

THE LAKEWAY AREA
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION
(LAMTPO)

PROSPECTUS, BY-LAWS,
AND STUDY AREA

Approved October 9, 2024

This document was prepared by LAMTPO, in conjunction with the Tennessee Department of Transportation, Federal Highway Administration, and the Federal Transit Administration.

The Lakeway Area Metropolitan Transportation Planning Organization ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 26; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of or be subjected to discrimination under any program or activity receiving federal assistance from the U.S. Department of Transportation on the grounds of race, color, sex, or national origin.



DISCLAIMER: This document was prepared by LAMTPO staff, in conjunction with the East Tennessee Human Resource Agency (ETHRA). The Tennessee Department of Transportation (TDOT), Federal Highway Administration (FHWA), and the Federal Highway Administration (FTA).

**Lakeway Area Metropolitan Transportation Planning Organization
(LAMTPO)**

MTPO RESOLUTION # 2024- 001

**RESOLUTION BY THE LAKEWAY AREA
METROPOLITAN TRANSPORTATION PLANNING ORGANIZATION**

WHEREAS, the U.S. Census Bureau has determined that the Morristown Urbanized Area has a population over 50,000; and

WHEREAS; federal regulation stipulates that in metropolitan areas over 50,000 population, the responsibility for transportation planning lies with designated Metropolitan Planning Organizations (MPO).

WHEREAS, Morristown, Jefferson City, White Pine, Bean Station, and portions of Hamblen, Hawkins, Grainger and Jefferson counties, TN were designated as the Morristown Urbanized Area, as defined by the U.S. Census Bureau in 2022; and

WHEREAS, the Lakeway Metropolitan Transportation Planning Organization (LAMTPO) was established in 2003 to carry out a comprehensive, cooperative, and continuing Transportation Planning Process in the Urbanized Area (UA); and

WHEREAS, a Prospectus and By-Laws, were developed and adopted to establish a multi-year framework for this process; and

WHEREAS, the Urbanized Area, as defined by the U.S. Census Bureau, was expanded by the U.S. Census Bureau in 2022;

THEREFORE, BE IT RESOLVED that the Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO) approved and adopted the updated and revised Prospectus and By-Laws.



LAMTPO Executive Board Chair

Date

TABLE OF CONTENTS

SECTION	PAGE
Disclaimer	I
Resolution	ii
Table of Contents	iii
List of Abbreviations	iv
Introduction	1
Definitions	1
Background	4
Transportation Issues Facing the Area	4
Unified Planning Work Program (UPWP)	7
Long Range Transportation Plan (LRTP)	7
Transportation Improvement Plan (TIP)	8
Air Quality Planning	8
Public Transportation Planning	8
Organization Name	8
Metropolitan Planning Area (MPA) Boundary	9
Organization and Management	9
Executive Board	11
Transportation Technical Advisory Committee	11
MTPO Coordinator	12
Public Involvement	13
Procedure for Management Coordination	13
Meetings	13
Budget and Funding sources	14
Protection for LAMTPO	19
Table 1. 2020 US Census Population Figures	5
Table 2. CPG Budget Items for LAMTPO	15
Table 3. Population Percentage within the LAMTPO UA	17
Appendix A. By-Laws of the LAMTPO Executive Board	
Appendix B. By-Laws of the Technical Advisory Committee	
Map 1.n LAMTPO UA and MPA Boundary	6

Abbreviation	Full Name Description
HIP	Highway Infrastructure Programs
HPP	High Priority Project
HSIP	Highway Safety Improvement Program
HSIP-R	Highway Safety Improvement Program- Railroads
HSTCP	Human Services Transportation Coordination Plan
HUD	Housing and Urban Development
IAC	Inter-Agency Consultation
IIJA	Infrastructure Investment and Jobs Act
IM	Interstate Maintenance
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITS	Intelligent Transportation Systems
LAMTPO	Lakeway Area Metropolitan Transportation Planning Organization
LED	Light Emitting Diode
LEP	Limited English Proficiency
LRTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century
MOBILE 6.2	Mobile Source Emission Factor Model
MOVES	Motor Vehicle Emission Simulator
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MTPO	Metropolitan Transportation Planning Organization
NAAQS	National Ambient Air Quality Standards
NHFP	National Highway Freight Program
NHPP	National Highway Performance Program
NHS	National Highway System
PC 1101	Public Chapter 1101
PEAs	Planning Emphasis Areas
PE-N	Preliminary Engineering - NEPA
PE-D	Preliminary Engineering - Design
PHSIP	Penalty Highway Safety Improvement Program (Section 154 Open Container Law)
PL 112	FHWA Section 112 Planning Funds
PM	Performance Measures
POP	Program of Projects
PPP	Public Participation Plan
PROWAG	Public Rights-of-Way Accessibility Guidelines
RAISE	Rebuilding American Infrastructure with Sustainability and Equity
ROW	Right-of-way
RPO	Rural Transportation Planning Organization (North and South)

