

SANTA FE METROPOLITAN PLANNING ORGANIZATION
TECHNICAL COORDINATING COMMITTEE

AUTHORITY AND RESPONSIBILITIES: The SFMPO Technical Coordinating Committee ("TCC") is established by the SFMPO TPB and shall be responsible for providing coordination, technical review and recommendations for all transportation plans, projects and studies within the Metropolitan Planning Area. The TCC provides recommendations and input to the SFMPO TPB on issues directed to it by the TPB, its membership, or the MPO Officer/Director.

The MPO Officer/Director and staff shall prepare and present a draft of all required documents and programs to the Technical Coordinating Committee for review and recommendation. The MPO Officer/Director will submit all TCC recommendations to the TPB for discussion and final approval.

MEMBERSHIP: The TCC is comprised of twelve (12) voting members including agency staff from the TPB governing bodies and representatives from regional transit providers within the SFMPO Planning Area.

Voting TCC Members:

The TCC will be comprised of the following agency staff:

City of Santa Fe

Director, Roadways and Trails Engineering Division, Public Works Department
Director, Traffic Engineering Division, Public Works Department
Director, Long Range Planning Division
Director, Current Planning/Land Use Division

Santa Fe County

Land Use Department Administrator
Transportation Planner, Growth Management Department
Director, Public Works Department
Project Development Division Director

Tesuque Pueblo

Designated by Tesuque Pueblo Governor

New Mexico Department of Transportation

District Engineer, District 5

Transit Operators

Executive Director, North Central Regional Transit District
Transit Division Director, Santa Fe Trails

The following are non-voting advisory agencies to the TCC:

Federal Highway Administration
Federal Transit Administration
Santa Fe Public Schools

New Mexico Department of Transportation Planning Division

New Mexico Department of Transportation Rail and Transit Division

Northern Pueblos Regional Planning Organization (NPRPO)

North Central New Mexico Economic Development District (NCNMEDD)

Alternates - If a TCC member is to be absent, only the designated alternate can represent that TCC member. Notification of the selection of an alternate must be made in writing to the MPO Officer/Director. A copy of this notification shall be kept on file at the MPO Office.

Officers:

Chair - A member shall be elected as Chair by simple majority at the first meeting of each year. The Chair shall be responsible for presiding at all meetings.

Vice Chair - A member shall be elected as Vice Chair by simple majority at the first meeting of each year. The Vice Chair shall be responsible for presiding at the meetings in the absence of the Chair.

Secretary - The SFMPO Officer/Director or MPO Senior Planner shall be the Secretary of the TCC and shall have the responsibility for preparing agendas and packet materials, posting meeting notices, and maintaining accurate records of all TCC meetings. The Secretary shall preside at meetings in the absence of the Chair and Vice Chair.

REMOVAL PROCEDURE:

1. Attendance is required at all TCC meetings. If a member or their alternate is consistently absent or is unable to continue participation on the TCC, the TCC Chair or MPO Officer/Director may petition the absent member's agency for a new appointment to the TCC.
2. The SFMPO TPB may remove any TCC member by a majority vote upon the grounds of malfeasance or nonfeasance of office.

REPLACEMENT PROCEDURE: The corresponding agencies shall make any and all replacement appointments to the TCC. Notification of the selection of a replacement must be made in writing to the MPO Officer/Director. A copy of this notification shall be kept on file at the MPO Office.

MEETINGS: All TCC meetings shall be in compliance with the New Mexico Open Meetings Act (NMSA 10-15-1 – 10-15-4). Robert's Rules of Order shall be followed.

Distribution of agendas and supporting documentation shall be provided to the TCC members with the following minimum advance notice:

Regular Meetings – seven (7) calendar days notice

Special Meetings – three (3) calendar days notice

- A. Regular TCC Meetings - Meetings shall be held each month in accordance with the Annual Meetings Schedule as approved by the TPB.
- B. Special Meetings - Special Meetings shall be held as needed and may be scheduled by the TCC Chair, a majority of the members of the TCC or the MPO Officer/Director.
- C. Quorum – A quorum is formed by the presence of a simple majority of seven (7) members. No action shall be taken without a quorum of the TCC in attendance at that meeting.
- D. Voting Procedure - Any action of the TCC requires a majority vote of those members in attendance to be approved. A motion fails on a tie vote. Each member of the TCC, including the Chair, Vice Chair has one vote. Voting by proxy or telephone is not allowed.