

Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO)
Morristown, TN – Jefferson City, TN – White Pine, TN – Hamblen County, TN – Jefferson County, TN

THE LAKEWAY AREA
METROPOLITAN
TRANSPORTATION PLANNING
ORGANIZATION

(LAMTPO)

PROSPECTUS, BY-LAWS,

AND STUDY AREA

DRAFT August, 2007

Prepared by the Lakeway Area Metropolitan Transportation Planning Organization

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MTPO RESOLUTION # 2007-007

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;

WHEREAS, a Metropolitan Transportation Planning Organization has been established to carry out a comprehensive, cooperative, and continuing Transportation Planning Process in the Urbanized Area;

WHEREAS, a Prospectus, By-Laws, and a Study Area has been developed to establish a multi-year framework for this process;

WHEREAS, the Prospectus, By-Laws, and a Study Area have been updated to the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) requirements; and

THEREFORE BE IT RESOLVED, that the Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO) approved and adopted the LAMTPO Prospectus, the LAMTPO Executive Board's By-Laws, and the LAMTPO Study Area at their regular scheduled meeting.

Chair,
LAMTPO Executive Board

Date

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INTRODUCTION

This document is the Prospectus for the Lakeway Area Metropolitan Transportation Planning Organization, as required by federal law. **Appendix 1** contains the By-Laws for the Lakeway Area Metropolitan Transportation Planning Organization Executive Board.

DEFINITIONS

1. **Critical Issue** – a condition that may arise at the call of an Executive Board member when deemed to be of critical importance to their governmental jurisdiction. A vote on a critical issue shall not be conducted by the Executive Board without thirty (30) days notice being published in a newspaper of general circulation within the urbanized area. A vote on an item of critical issue shall require at majority of the total Voting Weight (see Appendix 1, Article 9 of the By-Laws).
2. **Executive Board** – the decision making body of the Lakeway Area Metropolitan Transportation Planning Organization consisting of the principal Elected Official of the City of Morristown, Hamblen County, Jefferson County, the City of Jefferson City and the Town of White Pine and the appointee of the Governor of the State of Tennessee.
3. **FHWA** – shall refer to the Federal Highway Administration.
4. **FTA** – shall refer to the Federal Transit Administration.
5. **Governor** – shall refer to the Governor of Tennessee.
6. **Lakeway Urbanized Area** – see “Urbanized Area”
7. **LAMTPO** – shall refer to the Lakeway Area Metropolitan Transportation Planning Organization.
8. **Morristown Urban Area** - see “urbanized area”.
9. **Morristown Urbanized Area** - see “urbanized area”.
10. **MPA** – Metropolitan Planning Area. See “MTPO Study Area”
11. **MPO** – Metropolitan Planning Organization. See “MTPO”
12. **MPO Coordinator** – see “Transportation Planning Coordinator”
13. **MTPO Coordinator** – see “Transportation Planning Coordinator”

- 14. MTPO** – The Metropolitan Transportation Planning Organization that is responsible for transportation planning issues within the MTPO study area. For the purposes of this document, the by-laws, and transportation planning in general within the Lakeway Area Metropolitan Urbanized Area, MPO and MTPO are synonymous.
- 15. MTPO Study Area** – that area designated by the U.S. Census Bureau as the urbanized area based upon population density plus any additional territory approved by the Executive Board as pertinent for transportation planning purposes. This may also be referred to as the MPA, the MTPO (or MPO) planning area, the MTPO (or MPO) planning boundary, or the planning boundary.
- 16. Principal Elected Official** – the elected mayor of a municipality located wholly or partially within the designated urbanized area and/or the elected county executive of Hamblen County and/or Jefferson County.
- 17. 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.
- 18. SIP** – shall refer to the Tennessee State Implementation Plan
- 19. STIP** – shall refer to the Tennessee State Transportation Improvement Program.
- 20. TDOT** – refers to the Tennessee Department of Transportation.
- 21. TIP** – The Transportation Improvement Program that identifies, prioritizes and estimates the costs of transportation projects and activities to occur within the MTPO study area.
- 22. Transportation Planning Coordinator** – An employee of the MTPO responsible for coordination of transportation planning activities and MTPO administration.
- 23. Transportation Technical Advisory Committee** – an advisory board to the Executive Board.
- 24. Urban Area** – see “Urbanized Area”
- 25. Urbanized Area** – 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.
- 26. Voting Weight** –The proportional value of votes based upon the total population of the urbanized area for each entity of government represented by the Executive Board (see Appendix 1, Article 9 of the By-Laws).

