

# **Gadsden Etowah Area Metropolitan Planning Organization**

## **Bylaws**

**Revised February 2007**

## **PREAMBLE**

The following constitutes the bylaws, procedures, and responsibilities which will serve to establish, organize, and guide the proper functioning of the Gadsden Etowah Area Transportation Planning Process. The intent is to provide for an organization which will be responsible for fulfilling the requirements of the Federal Aid Highway Act of 1962, as amended and other subsequent legislation setting forth requirements for transportation planning for all modes of travel. This planning task will be accomplished within a cooperative framework properly related to comprehensive planning on a continual basis. This cooperative, comprehensive, continuing planning process is known as the 3-C Planning Process. Further, this organization shall carry out any other transportation planning and programming functions as set forth in any agreements entered into by this process and the State of Alabama Department of Transportation, the United States Department of Transportation, or in such manner as events shall dictate.

### **Section 1.0: Process Name and Organization Name**

**A.** The name for the ongoing transportation process shall be the Gadsden Etowah Area Transportation Planning Process.

**B.** The name for the organization conducting the Gadsden Etowah Area Transportation Planning Process shall be the Gadsden-Etowah Area Metropolitan Planning Organization.

### **Section 2.0: The Organizational Structure**

**A.** The organization shall consist of four (4) committees:

- i. The Metropolitan Planning Organization (Policy Committee)
- ii. The Technical Coordinating Committee (TCC)
- iii. The Citizens Advisory Committee (CAC)
- iv. The Bicycle, Pedestrian & Greenways Committee

Additional committees and subcommittees shall be formed as deemed necessary.

### **Section 3.0: General Policies**

**A.** All general policies shall apply to all committees and participants of the Gadsden -Etowah Area Transportation Planning Process.

**B.** All reports, programs, and plans shall be reviewed and recommended by the Citizens Advisory Committee, the Technical Coordinating Committee and the Bicycle, Pedestrian & Greenways Committee.

The Committees shall be afforded sufficient time to comment on drafts prior to action by the Metropolitan Planning Organization (Policy Committee). Reports, programs, and plans become official process documents following adoption by resolution by the Metropolitan Planning Organization (Policy Committee).

**C.** All four (4) committees shall proceed with their respective responsibilities and duties with proper consideration at all times, for all modes of transportation and associated facilities.

**D.** All studies undertaken in this process shall be coordinated with individual modal planning programs and with comprehensive planning efforts in the metropolitan area.

**E.** Transportation planning activities shall be used to promote an efficient metropolitan development. Reasonable forecasts of land use and socioeconomic conditions shall be made to guide these activities.

**F.** All published data and/or reports shall be made available to the public and agencies.

#### **Section 4.0: Amendment of Bylaws**

**A.** Any section herein contained may be amended at any meeting of the Metropolitan Planning Organization (Policy Committee) provided such amendment be delivered to the Chair of the Metropolitan Planning Organization (Policy Committee) at least ten (10) days prior to the meeting at which the amendment is to be presented to the Metropolitan Planning Organization (Policy Committee). It shall be the duty of the Chair of the Metropolitan Planning Organization (Policy Committee) to include in the notice of such meeting, notice of the proposed amendment setting out the exact form of the proposed amendment. Such amendment shall be adopted if it receives the affirmative vote of a majority of at least a quorum of the voting members present.

**B.** These rules shall be revised, updated, or amended as the circumstance dictates. This shall be the responsibility of the Transportation Planning Process Coordinator.

### **METROPOLITAN PLANNING ORGANIZATION (POLICY COMMITTEE) BYLAWS**

#### **Section 5.0: Purpose**

**A.** The purpose of the Metropolitan Planning Organization (Policy Committee) will be to serve the Gadsden Area as the official decision making body for the Gadsden - Etowah Area Transportation Planning Process.

#### **Section 5.1: Responsibilities**

**A.** To give overall guidance to the transportation planning process.

**B.** To have overall responsibility for review and approval of all plans and programs which are developed by the process.

**C.** To organize and appoint members of the Technical Coordinating Committee, Citizens Advisory Committee and the Bicycle, Pedestrian & Greenways Committee..

**D.** To appoint any other personnel necessary to fulfill and complete the duties and tasks relative to the Gadsden Etowah Area Transportation Planning Process.