INTRODUCTION

This document is the Prospectus for the Lakeway Area Metropolitan Transportation Planning Organization. **Appendix A** contains the By-Laws for the Lakeway Area Metropolitan Transportation Planning Organization Executive Board. **Appendix B** contains the By-Laws for the Technical Advisory Committee (TAC).

DEFINITIONS

1. Consolidated Planning Grant (CPG) – This is one grant that combined both the FHWA PL funds and the FTA Section 5303 funds. These funds are to be used for metropolitan transportation planning and administrative uses only.

2. Executive Board – The Executive Board is the decision-making body of LAMTPO. The Executive Board has control and final approval of how LAMTPO funds are spent. The **Voting Members** of the Executive Board are:

1. Mayor of Morristown
2. Mayor of Jefferson City
3. Mayor of White Pine
4. Mayor of Bean Station
5. County Mayor of Jefferson County
6. County Mayor of Hamblen County
7. Governor of Tennessee (or his representative)
8. Mass Transit Representative (ETHRA/Lakeway Transit)

Non-Voting Members of the Executive Board consists of:

9. Federal Highway Administration (FHWA) representatives
10. Federal Transit Administration (FTA) representatives
11. Grainger County Mayor
12. Hawkins County Mayor
13. Railroad representative (Norfolk Southern)

It should be noted that if an Executive Board member wished to send a proxy, that is acceptable.

3. ETHRA – East Tennessee Human Resource Agency

4. ETDD – East Tennessee Development District

5. FHWA – shall refer to the Federal Highway Administration.

- 20. Prospectus** – the document and all supplemental material such as maps, charts or graphs approved by the Executive Board that describes the transportation planning activities to be undertaken by local, regional, state or federal agencies pertinent to the Lakeway Area MTPO study area.
- 21. RPO** – Rural Planning Organization.
- 22. SIP** – shall refer to the Tennessee State Implementation Plan
- 23. STBG** – Surface Transportation Block Grant – formerly called STP, the STBG provides flexible funding that may be used by States and localities for projects on any Federal-aid highway, including the NHS, bridge projects on any public road, transit capital projects, and intracity and intercity bus terminals and facilities federal funds.
- 24. STIP** – shall refer to the Tennessee State Transportation Improvement Program.
- 25. STP** – Surface Transportation Program -provides flexible funding that may be used by States and localities for projects on any Federal-aid highway, including the NHS, bridge projects on any public road, transit capital projects, and intracity and intercity bus terminals and facilities federal funds (*also see STBG*)
- 26. Transportation Advisory Committee (TAC)** – advises and makes recommendation to the Executive Board.
- 27. Transportation Alternatives Program (TAP)** – a grant program that is used for multimodal purposes, such as sidewalks and greenways.
- 28. TDOT** – refers to the Tennessee Department of Transportation.
- 29. TIP** – The Transportation Improvement Program identifies, prioritizes and estimates the costs of transportation projects and activities to be programmed within the MTPO study area.
- 30. Transportation Planning Coordinator** – An employee of the MTPO responsible for coordination of transportation planning activities and MTPO administration. Generally referred to as the MTPO Coordinator
- 31. Transportation Technical Advisory Committee (TAC)** – an advisory board to the Executive Board.
- 32. Urban Area** – see “Urbanized Area”
- 33. Urbanized Area (UA)** – that territory classified by the U.S. Census Bureau as a contiguous area comprising a minimum population of at least 50,000 according to the most recent decennial census.