BACKGROUND

United States federal transportation regulations require the formation of a MTPO (Metropolitan Transportation Planning Organization) for any urbanized area (UZA) with a population greater than 50,000, and generally with an overall population density of 1,000 people per square mile or more. MTPOs were created in order to ensure that existing and future expenditures for transportation projects and programs were based on a comprehensive, cooperative, and continuing (3-C) planning process. Federal funding for transportation projects and programs are channeled through this planning process. An MTPO with planning boundaries and by-laws that include membership and voting structure should be established and designated by an agreement between local officials and the Governor.

In May 2002, the United States Census Bureau designated portions of Morristown, Jefferson City, White Pine, and Hamblen and Jefferson Counties as an urbanized area. The population within this urbanized area is 54,368, and the total land area within this designated urbanized area is 45.41 square miles. **Tables 1 and 2**, shown on the next page, lists the total population and the population percentages within the urbanized area for Morristown, Jefferson City, White Pine, Hamblen County and Jefferson County. **Table 3**, also shown on the next page, lists the amount of land area, in square miles, within Hamblen and Jefferson Counties, respectively. This information was based on the 2000 U.S. Census. **Map 1**, shown on page 5, illustrates LAMTPO study area, as well as the urbanized area boundary for Morristown, Tennessee, as defined by the U.S. Census Bureau in May 2002. **Appendixes 2 and 3** list all the 2000 Census Blocks for Hamblen and Jefferson Counties, respectively. For each appendix table, it lists each census block identification number, the amount of land area (in square meters (Sq. M)), the amount of land area in acres (Area Acres), the total population per census block (Total Pop), the population density per acre (Pop Per Acre), the city name (City Name) (if applicable), the urbanized area (Urbanized Area (UA)) (if applicable), the urbanized area's name (UA Name) (if applicable), the county's name (County), and the state's name (State).

TRANSPORTATION ISSUES FACING THE AREA

As the Lakeway region continues to grow and develop, new transportation issues will occur. The MTPO is the forum where member jurisdictions cooperatively resolve these issues, such as:

1. Maintaining and/or improving air quality;
2. Balancing the needs and requirements of all various modes of travel (i.e., mass transit, rail, bicycle, pedestrian, air, freight, and private automobile); and
3. Managing and/or preventing area congestion.

The MTPO has the responsibility to identify and implement transportation projects and services necessary to meet the air quality standards as required by the Clean Air Act of 1990. The MTPO has the responsibility for developing, maintaining, and implementing a regional transportation planning program, to allocate funding for the implementation of

transportation projects and services, and to develop a congestion management system through effective management of new and existing transportation facilities.

The MTPO is to ensure that existing and future expenditures for transportation projects and programs were based on a comprehensive, cooperative, and continuing (3-C) process. Federal Funding for transportation projects and programs are channeled through this planning process.

TABLE 1. 2000 U.S CENSUS POPULATION FIGURES

PLACE	TOTAL POPULATION
Morristown	24,965
Hamblen County	58,128
Jefferson City	7,760
White Pine	1,997
Jefferson County	44,294
<u>TOTAL (Hamblen & Jefferson Counties)</u>	102,422

TABLE 2. URBANIZED AREA POPULATION FIGURES

PLACE	POPULATION Within Urbanized Area	PERCENTAGE Within Urbanized Area
Morristown	24,743	45
Hamblen County	18,605	34
Jefferson City	7,369	14
White Pine	1,967	4
Jefferson County	1,684	3
TOTAL	54,368	100

TABLE 3. AMOUNT OF LAND WITHIN THE URBANIZED AREA

1. Hamblen County 37.79 square miles
2. Jefferson County 7.62 square miles

Population information for all three tables were based from the 2000 US Census, and the data will be updated with each United States Census thereafter.