**E.** To take official action on committee recommendations and other matters pertaining to furthering the planning process.

- F.** To adopt transportation goals and objectives to guide the Gadsden Area Transportation Planning Process.
- G.** To adopt a Transportation Improvement Program that is updated as required by State/Federal guidelines.
- H.** To submit plans and recommendations to participating agencies and obtain resolutions for adoption from governing agencies.
- I.** To establish a transportation study area boundary.
- J.** To change the designated membership as deemed necessary.
- K.** To insure that citizen participation is achieved in the transportation planning process.

**Section 5.2: Membership**

**A.** Metropolitan Planning Organization (Policy Committee) – Voting Members

- 1. Mayor, City of Gadsden
- 2. Director of Engineering, City of Gadsden
- 3. Director of Planning, City of Gadsden
- 4. Transportation Planner, City of Gadsden
- 5. Mayor, City of Attalla
- 6. Mayor, City of Rainbow
- 7. Mayor, City of Southside
- 8. Mayor, City of Glencoe
- 9. Mayor, City of Hokes Bluff
- 10. Mayor, Town Reece City
- 11. 1<sup>st</sup> Division Engineer, Alabama Department of Transportation
- 12. Etowah County Commission

**B.** Metropolitan Planning Organization (Policy Committee) – Non-Voting Members:

- 1. Division Administrator, Federal Highway Administration
- 2. Transportation Planning Engineer, Alabama Department of Transportation
- 3. Executive Director, East Alabama Regional Planning & Development Commission
- 4. Mayor, City of Ohatchee
- 5. Gadsden Etowah Chamber of Commerce

**C.** The voting members (elected officials) of the Metropolitan Planning Organization (Policy Committee) serve terms on the committee coinciding with the terms of their respective elected offices.

**D.** Each member may name an alternate (in writing) who may exercise full member powers during the member's absence. The term of the alternate will expire upon the expiration of the member's term or upon written notice by the member. The member will be responsible for notifying the alternate of meetings.

**E.** Each voting member may name a proxy (in writing) for a particular meeting or vote. The proxy's power must be delineated in the written notice. The member is responsible for notifying the proxy of meetings.

**F.** The Metropolitan Planning Organization (Policy Committee) shall appoint additional voting and non-voting members as is deemed essential or necessary.

### **Section 5.3: Officers**

- A.** Officers of the Metropolitan Planning Organization (Policy Committee) shall be chosen from the voting members of the Metropolitan Planning Organization (Policy Committee) and shall be elected public officials.
- B.** The Chair shall be elected by the majority of the members in a duly constituted meeting. The Chair's term shall expire after two years.
- C.** A Vice-Chair shall be elected by the majority of the members in a duly constituted meeting to serve in the Chair's absence or in case of the Chair's vacating elected office. The Vice Chair's term shall expire after two years.
- D.** Election of officers shall be in November 2005 and in November every two (2) years thereafter.
- E.** The Transportation Planning Process Coordinator or his designated subordinate will serve as the Executive Secretary of the Metropolitan Planning Organization.

### **Section 5.4: Meeting Procedure**

- A.** The Roberts Rules of Order (Newly Revised 10<sup>th</sup> Edition) shall govern deliberations and meetings of the Metropolitan Planning Organization (Policy Committee). Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by Rules of Order.
- B.** Meetings of the Metropolitan Planning Organization (Policy Committee) shall be held bimonthly (usually the second Thursday in each odd-numbered month).
- C.** Meetings will normally be initiated by the City of Gadsden Planning Department. When providing notification for a meeting, at least seven days' (7 days) notice will be provided describing the time and location. A proposed agenda should also be provided to ensure that adequate preparation will occur..
- D.** A quorum shall consist of a majority of the voting members of the Metropolitan Planning Organization (Policy Committee), their alternates or proxies. The member may designate proxies (in writing) if the member and the alternate will be unable to attend a meeting. No action shall be taken by the Metropolitan Planning Organization (Policy Committee) without a quorum. If a quorum is not present at a meeting, those present may tentatively reschedule the meeting to another day when a quorum can be present.
- E.** Voting shall be by voice vote during the meeting. In the event of a tie vote, the motion before the Metropolitan Planning Organization (Policy Committee) shall fail.
- F.** All meetings of the Metropolitan Planning Organization (Policy Committee) shall be open to the general public.
- G.** At the discretion of the Transportation Process Coordinator and with the approval of the Chair of the committee a regularly scheduled meeting can be

canceled. Notification of the cancellation shall be made as soon as possible prior to the date of the scheduled meeting.

