# FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION
# TECHNICAL ADVISORY COMMITTEE (TAC) BYLAWS

*Amended October 5, 2026*

https://www.fampo.gwregion.org/technical-advisory-committee/

## ARTICLE I - NAME AND AUTHORITY

The name of this organization shall be the Technical Advisory Committee (TAC). The TAC shall have such authority as prescribed in the Policy Committee's Bylaws, as noted in Article VII, Section 1.

## ARTICLE II - PURPOSE

To serve the Policy Committee and provide clear guidance to its decisionmakers, the TAC will review the technical aspects of transportation plans, programs, and projects the Policy Committee needs to address and provide sound technical recommendations to the Policy Committee throughout the development of those plans, programs and projects.

## ARTICLE III - SCOPE OF RESPONSIBILITIES

Technical review and recommendations made by the TAC shall include, but not be limited to, the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP) and related amendments, the Long Range Transportation Plan (LRTP), the Community Engagement and Equity Plan (CEEP), corridor studies, feasibility studies, engineering and design studies, location and environmental studies, land use studies, and other studies that arise in the UPWP or which are requested by the Policy Committee. The TAC shall review information and presentations from outside organizations and entities and assess their merit and relevance for presentation to the Policy Committee.

## ARTICLE IV- MEMBERSHIP

The TAC shall be comprised of members from the localities and transportation agencies in the Region. People serving on the Committee shall have expertise in transportation planning and engineering matters and shall be appointed by the Chief Administrative Officer of the municipality or organization. Since attendance at meetings will vary based upon issues, concerns and availability of staff, participating members and alternates will be named on an official roster and attendees will sign in. The record of attendance will be made a part of the meeting minutes. The following organizations are members of the TAC, and an official roster of participating staff members is maintained by FAMPO. The official roster will be updated as required to reflect changes in member organization staffing.

- Stafford County – 2 representatives
- City of Fredericksburg – 2 representatives
- Spotsylvania County – 2 representatives

- Virginia Department of Transportation (VDOT) – 2 representatives
- Potomac and Rappahannock Transportation Commission (PRTC) – 1representative
- Caroline County – 1 representative
- King George County – 1 representative
- GWRideConnect – 1 representative
- Virginia Department of Rail and Public Transportation (DRPT) – 1representative
- Federal Highway Administration (FHWA) – 1 representative
- Federal Transit Administration (FTA) – 1 representative
- Virginia Railway Express (VRE) – 1 representative
- FREDericksburg Regional Transit (FRED) – 1 representative

## ARTICLE V -ORGANIZATION

The TAC shall operate a Committee of the Whole, although it may elect to establish subcommittees and working groups, as deemed appropriate during the planning process.

## ARTICLE VI - OFFICERS

**SECTION 1 – TYPES OF OFFICERS –** Officers of the TAC shall consist of a Chair, Vice-Chair and Second Vice- Chair. The officers of the TAC shall reflect the political jurisdictions of the Policy Committee Chair, Vice-Chair and Second Vice-Chair.

**SECTION 2 – TERMS OF OFFICE –** The Chair, Vice-Chair and Second Vice-Chair shall serve for one year or until their successors are elected.

**SECTION 3 – ELECTION OF OFFICERS –** The election of officers shall be held at the regular June meeting, and those members elected to office shall assume their duties on July 1st. A majority vote of the current voting membership shall be required for election to any office.

**SECTION 3 – ABSENCE OF OFFICERS –** At any given meeting when all three officers are absent, FAMPO staff will conduct said meeting

**SECTION 4 – VACANCIES** – If for any reason any office becomes vacant during the year, an election to fill the office shall be held at the next regular meeting, and the newly elected officers shall complete the unexpired term of the succeeded officer.

**SECTION 5 – DUTIES OF OFFICERS –** The duties of the officers of the TAC shall be:

The Chair shall preside over the monthly TAC meetings. Working with the FAMPO Administrator, the Chair shall make appointments to any subcommittees or working groups established.

The Vice-Chair shall, in the absence or inability of the Chair, perform all the duties of the Chair.

The Second Vice-Chair shall, in the absence or inability of the Chair and Vice-Chair, perform all the duties of the Chair.

Working with other FAMPO staff, consultants and others, as appropriate, the FAMPO Administrator shall assure the preparation of meeting materials and reports and shall ensure all meetings are duly advertised, as required by the FAMPO Community Engagement and Equity Plan (CEEP).

## ARTICLE VII –MEETINGS

**SECTION 1 – REGULAR MEETINGS –** The TAC shall establish a regular date and place for its meetings.

**SECTION 2 – SPECIAL MEETINGS –** The presiding TAC officer may call a special meeting at any time, consistent with the advertising requirements of the FAMPO Community Engagement and Equity Plan (CEEP).

