



BYLAWS  
of the  
TRANSPORTATION COORDINATING COMMITTEE  
of the  
METROPOLITAN TRANSPORTATION BOARD  
of the  
MID-REGION METROPOLITAN PLANNING  
ORGANIZATION  
of the  
MID-REGION COUNCIL OF GOVERNMENTS

**Statement of Purpose**

These bylaws have been established to define the purpose, role, function, and membership of the Transportation Coordinating Committee (TCC) as approved by the Metropolitan Transportation Board (MTB).

**Article I – Definitions**

- A. As used in these bylaws, the following terms shall be understood to mean:
1. "ADVISORY MEMBER" – any person representing a private or public organization who is appointed by the TCC as a non-voting member to the TCC who by professional expertise can contribute to the functions of the TCC. Advisory members shall have no vote and shall not be considered for determination of a quorum but they may participate in TCC discussions per the MTB or TCC appointment. Any entity eligible for full-voting or associate membership but chooses to be a nonparticipating entity shall be considered an advisory member at any meeting they are in attendance.
  2. "ASSOCIATE MEMBER" – any person representing any jurisdiction or agency seated on the MTB as an "Associate Member". Associate Members shall have no vote on the TCC and shall not be considered for determination of a quorum but they may participate in TCC discussions and may serve and vote on committees and task groups of the TCC.

3. "VOTING MEMBER" – any representative of a member government which is a voting member of the MTB and who is appointed by that member government as its voting representative of the TCC.
  - a. "ALTERNATE MEMBER" – a representative of a member government who is appointed by that member government to serve as a proxy voting member in the absence of a voting member.
4. "MEMBER GOVERNMENT" – those general and special purpose units of local government, and agencies that administer or operate major modes of transportation (having scheduled and multiple fixed route service) within the AMPA, and appropriate state agencies, and governments of federally recognized tribes having land within the boundaries of the AMPA, which choose to be members of the MTB in accordance with MTB bylaws.
5. "ALBUQUERQUE METROPOLITAN PLANNING AREA (AMPA)" - that portion of the State of New Mexico (which includes the Albuquerque Urbanized Area and the Los Lunas Urbanized Area) designated as a Metropolitan Planning Area and Transportation Management Area by resolution of the MTB and approved by the Governor of New Mexico pursuant to 23 CFR 450.312, for which the Mid-Region Council of Governments acts as the Metropolitan Planning Organization, and the MTB provides transportation policy direction.
6. "METROPOLITAN PLANNING ORGANIZATION (MPO)" – the entity designated by the Governor (December 11, 1973) responsible for the continuing, cooperative, and comprehensive transportation planning process in the AMPA as mandated by Federal law.
7. "METROPOLITAN TRANSPORTATION BOARD (MTB)" - the body of local officials responsible for determining transportation policy for the Albuquerque Metropolitan Planning Area and the governing body of the Mid-Region Metropolitan Planning Organization.
8. "MID-REGION COUNCIL OF GOVERNMENTS (MRCOG)" – the association made up of and representing the local, tribal, and special governments, and public transit operators within Bernalillo, Sandoval, Torrance and Valencia Counties and southern Santa Fe County. The designated metropolitan organization for the Albuquerque Metropolitan Planning Area.
9. MID-REGION METROPOLITAN PLANNING ORGANIZATION (MRMPO) – a division of MRCOG for the purpose of overseeing, directing, and establishing comprehensive transportation planning and policies for the Albuquerque Metropolitan Planning Area to carry out the provisions of Title 23 and Title 49 United States Code related to metropolitan planning. The Mid-Region Metropolitan Planning Organization (MRMPO) is a division of the Mid-Region Council of Governments per the *Memorandum of Agreement for the Establishment of Operations of the Mid-Region Metropolitan Planning Organization*.
10. "TRANSPORTATION COORDINATING COMMITTEE (TCC)" – the body established by the MTB and governed by these bylaws and which serves in a technical advisory capacity to the MTB.

## **Article II – Organization and Membership**

A. The TCC shall be composed of representatives with transportation and capital projects, planning knowledge, skills, and experience from member governments and agencies.

1. TCC Voting Members shall be representatives of member governments and agencies represented on the MTB as full-voting members.
2. TCC Associate Members shall be representatives of member governments and agencies represented on the MTB as Associate Members. Associate members shall have no vote on TCC and shall not be considered for determination of a quorum but they may participate in all TCC discussions and may vote on subcommittees of the TCC.
3. TCC Advisory Members will include representatives from private and public agencies which the members of the TCC consider qualified to make an effective contribution to the TCC. Advisory members shall have no vote and shall not be considered for determination of a quorum but they may participate in all TCC discussions.
4. The number of TCC voting representatives from any participating member government or agency shall not exceed the number of its MTB representatives from that government or agency.
5. If a member does not attend three (3) consecutive TCC meetings and an alternate does not serve as proxy for the member, the seat shall be declared vacant at the next TCC meeting. Vacant seats shall not be considered when determining a quorum for conducting business.

B. The TCC may establish task groups (including non TCC members) and subcommittees of the TCC to formulate recommendations to TCC.

1. Such groups shall report on their activities to the TCC.
2. All such groups and committees shall have a TCC approved charter stating its role, purpose, membership and decision-making process.

