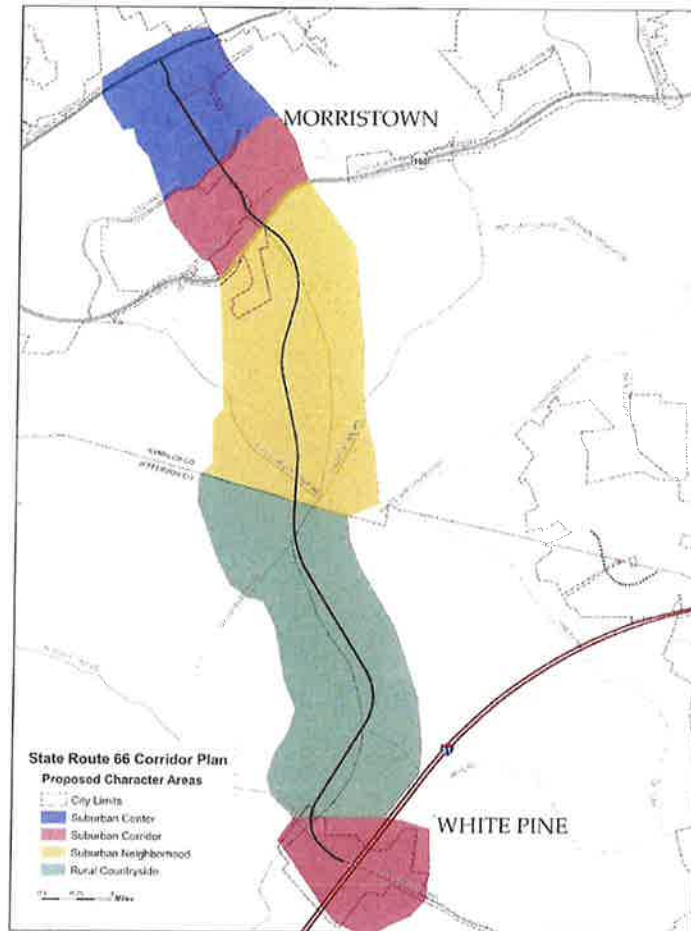


# State Route 66 CMA Coordination Committee By-Laws



**Adopted**

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# I. INTRODUCTION

## A. Need for the Prospectus

The State Route 66 Corridor Management Agreement (CMA) Prospectus outlines the organization and procedures for transportation planning along State Route 66 (SR66) between SR34/ US Hwy 11E/ W Andrew Johnson Hwy in Morristown to the intersection of SR341/ Roy Messer Hwy and Interstate 81 (I-81) Exit 4 in White Pine , including the mutual responsibilities of various entities in carrying out the planning process. For purposes of this document, reference to SR66 will include the section of SR341/ Roy Messer Hwy from its intersection with SR66 to its intersection with I-81 Exit 4.

## B. Significant Transportation Issues Facing the Area

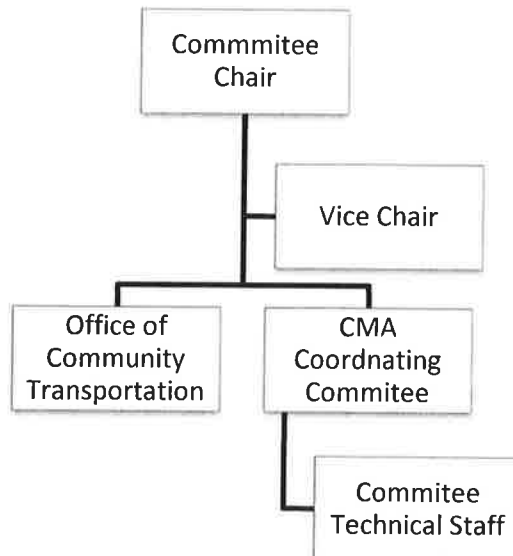
As development progresses along SR66, new transportation issues may surface, it's the responsibility of the affected agencies to implement effective corridor management practices as outlined in the State Route 66 CMA.

Some of the significant issues facing the corridor are:

- 1) Balancing the needs and growth of the corridor across the jurisdictions of Morristown, White Pine and the counties of Hamblen and Jefferson.
- 2) Managing corridor congestion, mobility and access points.
- 3) Ensuing development patterns coincide with the planned character of the corridor.
- 4) Maintain the multi-modal function the corridor.

# II. ORGANIZATION AND MANAGEMENT

The State Route 66 Corridor Management Agreement Committee will function under a staff structure. The organization structure for the Committee is as follows:



## **A. Decision Making Forum – CMA Committee Members**

The Corridor Management Agreement (CMA) Committee structure places responsibility for policy direction with the Committee Members, which constitutes the forum for cooperative decision making by appointed members. The CMA Committee may adopt Bylaws and Rules governing meeting process and procedure for itself and any sub-groups of the CMA Committee.

In order for the Committee to function properly it shall establish a sub-group of technical staff members responsible for advising and informing Committee Members of upcoming and on-going transportation activities. This committee shall be referred to as Committee Technical Staff and has no set membership requirements.

## **A. Committee Technical Staff**

The Committee Technical Staff (TS) consists of the administrative and technical leadership of functional agencies, authorities, commissions, departments, divisions, and bureaus of the entities comprising the CMA Committee Members. Organizations not represented on the CMA Coordinating Committee may also serve on as committee technical staff as approved by the CMA Coordinating Committee.