### **Section 5.5: Order of Business**

**A.** The business of the committee shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by the unanimous consent of the committee:

1. Call to order by Chair
2. Roll Call
3. Approval of minutes of previous meeting
4. Communications from the presiding officer
5. Report of officers and/or committees
6. Old Business
7. New Business
8. Invitation to interested persons wishing to be heard on matters not included in the agenda
9. Adjournment

## **TECHNICAL COORDINATING COMMITTEE**

### **Section 6.0: Purpose**

**A.** The purpose of the Technical Coordinating Committee is to provide the Metropolitan Planning Organization (Policy Committee) with technical support and to provide a linkage between planning and implementation.

### **Section 6.1: Responsibilities**

- A.** To recommend technical methods, procedures, and standards to the Metropolitan Planning Organization (Policy Committee) to further the planning process
- B.** To help coordinate work of operating departments and agencies participating in this process
- C.** To discuss and recommend alternative transportation plans and programs to the Metropolitan Planning Organization (Policy Committee)
- D.** To comment on and make recommendations on the draft reports of the Unified Planning Work Program, the Transportation Improvement Program, and other plans and reports

## **Section 6.2: Membership**

### **A. Voting – by Government, Organization, or Agency**

#### **City of Gadsden**

Mayor, City of Gadsden

Director of Planning

Director of Engineering

Mayor, City of Attalla

Mayor, City of Glencoe

Mayor, City of Hokes Bluff

Mayor, City of Rainbow City

Mayor, Town of Reece City

Transportation Planner

Etowah County Commission

Alabama Department of Transportation

#### **Non Voting Members**

County Engineer

Pre-Construction Engineer, 1<sup>st</sup> Division

District Engineer, 1<sup>st</sup> Division

Metropolitan Planning Engineer

Multimodal Transportation Engineer

Environmental Coordinator

Representative, Gadsden/Etowah Chamber of Commerce

Representative, Federal Highway Administration

Representative, Federal Transit Administration

Representative, Motor Freight Industry

Representative, Rail Freight Industry

**B.** Additional members shall be appointed by the Metropolitan Planning Organization (Policy Committee) as a whole.

**C.** Each member of the Technical Coordinating Committee may name an alternate (in writing) from the same agency, jurisdiction, or organization which the member represents and who may exercise full member powers during the absence of the member. The member will be responsible for notifying the alternate of meetings.

**D.** Each member of the Technical Coordinating Committee may name a proxy (in writing) for a particular meeting or vote. The proxy must be from the same agency, jurisdiction, or organization which the member represents. The proxy's power must be delineated in the written notice. The member is responsible for notifying the proxy of meetings.

## **Section 6.3: Officers**

**A.** The Transportation Planning Process Coordinator will serve as the Chairperson of this Committee.

**B.** A Secretary will be provided by the Gadsden Planning Department to serve this committee.

#### **Section 6.4: Meeting Procedure**

**A.** The rules of order herein contained shall govern deliberations of the Technical Coordinating Committee. Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by Roberts Rules of Order.

**B.** Each meeting of the Technical Coordinating Committee shall be held prior to the meeting of the Metropolitan Planning Organization (Policy Committee).

**C.** Meetings will normally be initiated by the City of Gadsden Planning Department. When providing notification for a meeting, at least seven days' (7) notice will be provided describing the time and location. A proposed agenda should also be provided to ensure that adequate preparation occurs.

**D.** A quorum shall consist of a majority of the members or their alternates, or proxies. Of the six members there must be a representative from at least two of the following: the City of Gadsden, or the Alabama Department of Transportation. Also, no decision that involves one of the above listed entities can be made unless a representative from that group is present.

**E.** All meetings of the Technical Coordinating Committee shall be open to the general public.

**F.** At the discretion of the Transportation Process Coordinator and with the approval of the Chair of the committee, a regularly scheduled meeting can be canceled. Notification of the cancellation shall be made as soon as possible prior to the date of the scheduled meeting.