There are five (5) core functions of the MTPO:

1. Establish and manage a fair and impartial setting for effective regional decision-making in the metropolitan area.
2. Develop, Maintain, and Implement a Unified Planning Work Program (UPWP).

3. Maintain a Long-Range Transportation Plan (LRTP).
4. Develop a Transportation Improvement Plan (TIP).
5. Involve the Public.

UNIFIED PLANNING WORK PROGRAM

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 conducted without federal funds;
3. Funding sources identified for each project;
4. A schedule of activities; and
5. The agency responsible for each task or study.
6. Products to be produced.

LONG RANGE TRANSPORTATION PLAN

The Long-Range Transportation Plan (LRTP) is a twenty-five (25) year plan 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 at 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 (3 years in air quality non-attainment and maintenance areas); and
9. To conform to the state's implementation plan (SIP)

TRANSPORTATION IMPROVEMENT PROGRAM

The Transportation Improvement Program (TIP) is a financially constrained three (3) year program covering the most immediate implementation priorities for transportation projects and strategies from the MTPO plan. Under federal law, the TIP shall:

1. Cover a minimum three-year period of investment;
2. Be updated every two years;
3. Be realistic in terms of available funding;
4. Conform with the SIP for air quality if the region is designated a non-attainment or maintenance area;
5. Be approved by the MTPO and the Governor of Tennessee for air quality; and
6. Be incorporated into the statewide transportation improvement program (STIP).
7. Must include all Federally Funded and regionally significant projects regardless of funding sources.

AIR QUALITY PLANNING

Jefferson County has been designated as a non-attainment for the 8-hour Ozone air quality standard by the Environmental Protection Agency (EPA). LAMTPO and the Knoxville Transportation Planning Organization (TPO) are working together to develop plans to meet air quality conformity. The appendix has a copy of the Memorandum of Agreement between LAMTPO, Knoxville TPO, and TDOT. Copies of the Air Quality Conformity determination report can be obtained from the LAMTPO and/or the Knoxville TPO.

MASS TRANSIT PLANNING

LAMTPO recognizes the importance of having mass transit in its area. Currently, LAMTPO is contracting with East Tennessee Human Resource Agency (ETHRA) to run demand response service within the LAMTPO study area. Additional study work is being done by LAMTPO to see if more mass transit services are needed within the area.

ORGANIZATION NAME

The regional transportation name for the area that encompasses portions of Morristown, Jefferson City, White Pine, Hamblen County and Jefferson County shall be the Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO).

PLANNING BOUNDARY

To be consistent with the guidance provided by the FHWA/FTA in 1992, the MTPO planning area boundaries, known as the metropolitan planning area (MPA), should be updated no later than the next scheduled plan update after October 1, 2002, or within

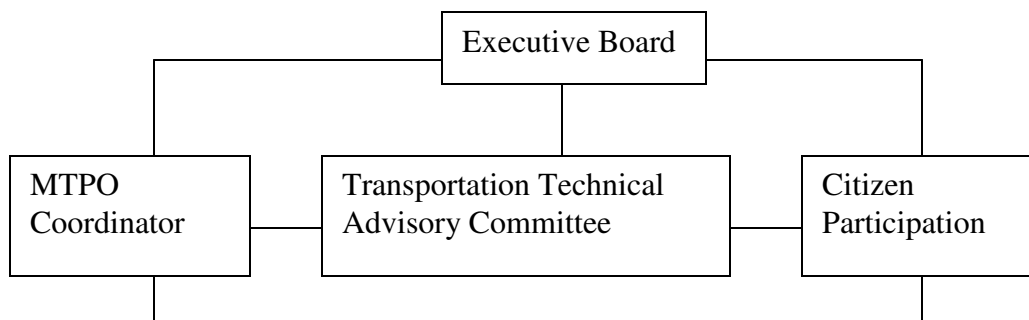
three (3) years, which ever occurs first. The planning area boundaries must include the existing urbanized area and extend to the contiguous area expected to become urbanized within twenty-five (25) years. Once the boundaries are determined by the executive board and approved by the Governor, the information must be provided to the FHWA and the FTA.

