or population. Individually, these areas are represented by local government jurisdictions outside of or in addition to Cleveland and Bradley County, but the populations in each case were under 1000 people in 2010.

The Cleveland/Bradley County Greenway Board, along with interested citizens, provide in-put on planning, programming, and implementation of Greenway and bicycle/pedestrian projects. Much of this effort intersects with the work of the MPO.

Input is received from local planning commissions, planning staff, utilities, economic development staff, and others related to urban growth, land use, economic development, etc. and the impact these have upon transportation resources. Similar input is received from organizations operating in nearby jurisdictions outside the MPO or regionally, to understand the effects on transportation facilities at a regional scale.

B. Administrative and Technical Officials/Advisory Boards and Commissions

Chief Administrative and Technical positions i.e., City Manager, Planning Directors, Public Works Director, Traffic Engineers and regional service providers are directly concerned with the implementation of transportation policy decisions. These individuals are designated to serve as the Technical Coordinating Committee (APPENDIX C). Should any such positions become vacant and/or reclassified, the Executive Board Member for that respective MPO jurisdiction may designate, in writing, an alternate representative.

Coordination and communication with Advisory or Technical Boards and Commissions (Such as Planning Commissions) is the responsibility of the Administrative and Technical Officials serving on the Technical Coordination Committee. An important role of TCC members is in achieving consistency between local planning and implementation documents (General Plan, Major Street Plan, Capital Improvements Program, etc.) and the plans, strategies and implementation by the MPO.

C. Other Governmental and Quasi-Governmental Agencies

Other transportation agencies or providers may also provide input to the MPO due to their technical expertise or unique role as transportation

providers. Generally these organizations will be represented on the TCC and will provide input to the Executive Board through the TCC. This is especially true of transit service providers such as the Southeast Tennessee Human Resources Agency.

D. Cooperative Financial Planning and Information Sharing

The MPO, TDOT, and the Cleveland Urban Area Transit System will cooperate in developing and sharing information related to the development of financial plans that support the metropolitan transportation plan and the metropolitan Transportation Improvement Program, and the development of the annual listing of obligated projects.

Chapter IV Planning Process

A. Transportation Planning Functions and Process

The MPO has the responsibility for ensuring long term continuing, comprehensive and coordinated transportation planning for the study area. To meet this requirement, the MPO is responsible for the following:

- Preparation of an annual Unified Planning Work Program (UPWP) identifying the tasks to be accomplished by the MPO that fiscal year.
- Development of data and analysis for transportation planning decisions
- Preparation of a Transportation Improvement Program (TIP) identifying and prioritizing projects to be implemented during the time period of the Program and meeting Federal and state requirements.
- Development and maintenance of a Long Range Transportation Plan and associated documents identifying needed transportation improvements and services in the study area. This plan shall meet the appropriate state and Federal requirements.
- Support for the transportation planning efforts of the member jurisdictions and the Tennessee Department of Transportation, as identified in the work program.
- Other requirements as identified in the existing Surface Transportation Act as amended and other state and Federal statutes.
- Development and maintenance of a transportation related air quality planning program to meet and maintain the national clean air standards, if or when required by law.
- Development of the annual listing of obligated projects.

B. Study Area

The study area, or metropolitan area, for the Cleveland Area Metropolitan Planning Organization is the area within the red dashed line shown in the map under Chapter I Section C of this Prospectus on page 5.

C. MPO Membership

Representation on the MPO Executive Board shall be afforded to the Chief elected official of Bradley County and the City of Cleveland. Chief elected officials of McMinn County, the City of Charleston, and the City of Calhoun shall share one MPO Executive Board seat that rotates annually among them in the order just given. The rotation shall begin with McMinn County, followed by Charleston, followed by Calhoun, and the annual period for the rotation shall begin in the month of the MPO meeting following the final approval of the Prospectus amendment establishing the rotating seat. The Governor of Tennessee and the Executive Director of SETHRA shall likewise have seats on the MPO Executive Board.

D. Amendments to Prospectus

This prospectus may be amended by a majority vote of the Executive Board membership. Amendment proposals must be presented in writing at a Board meeting for consideration and may be adopted at an ensuing meeting.

Administration

The Transportation Planning Coordinator, through direction of the Executive Board and Technical Coordination Committee are responsible for performing the administrative tasks required to maintain coordination of the transportation planning process, and the Technical Coordination Committee is responsible to the Executive Board for maintaining coordination of program implementation on a continuing basis. The Transportation Planning Coordinator and staff will be responsible for the following administrative functions:

- Documentation of all transportation meeting proceedings and dissemination thereof to all participants to the process.
- Monitoring of all MPO sponsored activities and studies including the preparation of minor amendments reflecting policy objectives and changing standards.
- Preparation of contracts, agreements and memoranda of understanding.
- Coordination with Executive Board to assure proper execution of all contracts, agreements and memoranda of understanding.

- Dissemination of relevant information to public officials and concerned citizens.
- Document performance of overall transportation planning program and specifically the elements as required to maintain certification.