**SECTION 3 – PUBLIC PARTICIPATION –** All TAC meetings shall be open to the public. Public comments by any member of the public may be received verbally for up to three minutes per person. Materials submitted by members of the public during public comment should be limited to printed handouts of no more than three pages. If any member of the public or representatives of other FAMPO Committees wishes to submit materials in other media such as on-screen presentations, video or audio materials or similar to be viewed during the meeting, these should be submitted to the chair and FAMPO staff at least one week before meetings and should comply with ARTICLE IX of these bylaws (ADA COMPLIANCE). The Chair may at their discretion allocate time to be included on the formal agenda of the meeting for these presentations and provide opportunities for questions or comments.

**SECTION 4 – AGENDA –** The TAC agenda shall be approved at the beginning of each meeting and shall contain the items to be discussed and acted upon at that meeting, plus supporting materials and documentation. The agenda shall delineate which items are provided for discussion or information and which items require action by the Committee.

**SECTION 4 – QUORUM –** A quorum shall consist of not less than six members, as defined in this document under Article IV, with at least two of the following three jurisdictions represented: City of Fredericksburg, Spotsylvania County and Stafford County. If a quorum is not present, a meeting may proceed to receive or discuss information, but no action may be taken.

**SECTION 5 – CONDUCT OF MEETINGS –** The TAC shall operate through consensus but otherwise use Robert's Rules of Order to ensure an orderly meeting. When the TAC has not reached consensus, but a decision is required to meet a deadline, the Committee shall record the vote of members present (one vote per locality, agency and organization) and forward that information to the Policy Committee.

**SECTION 6 – REMOTE MEETING PARTICIPATION** – It is the policy of the Technical Advisory Committee (TAC) that individual TAC members may fully participate in TAC meetings by electronic means as permitted by § 2.2-3708.2 of the Code of Virginia. This policy shall apply to the entire membership and without regard to the matters that will be considered or voted on at the meeting.

Whenever an individual member requests to participate from a remote location, the law requires a quorum of TAC to be physically assembled at a central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the central meeting location.

When a member notifies the chair or FAMPO staff on or before the day of the meeting, remote participation shall be allowed for the following reasons: (1) a permanent or temporary disability or other medical condition prevents physical attendance; or (2) a personal matter or personal emergency prevents physical attendance (limited to two per calendar year); or (3) a member lives 60 miles or more from the central meeting location.

The general reason for the member's remote participation and the member's general remote location must be recorded in the minutes.

After timely notification to the chair or FAMPO staff, participation from a remote location shall be approved by default unless such participation would violate this policy or provisions of the Virginia Freedom of Information Act (§ 2.2-3700 et seq.) of the Code of Virginia. If a member's participation from a remote location is challenged by a TAC member, then TAC shall vote whether to allow such participation. If TAC votes to disapprove of the member's remote participation, such disapproval shall be recorded in the minutes with specificity. The member shall still be permitted to monitor the meeting by electronic means but cannot motion, vote, or otherwise participate.

**SECTION 7 – VIRTUAL MEETINGS DURING A STATE OF EMERGENCY** – Pursuant to § 2.2-3708.2 (A) (3) of the Code of Virginia and Acts of Assembly enacted April 2020, amended April 11, 2022, TAC may meet remotely without a quorum of the public body physically assembled at one location when the governor has declared a state of emergency in accordance with § 44-146.17 of the Code of Virginia or the locality in which the public body is located has declared a local state of emergency pursuant to § 44-146.21, subject to the following conditions: (1) The catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location; and (2) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties and responsibilities; and (3) the meeting otherwise complies with public meeting laws.

SECTION 8 – VIRTUAL MEETINGS OTHER THAN DECLARED STATE OF EMERGENCY - Pursuant to § 2.2-3708.3 (C) (9) of the Code of Virginia and Acts of Assembly enacted April 11, 2022, TAC may convene up to three (3) all-virtual public meetings at the discretion of the TAC Chair and FAMPO Administrator under the following conditions: (1) all-virtual meetings may not be held consecutively; and (2) give notification to TAC Voting Members and Alternates of the process used for making the decision to hold all-virtual meetings; and (3) follow all other meeting requirements stipulated in the TAC bylaws.

## ARTICLE VIII - MEETING MINUTES

FAMPO staff shall ensure that all TAC meetings are recorded, and meeting minutes are produced. Meeting minutes shall be presented at the next TAC meeting for review and approval before being forwarded to the Policy Committee. Once approved, meeting minutes constitute the Committee's official record.

## ARTICLE IX - ADA COMPLIANCE

All materials provided to FAMPO that are intended to be public facing must comply to Web Content Accessibility Guidelines (WCAG) 2.1, Level AA of Title II in terms of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act, and any additional relevant ADA government laws, and rules issued by the Federal and State government. Submitted materials are subject to review and administrative amendments by FAMPO staff to ensure compliance with federal accessibility requirements.

## ARTICLE X -AMENDMENTS

Any proposed amendment to these Bylaws shall be made by a majority vote of the members present at the TAC meeting. Copies of TAC bylaw amendments must be submitted to the Policy Committee for inclusion in agenda packets of the Policy Committee in the month prior to the proposed approval of TAC bylaw amendments.