TABLE 1. 2020 U.S CENSUS POPULATION FIGURES

Location	Census Blocks	CB in UA	Total Population	UA Population	UA POPULATION %	MPA Population	MPA POPULATION %	Housing Units	Housing in UA
Hawkins County	1,903	17	56,721	170	0.26%	170	0.17%	27,053	5
Grainger County	993	25	23,527	994	1.49%	1,931	1.98%	11,644	560
Bean Station	140	117	2,967	2,680	4.03%	2,967	3.05%	1,400	1,278
Bean Station Grainger	139	116	2,956	2,669	4.01%	2,956	3.04%		
Bean Station Hawkins	1	1	11	11	0.02%	11	0.01%		
Hamblen County	1,748	323	64,499	19,742	29.67%	34,068	35.02%	27,376	8,252
Morristown	974	854	30,431	30,141	45.30%	30,431	31.28%	12,934	12,844
Jefferson County	1,715	57	54,683	2,188	3.29%	13,867	14.25%	24,828	865
Jefferson City	307	270	8,419	8,185	12.30%	8,419	8.65%	3,351	3,450
White Pine	115	81	2,471	2,439	3.67%	2,471	2.54%	1,139	1,130
TOTALS	7,986	1,751	245,944	66,539	100.00%	97,291	100.00%	110,751	28,535

UNIFIED PLANNING WORK PROGRAM (UPWP)

The Unified Planning Work Program (UPWP) lists the transportation studies and tasks to be performed by the MTPO staff or a member agency. The UPWP generally consists of:

1. The planning tasks and studies that will be conducted over a one-to-two-year period.
2. All federally funded studies as well as all relevant state and local planning activities that are conducted without federal funds.
3. Funding sources identified for each project
4. A schedule of activities
5. The agency responsible for each task of study.
6. Products to be produced.

*It should be noted that in order to receive reimbursement for expenditures using funds from the Consolidated Planning Grant (CPG) contract, the administrative duties and project tasks **must be in the UPWP**. Any items, projects, etc. that are not within the UPWP will not be able to receive any reimbursement funds.*

LONG RANGE TRANSPORTATION PLAN

The Long-Range Transportation Plan (LRTP) (*sometimes referred to as the Metropolitan Transportation Plan (MTP)*) is a document that must cover at least a 20-year time period that includes both long-range and short-range program strategies/ actions that lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods (23 CFR 450C, sec. 450.322). It includes several elements, such as:

1. To identify policies, strategies, and projects for the future;
2. To determine project demand for transportation services over the next twenty-five (25) years;
3. To focus on the systems level, including roadways, transit, non-motorized transportation, and intermodal connections;
4. To articulate regional land use, development, housing, and employment goals and plans;
5. To estimate costs and identify reasonably available financial sources for operation, maintenance, and capital investments;
6. To determine ways to preserve existing roads and facilities, and make efficient use of the existing system;
7. To be consistent with the statewide transportation plan;
8. To be updated every five years (4 years in air quality non-attainment and maintenance areas); and
9. To conform to the state's implementation plan (SIP)

METROPOLITAN PLANNING AREA (MPA) BOUNDARY

The MPA boundaries must include the existing urbanized area and extend to the contiguous area expected to become urbanized within twenty (20) years. Once the boundaries are determined by the executive board and approved by the Governor, the information must be provided to the FHWA and the FTA.

According to the Tennessee Public Chapter 1101, Tennessee counties and their municipalities shall develop countywide growth plans. These plans are to establish Urban Growth Boundaries (UGBs) for municipalities, as well as Planned Growth Areas (PGAs) and Rural Areas (RAs) for counties and are intended to guide the future growth and development within each county over the next twenty (20) years. Once approved, all land use decisions made by the municipal or county legislative bodies or planning commissions are required to be consistent with the approved growth plan. Local Government Planning Advisory Committee (LGPAC) approved Jefferson County's growth plan on June 28, 2000, while Hamblen County's growth plan was approved on January 24, 2001 (TACIR, Tennessee's Growth Policy in 2001, Promises and Progress, June 2002).