According to the 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 LAMTPO transportation planning process will function under a committee structure, as outlined below:



EXECUTIVE BOARD

The Executive Board is the decision-making body of the LAMTPO, which is comprised of:

Mayor of Morristown
 Mayor of Jefferson City
 Mayor of White Pine
 County Executive of Jefferson County
 County Executive of Hamblen County
 Governor of Tennessee (or his representative).
 Mass Transit Representative
 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.

The Executive Board shall adopt By-Laws and Rules governing meeting processes and procedures for itself and any committees of the MTPO. **Appendix 1** contains the By-Laws for the Lakeway Area Metropolitan Transportation Planning Organization Executive Board.

TRANSPORTATION TECHNICAL ADVISORY COMMITTEE

The Transportation Technical Advisory Committee consists of administrative and technical leadership. Along with the MTPO Coordinator, it shall give recommendations to the Executive Board. The Transportation Technical Advisory Committee is comprised of:

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. ETHRA Director (or designee)
7. Railroad Administrator (or designee)
8. TSPO-Director, Johnson City Office (or designee)
9. TSPO-Director, Knoxville Office (or designee)
10. ETDD Executive Director (or designee)
11. TDOT Chief Engineer (or designee)
12. TDOT Office of Public Transportation, Waterways, and Rail Director (or designee)

13. FHWA: Division Administrator (or designee)
14. FTA: Regional Administrator (or designee)

The Transportation Technical Advisory Committee shall elect on a Committee Chair, and Vice-Chair. The MTPO Coordinator shall serve as the Secretary in a non-voting role. Such election shall be by a majority of that membership. The Chair of the Transportation Technical Advisory Committee shall be jointly responsible for insuring the coordination, direction, and supervision of the transportation process. The Chair, or in his/ her absence the Vice-Chair, shall preside at all meetings of the Transportation Technical Advisory Committee. In the event neither is present, the Secretary shall preside. The Transportation Technical Advisory Committee shall conduct business as prescribed in the latest edition of Robert's Rules of Order.

The Transportation Technical Advisory Committee shall take their direction from and be accountable to, the Executive Board and effectuate this direction through the MTPO staff, local planning staff(s), or study committees as applicable.

The Transportation Technical Advisory Committee, with policies and procedures as directed from the Executive Board, is responsible for daily implementation of all transportation planning activities. The members of this committee, by virtue of their position, disseminate transportation planning policy procedures and schedules to respective agency professionals for application. This committee shall receive plans, programs, and transportation documentations for prior review and shall make recommendations to the Executive Board for action. It 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.

MTPO COORDINATOR

MTPO Coordinator is a staff member of the local and/or regional planning commission. The Coordinator conducts studies, develops plans and programs, and chairs all MTPO subcommittees. The MTPO Coordinator is the liaison between the MTPO and the FHWA, FTA, TDOT, local governments, and other groups or individuals interested in transportation issues. The MTPO Coordinator shall be responsible for preparing the meeting agendas, posting public notice of the meetings as required, calling the roll of the meetings, and the votes necessary, keeping minutes of the meetings and other duties as required in the function of transportation planning within the MTPO study area.

The MTPO Coordinator, or other planning staff, shall serve as the Secretary for the Executive Board, in a non-voting role.

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.

PROCEDURE FOR MANAGEMENT COORDINATION

The MTPO Coordinator is responsible for on-going coordination of the Lakeway area's regional 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 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.

The Transportation Technical Advisory Committee generally will meet once a month, unless no items are 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.

APPENDIXES

Appendix 1

**RULES AND BYLAWS OF THE LAKEWAY
AREA METROPOLITAN TRANSPORTATION
PLANNING ORGANIZATION EXECUTIVE
BOARD**

ARTICLE 1 – NAME

The name of the organization shall be the Lakeway Area Metropolitan Transportation Planning Organization Executive Board.