The Committee Technical Staff (TS), with policy direction from the CMA Coordinating Committee, is responsible for servicing as a resource for relevant transportation planning activities. The members of the staff, by virtue of their position, implement transportation planning policy, procedures, and schedules to respective agency professionals for application. The CMA Coordinating Committee adopts broad policy providing the framework for TS actions. Each participating agency responsible for program development and project implementation will prepare its respective program documentation and project schedules for consolidation by the Office of Community Transportation and subsequent review by the TS and CMA Committee Members.

The TS shall meet in conjunction with the CMA Committee Members to achieve coordination in the corridor planning, programming and implementation process. The CMA Coordination Committee Chair may appoint ad-hoc committees as needed to organize, coordinate, evaluate and document transportation implementation and certification.

TS are responsible for timely completion of corridor analysis, documentation, scheduling meetings, disseminating data to all agencies, complying with request from public and private agencies, and providing the media with prudent transportation information.

## **A. Office of Community Transportation (OCT)**

OCT is the staff member of the Tennessee Department of Transportation (TDOT). In order to assure consistency, OCT is responsible for the supervision of CMA coordination and collaboration activities. OCT, along with the Committee Chair, shall jointly be responsible for ensuring the coordination, direction and supervision of the transportation planning process

# **III. CONTINUING PLANNING ACTIVITIES**

## **A. Administration**

### **ARTICLE I – DUTIES**

The CMA Coordination Committee constitutes the forum for cooperative transportation decision-making along State Route 66 with responsibilities as follows:

- (1) Administrative control.
- (2) Review and approval of relevant transportation planning, programming and implementation.
- (3) Establish study committees as required to ensure cooperative, comprehensive and continuing transportation planning.
- (4) Any issue pertinent to the purposes and functions of the CMA Coordination Committee may be brought before the Board by the Technical Coordinating Committee or by any subcommittee that the Coordination Committee may create. Any minority or objecting report or issue may be brought before the Board by any member of the TS.

### **ARTICLE II – ORGANIZATION**

- (1) The organization of the Coordination Committee shall consist of a Chairman, Vice-Chairman, and committee members. The Coordination Committee shall elect a Chairman and Vice-Chairman from its membership. Such election shall be by a

majority of that membership and take place on the first meeting of the calendar year and the term of office shall be for one year or until such time new officers are elected.

- (2) An officer may succeed himself, with no limitation to number of terms, contingent on eligibility as the results of being a principal elected official.
- (3) The LAMTPO MTPO Coordinator shall serve as permanent Secretary to the Coordination Committee, coordinate and schedule all meetings thereof, record proceedings and prepare minutes, prepare resolutions as adopted, and disseminate said minutes and resolutions as appropriate.
- (4) OCT shall coordinate all activities of the CMA Committee and with professional staff assistance, accomplish analyses and documentation as assigned.

#### ARTICLE III – DUTIES OF CHAIRMAN

- (1) The Chairman, or in his/her absence the Vice-Chairman, shall preside at all meetings of the Coordination Committee (CC).
- (2) The Chairman, or his/her designate, shall authenticate by signature, all resolutions adopted by the Coordination Committee (CC).
- (3) The Chairman, or his/her designate, may represent the Coordination Committee (CC) at hearings, conferences, and other events as required.

#### ARTICLE IV – MEETINGS

- (1) The Coordination Committee shall meet as required to accomplish administrative control of the planning process and maintain certification.
- (2) Each Coordination Committee member shall designate, in writing, an alternate representative to serve at meetings during said member's absence.

- (3) The presence of a simple majority of the Coordination Committee membership or designated alternates at Board meetings shall constitute a quorum for business transaction. If, in the event a simple majority is not present, business may be conducted unless the issue of a quorum is raised.

ARTICLE V – AMENDMENT TO BYLAWS

These Bylaws may be amended by affirmative vote of a quorum of the Committee. A Bylaws change shall be presented for consideration at any Committee meeting with adoption being deferred until a subsequent meeting.

**IV. CMA COORDINATION COMMITTEE MEMBERSHIP**

<b>Agency</b>	<b>Coordination Committee Member</b>	<b>Signature</b>
<b>Morristown</b>	<b>City Administrator (or proxy)</b>	
<b>White Pine</b>	<b>Public Works Director (or proxy)</b>	
<b>Hamblen County</b>	<b>Mayor (or proxy)</b>	
<b>Jefferson County</b>	<b>Hwy Superintendent (or proxy)</b>	
<b>TDOT</b>	<b>Commissioner (or proxy)</b>	

**Technical Staff**

Richard DesGroseilliers (or proxy)	LAMTPO MTPO Coordinator
Don Brown (or proxy)	ETDD-RPO
Joe Barrett (or proxy)	ETDD-Planner
Paul Brown (or proxy)	Morristown Public Works Director
Steve Neilson (or proxy)	Morristown Development Services Director
Marshall Ramsey (or proxy)	Morristown-Hamblen County Chamber of Commerce
Darrell Helton (or proxy)	Jefferson County Chamber of Commerce
Jeremiah Davis	Commercial Business
TDOT Engineer (or proxy)	TDOT- Region 1
TDEC	Commissioner (or proxy)
TDEC	Commissioner (or proxy)

## V. EFFECTIVE DATE

### ARTICLE I – EFFECTIVE DATE

- (1) Any other rules, procedures, or Bylaws of the Committee previously adopted are repealed.
- (2) These Bylaws shall be effective upon adoption. A certified copy shall be maintained by the Secretary of the Coordination Committee.

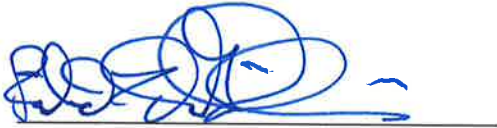


Chairman

CMA Coordination Committee



Date



Richard L. DesGroseilliers, Secretary



Date

LAMTPO