"For geographic areas designated as non-attainment or maintenance areas (as created by the Clean Air Act Amendments of 1990 (CAAA)) for transportation related pollutants under the CAA, the boundaries of the MTPO study area shall include at least the boundaries of the non-attainment or maintenance areas except as otherwise provided by agreement between the MTPO and the Governor under the procedures specified in sec 450.310(f) of this part. In the absence a formal agreement between the Governor and the MTPO to reduce the metropolitan area to an area less than the boundaries of the non-attainment or maintenance area, the entire non-attainment or maintenance area is subject to the applicable provisions of this part."

ORGANIZATION AND MANAGEMENT

The Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO) shall follow the USDOT (FHWA and/or FTA) and/or TDOT's policies and procedures (whichever is more restrictive). In addition, it shall follow any host agencies not specifically covered by FHWA/ FTA and/or TDOT. LAMTPO will use the host agency's federal identification number as its identifier of all business purposes.

EXECUTIVE BOARD

The Executive Board is the decision-making body of LAMTPO. The **Voting Members** of the Executive Board are:

1. Mayor of Morristown
2. Mayor of Jefferson City
3. Mayor of White Pine
4. Mayor of Bean Station
5. County Mayor of Jefferson County
6. County Mayor of Hamblen County
7. Governor of Tennessee (or his representative).
8. Mass Transit Representative (ETHRA/ Lakeway Transit)

Non-Voting Members of the Executive Board consists of:

9. Federal Highway Administration representative
10. Federal Transit Administration representative
11. Grainger County Mayor
12. Hawkins County Mayor
13. Railroad representative (Norfolk-Southern)

Final responsibility for transportation planning and programming is vested with the Executive Board, which may act without recommendation of the Transportation Technical Advisory Committee, provided a reasonable time has been afforded to the Transportation Technical Advisory Committee for a recommendation.

TRANSPORTATION TECHNICAL ADVISORY COMMITTEE (TAC)

The Transportation Technical Advisory Committee (TAC) consists of administrative and technical leadership. Along with the MTPCO Coordinator, it shall give recommendations to the Executive Board. The Transportation Technical Advisory Committee **Voting Members** are as follows:

1. City Administrator of Morristown (or designee)
2. City Manager of Jefferson City (or designee)
3. Public Works Director of White Pine (or designee)
4. Jefferson County Highway Superintendent (or designee)
5. Hamblen County Highway Superintendent (or designee)
6. Bean Station representative
7. ETHRA Director (or designee)
8. ETDD - RPO Coordinator
9. Morristown Area Chamber of Commerce Transportation Chair (or designee)
10. TDOT Chief Engineer (or designee)

PUBLIC INVOLVEMENT

Public Participation is important to the MTPO. The MTPO recognizes this fact and encourages the public to review and comment on proposed transportation plans and programs. MTPO meetings are open to the public and serve as a regular forum to solicit community transportation concerns. The Public will be encouraged to participate as described in the Public Participation Plan. A copy of the Public Participation Plan (PPP) can be found at www.lamtpo.com under the Documents tab, then the Public Participation Plan tab.

PROCEDURE FOR MANAGEMENT COORDINATION

The MTPO Coordinator is responsible for on-going coordination of the Lakeway area's regional transportation planning process. The Executive Board's direction and guidance is disseminated to the MTPO Coordinator and the Transportation Technical Advisory Committee, with subsequent action being delegated to the local planning staff(s) or study sub-committees as appropriate. Required actions resulting from individual agency requests and/or legislative mandate are initiated, by the responsible participating agency representative of the Transportation Technical Advisory Committee or his/ her designated representative. Any actions initiated shall be consistent with the Unified Planning Work Program (UPWP) tasks or amendments thereof. The Transportation Technical Advisory Committee is responsible for inter-agency coordination. The MTPO Coordinator has the responsibility for scheduling and coordinating meetings, the assembly of required data, preparation of meeting agenda, recording proceedings of meetings and dissemination of proceedings. The MTPO Coordinator distributes meeting notices and agendas, at least one week in advance of scheduled meetings.

MEETINGS

The Executive Board shall meet, in general, on a quarterly basis, unless there are no items scheduled for consideration.

The Transportation Technical Advisory Committee generally meets on a quarterly basis, unless there are no items scheduled for consideration

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.

Table 2. CPG Budget Items for LAMTPO.