ARTICLE 2 – COMPOSITION AND VOTING

1. Name of the Board – The name of the Board shall be “The Lakeway Area Metropolitan Transportation Planning Organization Executive Board”
2. Composition – The Board shall be composed of the Governor of the State of Tennessee or his appointee and the Principal Elected Officials of Hamblen County and Jefferson County, and cities of the Morristown, Jefferson City, and White Pine which are the governmental entities located either wholly or partially within the designated Morristown urbanized area.
3. Voting – Each Principal Elected 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 Executive Board shall carry or fail by simple majority of those present and casting votes unless a condition of “critical issue” has been called by a member of the Board in accordance with these bylaws.
4. Critical Issue - Upon the announcement of a “critical issue” (that being an issue judged by any voting member of the Executive Board to be of major importance to their governmental jurisdiction) then the number of votes or “voting weight” for members of the Executive Board will be as shown in Article 9.
 - a. The number of votes for each member of the Executive Board shown in Article 9 shall be based on the population of the Metropolitan Transportation Planning Organization (MTPO) urbanized area represented by each member and will be based on the latest decennial federal census information.
 - b. The “critical issue” provision may be called only in relation to action by the Executive Board on the adoption of the Transportation Improvement Plan (TIP) or Long Range Plan or part thereof, and amendment to either

the TIP or Long Range Plan or part thereof or any amendment to the Prospectus of the MTPO or these bylaws.

- c. If critical issue is called there cannot be a vote by the Executive Board on the proposed amendment until thirty (30) days thereafter from the announcement of the issue of critical importance unless a simple majority of the Executive Board agrees to waive the thirty-day requirement.
- d. Any critical issue must be approved by a minimum of 51% of the voting weight (see Article 9).
- e. A quorum as defined in Article 6 of these Bylaws must be present prior to a vote being taken on issues of critical importance.

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.
4. Develop and adopt a citizen participation program for the region and to consider citizen input from the region prior to making decisions.
5. Any issue pertinent to the purposes and functions of the Executive Board may be brought before the Board by the Transportation Technical Advisory Committee, the Transportation Planning Coordinator or by any subcommittee that the Executive Board may create.

ARTICLE 4 – ORGANIZATION

1. Election of Officers - The election of officers shall take place at the first meeting of the Executive Board and at each scheduled annual meeting of the Board thereafter.
2. Annual Meeting - The Executive Board shall meet annually at the beginning of each calendar year to elect officers, establish a meeting schedule for the coming year and conduct other business as needed.

3. Offices of Chairman and Vice Chairman - The Executive Board shall elect a Chairman and Vice-Chairman from its membership. Such election shall be by a majority vote of the membership of the Board. The term of office for the Chairman and Vice-Chairman shall be for one (1) year or until such time as new officers are elected. Officers may be elected for consecutive terms annually with no limitation to the number of terms served contingent upon eligibility as the result of being a principal elected official.
4. Office of Secretary - The Transportation Planning Coordinator shall serve the Executive Board and the TAC as the Secretary. The Secretary shall have no voting privileges but shall be responsible for preparing the meeting agendas, notifying the members of the Executive Board of the meetings, posting public notice of the meetings as required, calling the roll of the meetings and the votes when necessary, keeping minutes of the meetings and other duties as required in the function of transportation planning within the urbanized area.

ARTICLE 5 – DUTIES OF OFFICERS

1. The Chairman shall preside at all meetings of the Executive Board.
2. In the case of absence of the Chairman at any meeting of the Executive Board it shall be the duty of the Vice-Chairman to preside at the meeting as Chairman.
3. In case both the Chairman and Vice-Chairman are absent at any posted meeting of the Executive Board those voting members present shall select a Chairman, pro tem to conduct the order of business scheduled for the meeting until such time the elected Chairman or Vice-Chairman are present and/or otherwise able to resume the responsibilities of their office.
4. The Chairman shall authenticate, by his signature all resolutions adopted by the Executive Board and the approved minutes of each meeting.
5. The Chairman shall have the right to debate and vote on any issue before the Executive Board.
6. The Chairman shall represent the Executive Board at hearings or meetings as required.
7. Should the office of the Chairman or Vice-Chairman become vacant, the Executive Board shall, at its next meeting, elect a successor for the un-expired term of office.
8. The Secretary (or the staff representative serving as the Transportation Planning Coordinator) shall have no voting privileges as a member of the Executive Board but may provide technical assistance to the Board as required.