## **Article III – Role and Authority**

A. The role of the TCC shall be that of a technical advisory body to the MTB on all matters pertaining to transportation planning in the AMPA and shall be that of a coordinating body for participants in the transportation planning process within the AMPA.

B. Pursuant to MTB resolutions R-05-09 MTB approved August 25, 2005, and R-19-04 MTB approved June 21, 2019, which adopted and revised the *Roadway Access Control Policy*, the TCC shall serve as the decision-making body in accordance with the policy as may be amended by the MTB.

C. The TCC shall make decisions on only those items delegated to the TCC by the MTB. Any decision of the TCC may be appealed to the MTB.

## **Article IV – Functions and Responsibilities**

A. It shall be the function of the TCC to make recommendations on technical matters to the MTB regarding projects, plans and programs designed to serve the transportation needs of the AMPA.

B. It shall be the responsibility of the TCC to assist in the implementation of the Unified Planning Work Program for intermodal transportation planning for the AMPA.

## **Article V – Meeting and Voting**

A. The TCC shall meet at a regularly scheduled time and place as the TCC may determine appropriate, and may meet at additional times and places as it deems necessary. Special meetings of the TCC may be called by the Chairperson of the TCC at his/her discretion, at the request of any one-third of the voting members, or at the request of the Chairperson of the Metropolitan Transportation Board or the MPO assigned staff coordinator, or MPO Executive Director.

B. The TCC voting membership shall follow the adopted *MRCOG Rules of Procedures* during their meetings. Where questions of procedure or precedence arise, the *Rules of Procedure* will govern.

C. A simple majority of the voting members shall constitute a quorum at any meeting held by the TCC at which formal action is to be taken.

D. Each voting member shall have one vote on an issue or question presented to the TCC. A vote of a majority of the voting members at a meeting shall decide in the affirmative or negative any issue or question presented to the TCC. Any opinions or advisory member comments shall, at the request of the member(s) and submitted in written form, be appended to the record of voting to inform the MTB of alternatives and questions which should be considered.

E. Representatives of associate and advisory members may participate in TCC meetings via electronic video conference or teleconference. Representatives of full-voting member governments may participate and vote in TCC meetings via electronic video conference or teleconference if their offices are further than thirty (30) miles from the MRCOG office and the entity, due to a having few staff members, determines that their representative cannot be physically present at a TCC meeting. Any representative requesting participation electronically must notify MRCOG staff of their request at least seventy-two (72) hours in advance of the scheduled meeting.

F. MRCOG shall provide special accommodations (i.e. sign language interpreter) upon notification of needs with notification seven (7) days prior to the scheduled meeting.

## **Article VI – Officers**

A. Officers of the TCC shall consist of a Chairperson and Vice Chairperson.

B. The Chairperson and Vice Chairperson shall be chosen from among the voting members of the TCC by a majority vote. They shall have previously served at least one year as a member of the TCC or the Transportation Program Technical Group (TPTG) at any time prior to their appointment as an officer.

C. The officers shall hold office for one year, with said term to begin on the first meeting of the federal fiscal year (October). Officers may be reappointed for a second, consecutive term at the discretion of the TCC.

D. If a vacancy occurs in the office of Chairperson, the Vice Chairperson shall assume the duties of the Chairperson. If a vacancy occurs in the office of Vice Chairperson, the TCC shall elect a new Vice Chairperson.

E. If both the officers are unable to be physically in attendance at a meeting of the TCC, the most senior MRMPO staff member regularly assigned to the TCC shall preside over the meeting, but may not vote or count towards a quorum.

## **Article VII – Staff**

A. MRMPO will provide the TCC with the necessary staff and technical assistance to support the work of the TCC.

B. The Secretary for the TCC shall be designated by the Executive Director from the staff at the MRCOG.

## **Article VII – Approval and Amendments**

A. These bylaws may be amended by the affirmative vote of three-fourths ( $\frac{3}{4}$ ) of the TCC's voting members. Amendments shall be subject to approval by the MTB.

AMENDED BYLAWS APPROVED by three-fourths vote of the Transportation Coordinating Committee of the Metropolitan Transportation Board of the Mid-Region Metropolitan Planning Organization of the Mid-Region Council of Governments on the 6<sup>th</sup> day of September 2019.

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Charles Thomas, Chairperson  
Transportation Coordinating Committee

AMENDED BYLAWS APPROVED by the Metropolitan Transportation Board of Mid-Region Metropolitan Planning Organization of the Mid-Region Council of Governments on the 20<sup>th</sup> day of September 2019.

*Wayne Ake - Signed original is on file*

Wayne Ake, Chairperson  
MRMPO Metropolitan Transportation Board

ATTEST:

*Dewey V. Cave - Signed original is on file*

Dewey V. Cave  
Executive Director MRCOG and Executive Director MRMPO

*David R. Pennella - Signed original is on file*

David R. Pennella  
M.P.O. Administrator, MRMPO

#### **TCC Bylaws History**

Adopted August 9, 1973, Amended June 14, 1994, Amended February 27, 2003,  
Amended September 20, 2019.

#### **Related Documents**

Memorandum of Agreement for the Establishment of Operations of the Mid-Region  
Metropolitan Planning Organization  
Bylaws of the Metropolitan Transportation Board  
MRCOG Rules of Procedure  
Letter dated December 11, 1973 from Governor King to FHWA designating MRCOG  
(formerly MRGCOG) as the MPO.