Description of Administrative Function	Federal Funds (80%)	State Funds (5%)	Local Funds (15%)	Approval process
Salaries and Wages (<i>MTPO Staff</i>)	80	5	15	To be set by the Host Agency, as approved by the Executive Board, and to be signed off by the Host Agency's governing body
Holiday Bonus (<i>MTPO Staff</i>)	80	5	15	To be set by the Host Agency (if applicable), as approved by the Executive Board
FICA (<i>MTPO Staff</i>)	80	5	15	To be set by the Host Agency, as approved by the Executive Board
Medicare (<i>MTPO Staff</i>)	80	5	15	To be set by the Host Agency, as approved by the Executive Board
TCRS Contribution (<i>MTPO Staff</i>)	80	5	15	To be set by the Host Agency, as approved by the Executive Board
Employee Health Insurance (<i>MTPO Staff</i>)	80	5	15	To be set by the Host Agency, as approved by the Executive Board
Employee Life Insurance (<i>MTPO Staff</i>)	80	5	15	To be set by the Host Agency, as approved by the Executive Board
Workers Compensation Insurance (<i>MTPO Staff</i>)	80	5	15	To be set by the Host Agency, as approved by the Executive Board
Postal Service	80	5	15	To be set by the Host Agency, as approved by the Executive Board
Legal Notices	80	5	15	To be set by the Host Agency, as approved by the Executive Board
Medical Services	80	5	15	To be set by the Host Agency, as approved by the Executive Board
Memberships and Dues	80	5	15	To be set by the Host Agency, as approved by the Executive Board
Education – Seminars and Training	80	5	15	To be set by the Host Agency, as approved by the Executive Board
Travel – Business Expenses Executive Board approves the travel that is needed for LAMTPO Planning. Travel information has to be in the most current UPWP.	80	5	15	To follow TDOT's and/or federal requirements. LAMTPO shall use the host agency's travel forms and procedure for the business travel.

Table 3. Population Percentage within the LAMTPO Urbanized Area (UA)

PLACE	POPULATION Within Urbanized Area (Voting Members)	PERCENTAGE Within Urbanized Area (Voting Members)
Morristown	30,141	46.10%
Hamblen County	19,742	30.20%
Jefferson City	8,185	12.52%
White Pine	2,439	3.73%
Bean Station	2,680	4.10%
Jefferson County	2,188	3.35%
TOTAL	65,375	100.00%

Note: The table above does not include Hawkins or Grainger Counties populations, thus the difference in percentages from Table 1.

If a project, such as a highway corridor study, is being done strictly within one (or more) of the governing agencies and is not of regional significance, then that governing agency(ies) that is affected by such a study must provide the local match for these funds.

It is required that CPG funds be used within the LAMTPO MPA.

STBG (surface transportation block grant) projects can be funded 80% federal, and 20% local match, in general. Projects that can be done with these funds are resurfacing, traffic signalizations, intersection improvements, safety issues, etc. It is recommended that these funds be used only within the urbanized area of LAMTPO.

NOTE: In FFY2018, the PL (planning) Funds and the FTA Section 5303 funds have been combined into one grant, now called the Consolidated Planning Grant (CPG).

FTA section 5307 funds can be used for the operations and any capital expenditures for mass transit. For operations, the federal share is 50%, while TDOT's share is 25%, and LAMTPO's match is 25%. By FTA regulations, 5307 funds can be used only within the urbanized area. Funding for mass transit operations outside of the urbanized area can use FTA section 5311 funds. Since FFY2014, East Tennessee Human Resource Agency (ETHRA) has been providing the local match within the LAMTPO region for public transportation uses.

PROTECTION FOR LAMTPO

A. Tennessee Comptroller

Citizens and agencies are encouraged to report fraud, waste, or abuse in State and Local government.

NOTICE: This agency is a recipient of taxpayer funding. If you observe an agency director or employee engaging in any activity which you consider to be illegal, improper, or wasteful, please call the state Comptroller's toll-free Hotline:

1-800-232-5454

www.comptroller.tn.gov/hotline

B. Federal Bureau of Investigation (FBI)

FBI's will investigate issues of

1. Public Corruption
2. Cyber Crime
3. Civil Rights matters

Some examples of the FBI's investigations include:

1. Investigating violations of federal law by public officials at the federal, state and local levels of government
2. Overseeing the nationwide investigation of allegations of fraud related to federal government procurement, contracts, and federally funded programs.
3. Addressing environmental crime, election fraud, and matters concerning federal government procurement, contracts, and federally funded programs.