9. The Secretary shall have no voting privileges but shall be responsible for preparing the meeting agendas, notifying the members of the Executive Board of the meetings, posting public notice of the meetings as required, calling the roll of the meetings and the votes when necessary, keeping minutes of the meetings and other duties as required in the function of transportation planning within the metropolitan planning area.

ARTICLE 6 – MEETINGS

1. Meetings - The Executive Board shall meet annually to elect officers and conduct other business as needed. The Executive Board shall, at its annual meeting, establish an anticipated schedule and location of meetings for the coming year. The Executive Board shall meet at least quarterly in the calendar year. Otherwise, meetings of the Executive Board shall be held at a place and time at the call of the Chairman or Secretary as required to accomplish administrative and policy direction of the transportation planning process.
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 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 four (4) members of the Executive Board membership shall constitute a quorum for business transaction.
5. Voting - The voting on all questions coming before the Board shall be by a roll call from the Secretary. A simple majority of the Executive Board, must be attained to pass action on any issue (except for items of “critical issue” which shall require at least 51% of the voting weight of the Executive Board as defined in Article 9 of these Bylaws).
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. The meeting minutes shall be considered public documents and be made available to the public.

ARTICLE 7 – RULES OF ORDER

The Executive Board shall conduct business as prescribed in Roberts Rules of Order unless otherwise prescribed within these Bylaws. The Executive Board is the final authority concerning these rules. The Board may, upon occasion, make an exception to these rules for extraordinary cases, setting out the reasons in the official Minutes of the Board therefore.

ARTICLE 8 – AMENDMENT TO BYLAWS

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

ARTICLE 9 – VOTING WEIGHT FOR CRITICAL ISSUES

The proportional value of votes based upon the total population of the urbanized area for each entity of government represented by the Executive Board as determined by the latest decennial census except for representatives for Mass Transit, the Railroad, and the State of Tennessee, each will be allotted 1% of voting weight.

MTPO Membership	*Total Population Within the Designated Urbanized Area	Percentage of Voting Weight
**Hamblen County	18,605	34%
**Jefferson County	1,684	3 %
***Morristown	24,743	45%
***Jefferson City	7,369	14%
***White Pine	1,967	4%
State of Tennessee	N/A	1%
Railroad Representative	N/A	1%
Mass Transit Representative	N/A	1%

* U.S. Census Bureau, 2000 Decennial Census

** County population totals are calculated by subtracting the population of their cities that are also MTPO members

ARTICLE 10 – 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 31st DAY OF January, 2003

Mayor of Morristown

Jefferson County Executive

Mayor of Jefferson City

Hamblen County Executive

Mayor of White Pine

State of Tennessee

Appendix 2.

MEMORANDUM OF AGREEMENT

Between the Tennessee Department of Transportation (TDOT), the Knoxville Regional Transportation Planning Organization (TPO) and the Lakeway Area Metropolitan Transportation Planning Organization (LAMTPO) for the development of the Transportation Conformity Determination(s) under the 8-Hour Ozone Standard

I. PURPOSE

This Memorandum of Agreement (MOA) is for the purpose of conducting cooperative planning and analysis of, and determining transportation conformity for, all transportation projects outside the TPO metropolitan planning area, but within the nonattainment or maintenance area.

II. BACKGROUND

- A. The U.S. Environmental Protection Agency (EPA) has designated the Knoxville Nonattainment Area for ozone as being the counties of Anderson, Blount, Jefferson, Loudon, Knox, Sevier and a portion of Cocke County. This ozone nonattainment became effective June 15, 2004. The designated nonattainment area includes, and is larger than, the TPO planning area. In addition, a portion of Jefferson County lies within the LAMTPO planning area.
- B. 23 CFR 450.310(f) states that if the metropolitan planning area does not include the entire nonattainment or maintenance area, there shall be an agreement among the state department of transportation, state air quality agency, affected local agencies and the metropolitan planning organizations describing the process for cooperative planning and analysis of all projects outside the metropolitan planning area but within the nonattainment or maintenance area. The agreement also must indicate how the total transportation-related emissions for the nonattainment or maintenance area, including areas both within and outside the metropolitan planning area, will be treated for the purposes of determining conformity in accordance with the US Environmental Protection Agency (EPA) conformity regulation. The agreement shall address policy mechanisms for resolving conflicts concerning transportation-related emissions that may arise between the metropolitan planning area and the portion of the nonattainment or maintenance area outside the metropolitan planning area.
- C. Tennessee has a State Transportation Conformity Rule (1200-3-34-.01), which applies to designated nonattainment and maintenance areas and implements the requirements of the federal transportation conformity rule (40 CFR Part 93, Subpart A) concerning several of the requirements in part B above. This MOA is intended to only address the assumption of the responsibility by the TPO for

completing a single conformity determination for the entire Knoxville Nonattainment Area.