Appendices

Appendix A
Executive Board Membership

Member	Representing
Governor	State of Tennessee
Mayor	City of Cleveland
Vice-Mayor	City of Cleveland
County Executive	Bradley County
Executive Director	Southeast Tennessee Human Resource Agency
Annually Rotating Position	Mayor McMinn County, Charleston, Calhoun

Appendix B

Bylaws of the Cleveland Urban Area Transportation Planning Organization Executive Board

- Article 1 – Name/Study Area
- Article II – Composition
- Article III – Responsibilities
- Article IV – Organization
- Article V – Duties of Chair
- Article VI – Meetings
- Article VII – Rules Of Order
- Article VIII – Amendment To Bylaws

Article 1 – Name/Study Area

The name of the organization shall be the Cleveland Urban Area Transportation Planning Organization (MPO) Executive Board. The study area shall include the Cleveland Urban Area as defined by the 2010 Census and additional area in the Metropolitan Planning Area (MPA) boundary as approved by the Governor.

Article II – Composition

The Executive Board shall be composed of the following elected officials (it is expected that any local government or agency with an MPO Executive Board representative would appoint an alternate should that representative's service be ended by death, illness, criminal indictment or conviction, or other incapacity) :

- Governor, State of Tennessee
- Mayor, City of Cleveland
- Vice Mayor, City of Cleveland
- Mayor, Bradley County

- Executive Director of Southeast Tennessee Human Resources Agency
- One of the following who shall occupy a seat to be rotated annually between them: Mayor of McMinn County, Mayor of Charleston, Mayor of Calhoun.

Article III – Responsibilities

The Executive Board constitutes the forum for cooperative transportation decision making in the Cleveland Urban Area with responsibilities as follows:

1. Provide administrative and fiscal control.
2. Review and approval of all transportation planning and programming.
3. Establish study committees as required ensure cooperative, comprehensive and continuing transportation planning.
4. Ensure proper allocation of Federal transportation funds for which the MPO is responsible.
5. Carry out the provisions of Federal transportation regulations related to Metropolitan Planning.
6. Any cost overruns of projects in the TIP shall be paid from local funds of the respective jurisdictions or any remaining STP funds allocated to that jurisdiction for other projects. The express purpose of the requirement is to ensure that undesignated funds or funds designated for projects of other jurisdictions not be used to fund the cost overrun.
7. Unobligated funds that would otherwise be subject for forfeiture will be released by the local MPO for redistribution. STP funds have a viable expenditure period of four (4) years. If a project listed in the TIP cannot be contracted for in the eligible time frame, due to unforeseen circumstances, that money will be returned to the MPO for redistribution. The Executive Board shall give notice to the MPO committees when 36 months have passed from the time of the original allocation.
8. The Executive Board shall verify proper allocation of planning and Surface Transportation Program funds in accordance to items # 7 and # 8 listed above.

Article IV – Organization

1. The Mayor of Cleveland shall serve as Chairman of the Executive Board and the Mayor of Bradley County shall serve as Vice Chairman.
2. The MPO Transportation Coordinator shall serve as the secretary (non-voting) for the Executive Board.

Article V - Duties of Chair

1. The Chair, or in his/her absence, the Vice Chair, shall preside at all meetings of the Executive Board.
2. The Chair shall authenticate, by his/her signature, all resolutions adopted by the Executive Board.
3. The Chair, or his/her designated representative, may represent the Executive Board of hearings, conferences or other events as required.
4. The Chair may call special meetings when necessary. In the absence or refusal of the Chair, a majority of the executive Board may call a special meeting.

Article VI – Meetings

1. The Executive Board shall meet at least quarterly as required to accomplish administrative control of the planning process and maintain certification, but may be more frequent as herein elsewhere indicated.
2. Each Executive Board member may designate, in writing, a representative to serve at meetings during said member's absence.
3. The presence of a simple majority of the Executive Board membership or designated representatives at Board meetings shall constitute a quorum for business transaction.
4. Each Executive Board member shall have one vote.

Article VII – Rules of Order

1. The Executive Board shall generally conduct business as prescribed in Robert's Rules of Order Revised unless prescribed otherwise by amendment to these Bylaws.

Article VIII – Amendment to Bylaws

1. These Bylaws can be amended at any regular meeting of the Board by a majority vote of the voting membership, provided that the amendment has been submitted in writing at the previous regular meeting.

Appendix C
Technical Coordinating Committee Membership

Member	Representing
Public Works Director	City of Cleveland
Director	Cleveland Urban Area Transit Agency
Development & Eng Svcs Director	City of Cleveland
Finance Director	City of Cleveland
Planning Director	City of Cleveland
City Engineer	City of Cleveland
Assistant City Engineer	City of Cleveland
City Manager	City of Cleveland
Assistant City Manager	City of Cleveland
Traffic Signal Coordinator	Cleveland Utilities
County Mayor Designee	Bradley County
County Planner	Bradley County
Road Superintendent	Bradley County
MPO Board Appointee	McMinn County and Calhoun
MPO Board Appointee	Charleston and Bradley County

MPO Board Appointee	Bicycle/Pedestrian
Executive Director	Southeast TN Development District
RPO Coordinator	Southeast Tennessee Rural Planning Organization (RPO)
Assistant Chief Engineer	Planning Division Tennessee Department of Transportation
Assistant Chief Engineer	Public Transportation, Waterways, and Rail Division Tennessee Department of Transportation
Commission Member	Aeronautics Division Tennessee Department of Transportation
Vice President/EDC	Chamber of Commerce
Assistant Chief Engineer	Design Division Tennessee Department of Transportation
*Division Administrator	Federal Highway Administration
* Director, Region IV	Federal Transit Administration
* Nonvoting Members	