Additional information about reporting to the FBI can be found at www.fbi.gov.

Location	Census Blocks	CB in UA	Total Population	UA Population	UA POPULATION %	MPA Population	MPA POPULATION %	Housing Units	Housing in UA
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White Pine	115	81	2,471	2,439	3.67%	2,471	2.54%	1,139	1,130
TOTALS	7,986	1,751	245,944	66,539	100.00%	97,291	100.00%	110,751	28,535

3. Voting – Each LAMTPO Executive Board Voting Member, or his duly appointed designee, shall have a voting privilege on any issue that may come before the Board for a vote. The voting on all issues coming before the Executive Board shall carry or fail by simple majority of those present and casting votes.

ARTICLE 3 – DUTIES

The Executive Board is the forum for cooperative decision making on transportation issues in the Urbanized Area. The Board has the following responsibilities:

1. Provide for administrative and fiscal control.
2. Review and final approval of all transportation planning and programming.
3. Establish study committees representing the region as required to ensure cooperative, comprehensive, and continuing transportation planning. The Executive Board may establish temporary committees by motion of the body to study specific issues or may establish standing subcommittees by resolution.

5. The Chair shall have the right to debate and vote on any issue before the Executive Board.
6. Should the office of the Chair or Vice-Chair become vacant, the Executive Board shall, at its next meeting, elect a successor for the un-expired term of office.
7. The Secretary shall have no voting privileges and shall be responsible for providing technical assistance to the board as required, preparing the meeting agendas, notifying the members of the Executive Board of meetings, posting public notices as required, calling the roll and the votes when necessary, keeping meeting minutes and other duties as required in the function of transportation planning within the metropolitan planning area.

ARTICLE 6 – MEETINGS

1. Meetings

- A. The Executive Board shall meet quarterly. If there is a lack of agenda items, the meeting(s) may be canceled by the Chair and/or Secretary. Otherwise, meetings of the Executive Board shall be held at a place and time at the call of the Chair or Secretary as required to accomplish administrative and policy direction of the transportation process.
 - B. One of the quarterly meetings shall be the Executive Board's Annual Meeting. During this meeting, the Executive Board Voting Members shall elect a Chair and Vice Chair. It is also at this meeting that the Executive Board established an anticipated schedule and location of meetings for the upcoming year.
2. Advertising - All meetings of the Executive Board shall be considered open meetings to the public and shall at a minimum be advertised by the Secretary in a newspaper of general circulation in the metropolitan planning area prior to the meeting.
 3. Attendance Designation - Each Executive Board member may designate, in writing, to the Secretary, their designated representative and such designation shall be read into the minutes of a scheduled meeting, the alternate representative to serve at meetings during said member's absence. Once duly designated, the representative shall have full voting privileges in the member's absence for the duration expressed in the written appointment.
 4. Quorum – At least four (4) members of the Executive Board membership shall constitute a quorum for business transaction.
 5. Voting – Each LAMTPO Executive Board Voting Member, or his duly appointed designee, shall have a voting privilege on any issue that may come before the Board for a vote. The voting on all issues coming before the Executive Board shall carry or fail by simple majority of those present and casting votes.

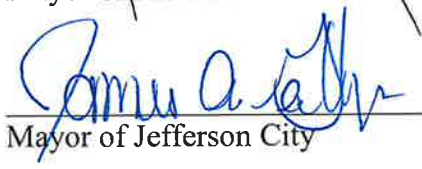
ARTICLE 9-EFFECTIVE DATE

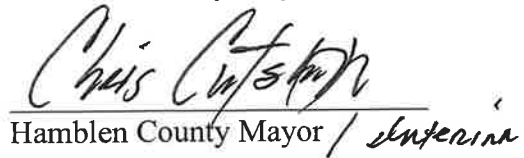
These Bylaws shall be effective upon adoption. A certified copy of the bylaws shall be maintained by the Secretary of the Executive Board.

