

BYLAWS

FOR THE

CAPITAL AREA

METROPOLITAN PLANNING ORGANIZATION

Approved by Board of Directors April 15, 2015

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BYLAWS

Preamble

The following constitutes the bylaws, procedures, and responsibilities which will serve to establish, organize and guide the proper functioning of the Capital Area Metropolitan Planning Organization. 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, the Urban Mass Transportation Act of 1964, as amended, the Airport and Airway Development Act of 1970 and other subsequent laws 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 organization and the Missouri Highways and Transportation Commission, United States Department of Transportation or in such manner as events shall dictate.

Article I. General

Section 1 Organization Name

- 1.1 The name of this organization shall be the Capital Area Metropolitan Planning Organization (CAMPO).

Section 2 Organizational Structure

- 2.1 The organization shall be governed by a Board of Directors as specified in Section 3 of the Memorandum of Understanding executed by the participating jurisdictions. .
(Amended 4/15/2015)

Section 3 Transportation Planning Area

- 3.1 A description of the Capital Area Metropolitan Planning Organization's transportation planning area is shown in Attachment A at the end of this document. The Board of Directors will review the boundaries of the transportation planning area every five years in conjunction with and based upon the quantifiable information and data presented in the update of the long range transportation plan or such quantifiable information and data reasonably available to the Board of Directors at such time.
(Amended 8/18/2010)

Section 4 General Policies

- 4.1 All development policies, reports, programs, and plans affecting regional transportation issues within the planning area should be coordinated with the Capital Area Metropolitan Planning Organization.
- 4.2 Individual modal planning programs should be designed to be coordinated with planning for all other transportation modes and with comprehensive planning for CAMPO.

- 4.3 Transportation planning activities should be used to promote an efficient urban development pattern. Reasonable forecasts of future land use and socio-economic conditions shall be made to guide these activities.
- 4.4 All published data and/or reports may be released to individuals or agencies. Participating jurisdictions and agencies shall follow their own procedures when requests are made for their own data.
- 4.5 The Board shall adopt policies as needed.
(Amended 8/18/2010; 4/15/2015)

Section 5 Fiscal Year

- 5.1 The fiscal year for the Capital Area Metropolitan Planning Organization shall be November 1 through October 31.
(Amended 8/18/2010)

Section 6. Specific CAMPO Policies

6.1 Project Support Letters and Resolutions

This policy is intended to address the request for letters of support for transportation related projects for grant applications or other funding requests. Some letters may have a direct impact on awarding the grant and others merely a formality. This policy also addresses the process to be followed when CAMPO is asked to rank projects or participate in the determination of successful grant applications.

A. Project Verification Letter

Requests for letters that verify a transportation project is represented in a CAMPO planning document or will contribute to the achievement of a documented strategy or goal, may be fulfilled by the Executive Director, or his or her designee.

B. Non-Competitive Funding Letter

Requests for a letter of support for non-competitive funding opportunities for transportation projects that are documented in CAMPO planning documents, may be executed by the Executive Director, or his or her designee.

C. Competitive Funding Resolution

Upon learning of a competitive grant opportunity, CAMPO staff will notify member jurisdictions of the grant opportunity. Requests for letters of support for competitive funding opportunities, or which will involve CAMPO in the project prioritization or selection process, shall be forwarded to the Technical Committee (time permitting) and the Board of Directors for consideration at a regular or special meeting, with notice as specified by the Bylaws. The Board's support or prioritization shall be documented by Resolution. The Executive Director, or his or her designee, shall provide the adopted Resolution to the applicant, the funding agency, and others upon request.

D. Letter Pertaining to or Supporting Projects Not Identified in CAMPO Planning Documents

Requests for letters of support for projects not identified in CAMPO planning documents

will be forwarded to the Technical Committee (time permitting) for determination of a recommendation to the Board of Directors. Upon passage of a supporting resolution by the Board of Directors, the Executive Director will draft the letter of support documenting the Board of Directors actions. The resolution will be referenced and attached to the letter of support.

- E. Copies shall be provided to the Technical Committee and Board of Directors, for informational purposes.

(Amended 9/21/2016)

[Sections 6.2 to 9.99 Reserved] (Amended 9/21/2016)

Article II. Bylaws of the Board of Directors

Section 10 Authorization and Purpose

- 10.1 The Board of Directors is established under the authority of Section 134, Title 23, United States Code. Section 134 states that a metropolitan planning organization be designated for each urbanized area with a population of more than 50,000 individuals to develop transportation plans and programs for that area. These plans and programs shall be developed from a transportation planning process providing for consideration of all modes of transportation. This process shall be continuing, cooperative and comprehensive (3-C), to the degree appropriate based on the complexity of the transportation problems to be addressed. Section 134 of Title 23, United States Code also provides that no project in an urban area of over 50,000 population shall be approved for federal-aid assistance unless it is based on such a 3-C transportation planning process. Metropolitan planning organizations are further required by 23 Code of Federal Regulation Part 450.306(i) to establish policy boards with appropriate representation from local elected officials, public transportation agency officials and state officials.