**G.** The presiding officer may move, second, and debate from the Chair and shall not be deprived of any of the rights and privileges of a member by reason of his/her acting as the presiding officer.

#### **Section 6.5: Order of Business**

**A.** The business of the committee shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by unanimous consent.

1. Call to order by Chair
2. Communications from the presiding officer
3. Report of officers and/or committees
4. Old Business
5. New Business
6. Invitation to interested persons wishing to be heard on matters not included in the Agenda
7. Adjournment

## **CITIZENS ADVISORY COMMITTEE**

### **Section 7.0: Purpose**

The purpose of this committee is to serve as the formal means through which active citizen participation is provided to aid and support the Gadsden Etowah Area Transportation Planning Process.

### **Section 7.1: Responsibilities**

The Citizens Advisory Committee will have the following responsibilities:

- A.** To review and respond to local transportation plans prepared for the area
- B.** To assess the local transportation related needs as perceived by area residents
- C.** To afford area residents the opportunity to input ideas, suggestions, needs, and concepts concerning the transportation planning process to the Metropolitan Planning Organization (Policy Committee) and/or Technical Coordinating Committee
- D.** To provide ideas and suggestions for consideration by the Metropolitan Planning Organization (Policy Committee) and Technical Coordinating Committees
- E.** To objectively assess the social, economic, and physical impact of all transportation reports submitted by the Metropolitan Planning Organization (Policy Committee) or Technical Coordinating Committee
- F.** To assist the transportation planning staff, where possible, in the development of specific program solutions to area-wide needs as identified through community research and public meetings

### **Section 7.2: Membership**

**A. the Citizens Advisory Committee** shall consist of the following voting members.

1. Two (2) representatives appointed by the City of Gadsden
2. Two (2) representatives appointed by the City of Glencoe
3. Two (2) representatives appointed by the City of Hokes Bluff
4. Two (2) representatives appointed by the City of Attalla
4. Two (2) representatives appointed by the Town of Reece City
5. Two (2) representatives appointed by the City of Southside
6. Two (2) representatives appointed by the City Rainbow City
7. Two (2) representatives appointed by the Etowah County Commission

**B.** All committee members shall either reside or work within the jurisdictions which they represent.

**C.** The duration of the terms of the representatives shall be no more than two (2) years

D. Citizens Advisory Committee members who miss three consecutive Citizens Advisory Committee meetings shall be automatically removed from the committee unless there are extenuating circumstances.

### **Section 7.3: Officers**

A. A Chair will be selected by the committee.

B. A Vice-Chairs shall be elected by the committee to serve in the Chair's absence.

C. The Chair and Vice-Chair shall be elected by the majority of the members in a duly constituted meeting.

D. Election of officers shall be every two (2) years in November.

E. The Transportation Planning Process Coordinator or his designee will serve as the Executive Secretary on behalf of this committee.

### **Section 7.4: Meeting Procedure**

A. Committee meetings shall follow a printed agenda.

B. Meetings of the Citizens Advisory Committee shall be held on the first Tuesday of each odd-numbered month and will precede the meetings of the Technical Coordinating Committee and Policy Committee.

C. Meetings will normally be initiated by the City of Gadsden Planning Department. When providing notification for a meeting, at least seven (7) days' notice will be provided describing the time and location. A proposed agenda should be provided to ensure that adequate preparation occurs.

D. A quorum shall consist of a majority of members of the committee.

E. All meetings of the committee shall be open to the general public.

F. At the discretion of the Transportation Process Coordinator and with the approval of the Chair of the committee a regularly scheduled meeting can be canceled. Notification of the cancellation shall be made as soon as possible prior to the date of the scheduled meeting.

### **Section 7.5: Sub-Committees**

A. Sub-committees may be set up on an ad hoc or continuing basis by members of the Citizens Transportation Advisory Committee or concerned citizens.

B. Members of the general public may participate in these sub-committees.

C. Meetings of these sub-committees may occur in conjunction with the regular Citizens Advisory Committee meeting.

D. The results of the sub-committee meetings shall be documented and made available to the members of the Citizens Advisory Committee.

## **BIKE, PEDESTRIAN & GREENWAYS ADVISORY COMMITTEE**

### **Section 8.0: Purpose**

The purpose of this committee is to serve as the formal means through which active citizen participation is provided to aid and support the Gadsden Etowah Area Transportation Planning Process.