APPROVED ON THE 9th DAY OF October, 2024


Mayor of Morristown


Jefferson County Mayor

BEHALF OF

Mayor of Jefferson City


Hamblen County Mayor / *Interim*

Mayor of White Pine


State of Tennessee Representative


ETHRA Public Transportation

Mayor of Bean Station

Location	Census Blocks	CB in UA	Total Population	UA Population	UA POPULATION %	MPA Population	MPA POPULATION %	Housing Units	Housing in UA
Hawkins County	1,903	17	56,721	170	0.26%	170	0.17%	27,053	5
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TOTALS	7,986	1,751	245,944	66,539	100.00%	97,291	100.00%	110,751	28,535

3. Voting – Each TAC Voting Member Official or his duly appointed designee shall have a voting privilege on any issue that may come before the Board for a vote. The voting on all issues coming before the TAC shall carry or fail by a simple majority of those present and casting votes.

ARTICLE 3 – DUTIES

The TAC is the starting point for cooperative decision making on transportation issues in the Urbanized Area. The committee has the following responsibilities;

1. Make recommendations to the Executive Board to provide for administrative and fiscal control.
2. Review and make recommendations to the Executive Board for final approval of all transportation planning and programming.
3. Establish study committees representing the region as required to ensure cooperative, comprehensive, and continuing transportation planning. The Executive Board may establish temporary committees by motion of the body to study specific issues or may establish standing subcommittees by resolution.

6. Should the office of the Chair or Vice-Chair become vacant, the TAC shall, at its next meeting, elect a successor for the un-expired term of office.

7. The Secretary shall have no voting privileges but shall be responsible for providing technical assistance to the board as required, prepare meeting agendas, notify the members of the TAC committee of the meetings, posting public notice as required, calling the roll and the votes when necessary, keeping meetings minutes and other duties as required in the function of transportation planning within the metropolitan planning area.

ARTICLE 6 – MEETINGS

1. Meetings

A. The TAC shall meet quarterly. If there is a lack of agenda items, the quarterly meetings may be cancelled by the Chair and/or Secretary. Otherwise, meetings of the TAC shall be held at a place and time at the call of the Chair or Secretary as required to accomplish administrative and policy direction of the transportation planning process.

B. One of the quarterly meetings shall be the TAC's Annual Meeting. During this meeting, the TAC Voting Members shall elect a Chair and Vice Chair. It is also at this meeting that the TAC establishes an anticipated schedule and location of meeting for the upcoming year.

2. Advertising - All meetings of the TAC shall be considered open meetings to the public and shall at a minimum be advertised by the Secretary in a newspaper of general circulation in the metropolitan planning area prior to the meeting.

3. Attendance Designation – Each TAC member may designate in writing to the Secretary and such designation shall be read into the minutes of a scheduled meeting, an alternate representative to serve at meetings during said members' absence. Once duly designated, the representative shall have full voting privileges in the member's absence for the duration expressed in the written appointment.

4. Quorum – At least five (5) members of the TAC membership shall constitute a quorum for business transaction.

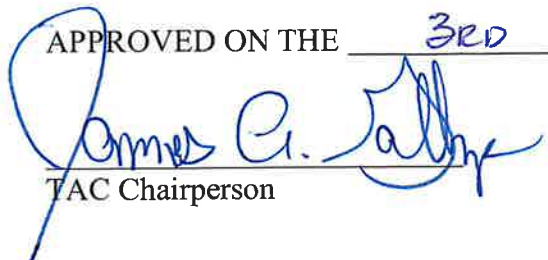
5. Voting – Each TAC Voting Member Official or his duly appointed designee shall have a voting privilege on any issue that may come before the Board for a vote. The voting on all issues coming before the TAC shall carry or fail by a simple majority of those present and casting votes.

6. Records - The Secretary shall keep a record of the action and all supporting documentation of each meeting in the official Minutes of the Lakeway Area Metropolitan Transportation Planning Organization Executive Board, and for the Technical Advisory Committee (TAC). The meeting minutes shall be considered public documents and be made available to the public.


ARTICLE 9 – EFFECTIVE DATE

These Bylaws shall be effective upon adoption. A certified copy of the bylaws shall be maintained by the Secretary of the TAC.

APPROVED ON THE 3RD DAY OF October, 2024


TAC Chairperson

ATTEST:


Tina Whitaker
TAC Secretary