- D. The TPO, TDOT and LAMTPO have come to a preliminary agreement that the TPO will perform the air quality analysis and conformity determination for the entire nonattainment area based primarily on the fact that the TPO has previous experience with preparing conformity determinations and maintains a travel demand forecasting model that covers the entire nonattainment area except for the portion of Cocke County for the purposes of projecting future traffic demand and air quality impacts of proposed transportation projects.

III. RESPONSIBILITIES

A. TPO:

1. The TPO, in coordination with TDOT and other affected agencies will prepare the transportation conformity analysis for the entire nonattainment area which will comply with the applicable requirements of 40 CFR Part 93. If analysis requirements for the non-TPO area are not specific, clear or well defined, the interagency consultation process will be used to determine appropriate analysis procedures.
2. The TPO will facilitate meetings of the Interagency Consultation Group as necessary in order to define the specific processes and adhere to schedules required to complete the conformity determination by the June 15, 2005 deadline.
3. The TPO is responsible for the development of a comprehensive and multimodal "Urban Long Range Transportation Plan (LRTP)" that identifies a fiscally constrained transportation project listing out to the year 2030 for the TPO planning area, which is comprised of urbanized portions of Knox, Blount, Loudon and Sevier counties.
4. The TPO is responsible for development of a "Regional LRTP" that identifies a single listing of transportation projects for the entire nonattainment area.
5. The TPO will provide for public input opportunities on both the urban and regional LRTPs and accompanying conformity analysis.

B. TDOT:

1. TDOT, in coordination with local affected agencies, is responsible for the development of a transportation project listing on state-funded roadway system for the non-urbanized portions of the nonattainment area out to the year 2030 at appropriate horizon years to be compatible with the conformity analysis.
2. TDOT will provide for public involvement opportunities within the non-urbanized portions of the nonattainment area.

C. LAMTPO:

1. LAMTPO will provide to the TPO a list of fiscally constrained transportation projects that result from a LRTP prepared for the Lakeway Area planning boundary that are within Jefferson County, and go out to the year 2030 with appropriate horizon years to be compatible with the conformity analysis.

IV. PROCEDURAL CONSIDERATIONS

A. Data Sources:

1. Travel Demand Model – The TPO will use its recently calibrated travel demand forecasting model to project future vehicle miles of travel within the nonattainment area for purposes of determining conformity of the transportation projects that are proposed. If, through the interagency consultation process, a project is determined to be regionally significant but not included in the model then appropriate HPMS data forecasting methodologies will be pursued.
2. HPMS data – The portion of Cocke County within the nonattainment area is not covered in the travel demand forecasting model, therefore HPMS data will have to be used as necessary to support the conformity determination.

B. Conformity Submittal Protocol:

1. The TPO will develop a single conformity determination for the entire nonattainment area, which will support both the Knoxville Regional TPO and the LAMTPO long range transportation plans.
2. The TPO will submit the conformity determination to the Federal Highway Administration and the Federal Transit Administration for their review and approval concurrent with EPA.
3. The LAMTPO will include the conformity determination documentation within their transportation plans as an appendix.

I. V. AGREEMENT TERMS

- A. This MOA shall remain in effect as long as each of the parties is in agreement with its terms. The interagency consultation process shall be used for revision of the MOA as necessary.

II. **VI. SIGNATORIES**

The following signatory parties do hereby agree to comply with the provisions and terms of this MOA.

Edward Ford, TPO Executive Board Chair

Gary R. Johnson, LAMTPO Executive Board Chair

Gerald Niceley, TDOT Commissioner