### **Section 8.1: Responsibilities**

The Bike, Pedestrian & Greenways Advisory Committee will have the following responsibilities:

- A.** To review and respond to local bicycle, pedestrian and walkway plans prepared for the area
- B.** To assess the local needs as perceived by area residents with regard to bicycle, pedestrian and walkway facilities.
- C.** To afford area residents the opportunity to input ideas, suggestions, needs, and concepts concerning the transportation planning process to the Metropolitan Planning Organization (Policy Committee) and/or Technical Coordinating Committee
- D.** To provide ideas and suggestions for consideration by the Metropolitan Planning Organization (Policy Committee) and Technical Coordinating Committees
- E.** To objectively assess the social, economic, and physical impact of all transportation reports submitted by the Metropolitan Planning Organization (Policy Committee) or Technical Coordinating Committee
- F.** To assist the transportation planning staff, where possible, in the development of specific program solutions to area-wide needs as identified through community research and public meetings

### **Section 8.2: Membership**

**A.** The Bike, Pedestrian & Greenways Advisory Committee shall consist of the members of the Gadsden Etowah Environmental Committee for Alternative Transportation.

**B.** All committee members shall either reside or work within the jurisdictions which they represent.

**C.** The initial duration of the terms of the representatives shall extend to October 31, 2007. After this date the MPO member governments will have an option to select new members or retain the existing members for a period of two (2) years starting on November 1, 2007.

**D.** Any Bike, Pedestrian & Greenways Advisory Committee members who miss three consecutive Bike, Pedestrian & Greenways Advisory Committee meetings shall be automatically removed from the committee unless there are extenuating circumstances.

### **Section 8.3: Officers**

- A.** A Chair will be selected by the committee.
- B.** A Vice-Chairs shall be elected by the committee to serve in the Chair's absence.
- C.** The Chair and Vice-Chair shall be elected by the majority of the members in a duly constituted meeting.
- D.** Election of officers shall be every two (2) years in November.
- E.** The Transportation Planning Process Coordinator or his designee will serve as the Executive Secretary on behalf of this committee.

### **Section 8.4: Meeting Procedure**

- A.** Committee meetings shall follow a printed agenda.
- B.** Meetings of the Bike, Pedestrian & Greenways Advisory Committee shall be held on the first Tuesday of each odd-numbered month and will precede the meetings of the Technical Coordinating Committee and Policy Committee.
- C.** Meetings will normally be initiated by the City of Gadsden Planning Department. When providing notification for a meeting, at least seven (7) days' notice will be provided describing the time and location. A proposed agenda should be provided to ensure that adequate preparation occurs.
- D.** A quorum shall consist of a majority of members of the committee.
- E.** All meetings of the committee shall be open to the general public.
- F.** At the discretion of the Transportation Process Coordinator and with the approval of the Chair of the committee a regularly scheduled meeting can be canceled. Notification of the cancellation shall be made as soon as possible prior to the date of the scheduled meeting.

### **Section 8.5: Sub-Committees**

- A.** Sub-committees may be set up on an ad hoc or continuing basis by members of the Bike, Pedestrian & Greenways Transportation Advisory Committee or concerned citizens.
- B.** Members of the general public may participate in these sub-committees.
- C.** Meetings of these sub-committees may occur in conjunction with the regular Bike, Pedestrian & Greenways Advisory Committee meeting.
- D.** The results of the sub-committee meetings shall be documented and made available to the members of the Bike, Pedestrian & Greenways Advisory Committee.

## **TRANSPORTATION PLANNING PROCESS COORDINATOR**

### **Section 9.0: Purpose**

The purpose of the coordinator is to ensure that all requirements of the Transportation Planning Process for the Gadsden Etowah Area, as prescribed by the Agreement with the Alabama Department of Transportation, are met.

### **Section 9.1: Designation**

The Transportation Planner, City of Gadsden shall be the Transportation Planning Process Coordinator of the Metropolitan Planning Organization. In the absence of the Transportation Planner, that individual shall designate a staff member to serve as Coordinator.

### **Section 9.2: Duties**

The Coordinator shall have the following specific duties:

**A.** To act as a liaison between the parties of the "Agreement Concerning a Transportation Planning Process for the Gadsden Urbanized Area" and assist in various phases of the process