



BY-LAWS

FRENCH BROAD RIVER METROPOLITAN PLANNING ORGANIZATION

PRIORITIZATION SUBCOMMITTEE

ARTICLE I – NAME

The name of this organization shall be the French Broad River Prioritization Subcommittee, herein referred to as the Prioritization Subcommittee.

ARTICLE II- PURPOSE

The Prioritization Subcommittee shall be responsible for making recommendations to the French Broad River Technical Coordinating Committee (TCC) and Board concerning methodologies and selection criteria concerning the prioritization of transportation projects, processes, and anything else deemed relevant. The following is a list of tasks the subcommittee is likely to be charged with:

1. Project Prioritization- the Prioritization Subcommittee will make recommendations to the TCC regarding any methodology, process, or results of said methodologies or processes used in the prioritization of transportation projects.
2. Locally Administered Projects- the Prioritization Subcommittee will be responsible for overseeing the MPO's call for projects using STP-DA, TAP-DA, and any other similar source of funding which requires a competitive process through the MPO that may be managed by member governments, except transit funding such as JARC and 5310.
3. Data Vetting- the Prioritization Subcommittee may be consulted by staff for vetting data that may be used for methodologies used to prioritize projects.
4. Plan Input- the Prioritization Subcommittee will be the default steering committee for any regional transportation plans undertaken by the FBRMPO (CTP, MTP, etc.), unless a new committee is requested by the Board or the Prioritization Subcommittee.
5. Other Requests- the Prioritization Subcommittee may be responsible for making recommendations to the TCC and Board for any items either of those two bodies believes should go before the Prioritization Subcommittee.

Should the Prioritization Subcommittee be unable to make a recommendation on any of these or other items in a timely manner or due to time constraints, these items will go before the TCC and Board without a recommendation from the Prioritization Subcommittee.

ARTICLE III – MEMBERS

Section 1. Number and Qualifications

The Prioritization Subcommittee will be made up of members representing the following groups:

- Three members of the FBRMPO Board
- Four members of the FBRMPO TCC (representing local governments)

All members of the MPO's TCC and Board, as well as NCDOT staff may attend Prioritization Subcommittee meetings as non-voting members. Members of the public may attend and provide public comment.

Section 2. Terms

Prioritization Subcommittee members will be appointed to terms of two years. There are no limits to the number of terms that a member may serve on the Prioritization Subcommittee. The MPO Board will review the Prioritization Subcommittee roster annually. If a committee member significantly changes position or agency of employment, their seat on the Prioritization Subcommittee will be subject to review and replacement, if needed.

Section 3. Appointment

All members of the Prioritization Subcommittee must be appointed by the MPO Board with a majority vote of approval.

ARTICLE IV – OFFICERS

Section 1. Officers Defined:

The officers of the Board shall consist of a Chairperson and a Vice-Chairperson elected by the members of the committee.

Section 2. Duties:

The Chairperson shall be responsible for calling and presiding at meetings and coordinating meeting times and dates with staff. In the absence of the Chairperson, the Vice-Chairperson shall preside and carry out all other duties of the Chairperson.

Section 3. Elections:

Officers shall be elected every two years from the appointed elected members at the first meeting of the calendar year, as the first agenda item, after which the newly elected Chairman and Vice-Chairman shall take office.

Section 4. Term Limits:

Officers may be re-elected for subsequent terms with no limits. In the event the Chairperson is unable to complete his/her term, the Vice Chairperson automatically becomes the Chairperson and an election for a new Vice-Chairperson will be held.

ARTICLE V – MEETINGS

Section 1. Scheduled Meetings

Meetings will be scheduled to coincide with FBRMPO Board cycles and the subcommittee's meeting calendar will be set in advance for the calendar year, but Prioritization Subcommittee meetings may be canceled or rescheduled based on staff or Chairperson discretion. Meeting dates and times will be advertised to the public.

Section 2. Quorums:

Quorums will be determined by attendance of at least four voting members of the subcommittee membership list. If a subcommittee member fails to attend two consecutive meetings, their seat becomes inactive and their seat will be automatically reviewed and possibly reappointed, if necessary. All members of the Prioritization Subcommittee must attend the first meeting following appointment to activate their seat.

Section 3. Agenda:

The agenda is the list of considerations for discussion at a meeting. Items may be added to the agenda based on discussions from previous subcommittee meetings, are requested to be added to the agenda prior to its distribution by any member of the subcommittee, or is requested by the MPO TCC or Board.

Section 4. Voting Procedures:

The Chairperson and any member may call for a vote on any issue, provided that it is seconded and within the purposes set forth in Article II and provided the issue is on the agenda as outlined in Section 5 of this Article. Each member of the subcommittee shall have one vote, and a majority vote of those present and voting shall constitute approval of any resolution. The Chairperson is permitted to vote.

Section 5. Conflict of Interest

In the event that any member of the subcommittee has a conflict of interest with an item being discussed, that member will disclose the conflict and recuse themselves from voting.

ARTICLE VI – AMENDMENTS TO BYLAWS

Amendments to the Bylaws of the Prioritization Subcommittee may be recommended by a majority vote of the Prioritization Subcommittee or at the request of the MPO TCC or Board. All amendments to the bylaws must be approved by the MPO TCC and Board in order to go into effect. Amendments to the bylaws do not require approval from the subcommittee.