(Amended 8/18/2010)

[Sections 11 Reserved] (Amended 4/15/2015)

Section 12 Meeting Procedure

- 12.1 The rules of order herein contained shall govern deliberations and meetings of the Board of Directors. Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by Roberts Rules of Parliamentary Procedure.
- 12.2 Meetings of the Board of Directors shall be held at least semi annually.
- 12.3 The Board shall establish and approve an annual meeting schedule. Meeting notices and committee function(s) will normally be initiated by the MPO staff. When providing notification for a meeting at least five days notice will be provided describing the time and location. A proposed agenda should also be provided to ensure that adequate preparation can occur. The five days notice may be waived if extenuating circumstances require an emergency meeting, provided that all of the members have been notified of such meeting.
- 12.4 A quorum shall consist of at least one half of the voting members or alternates.

- 12.5 All meetings of the committee shall be open to the general public who may participate at the discretion of the Chairman (See Section 14.6).

Section 13 Officers and Terms

- 13.1 The Board of Directors shall elect a Chairman and Vice Chairman at the end of the last meeting in the transportation planning year. The terms of office shall be one year, to expire at the first meeting of the transportation planning year following the first year of the position. Officers shall be eligible for re-election, but shall be elected by a majority vote of the voting members present.
- 13.2 The Chairman shall preside at all meetings. The Chairman may call special meetings of the Board of Directors.
- 13.3 The Vice Chairman shall assume the responsibilities of the Chairman in his or her absence.
- 13.4 Any appointed positions on the Board of Directors shall commence and/or conclude at the first meeting of the transportation planning year after the term expiration, or as deemed necessary.
- 13.5 A modification of the Board of Directors members and officers may occur mid-year if there are elections, resignations or changes in representative board memberships.

(Amended 4/15/2015)

Section 14 Responsibilities of the Board of Directors

- 14.1 The Board of Directors shall review and approve the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), the Long-Range Transportation Plan (LRTP), the Public Participation Plan, Bylaws, any changes to the Memorandum of Understanding, and any other MPO related policy, report, or programs that affect transportation within the urbanized planning area.
- 14.2 Through the bylaw process, determine the jurisdictional representation of the Technical Committee and Board of Directors. Take official action on any committee recommendations and other matters pertaining to furthering the planning process.
- 14.3 Take official action on any committee recommendation and other matters pertaining to furthering the planning process.
- 14.4 Adopt transportation goals and objectives to guide the Capital Area Metropolitan Planning Organization.
- 14.5 Adopt a short-range transportation improvement program that is updated annually.
- 14.6 Ensure that citizen participation is achieved in transportation planning.
- 14.7 Establish federally funded project priorities consistent with Federal requirements.
- 14.8 Establish an annual Unified Planning Work Program (UPWP) that outlines the transportation planning activities for the fiscal year.
- 14.9 Assure that the needs of all member jurisdictions are considered.

(Amended 8/18/2010; 4/15/2015)

Section 15 Staff Support

- 15.1 Staff support for the CAMPO Board of Directors function(s) shall be provided as identified in the annual Unified Planning Work Program. This support would include assistance with:
- A. Coordination of the transportation planning program;
 - B. The Transportation Improvement Plan; and,
 - C. Various transportation related work plan tasks.

Section 16 Rules of Procedure for Meetings

- 16.1 Order of Business. The business of the Board shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by two-thirds consent.
- A. Call to order, roll call, and determination of a quorum
 - B. Public comment
 - C. Adoption of the agenda as printed or amended
 - D. Approval of the Minutes
 - E. Communications received
 - F. Old Business
 - G. New Business
 - H. Other Business
 - I. Next Meeting
 - J. Adjournment
- 16.2 No motion shall be debated or put to a vote unless seconded. When seconded, the proposer shall have the floor.
- 16.3 The motion shall be reduced to writing by the proposer when requested by any members of the committee.
- 16.4 When a question is under debate, the following motions shall be in order and shall have precedence over each other in the order stated:
- A. To adjourn to a certain day;
 - B. To adjourn;
 - C. To postpone to a certain time;
 - D. To take a recess;
 - E. To lay on the table;
 - F. To call for the previous question;
 - G. To amend.
- 16.5 Motions A through G above shall be decided without debate
- 16.6 Rules of Debate; Presiding Officer Shall Participate and Vote. The presiding officer may move, second, debate and vote from the Chair. The presiding officer shall not be deprived of any of the rights and privileges enjoyed by a member by reason of their acting as presiding officer. Roberts Rules of Order shall control all other aspects of debate not inconsistent with any provision of these bylaws.
- 16.7 Roll Call Votes. If there is a non-unanimous vote then a roll call vote shall be taken and recorded.

(Amended 8/18/2010; 4/15/2015)

Section 17 Amendments of Bylaws

- 17.1 These bylaws may be amended upon approval of two-thirds of the voting members of the Board of Directors.
- 17.2 Any proposed amendment shall be reduced to writing and be distributed to all members of the Board of Directors at least 30 days prior to any meeting at which they will be considered.
- 17.3 An amendment to the bylaws shall become effective upon passage by the Board of Directors, except that following approval of any amendment by the Board that also affects a provision of the Memorandum of Understanding, the proposed amendment shall be sent to the participating jurisdictions for ratification within 60 days of the Board action. Such amendment shall become effective upon ratification by two-thirds of the participating jurisdictions.

(Amended 8/28/2010)

[Sections 17.4 through 19.99 Reserved] (Amended 4/15/2015)

Article III. Bylaws of the Technical Planning Committee

Section 20 Authorization and Purpose

- 20.1 The Technical Committee is established under the authority of Section 134, Title 23, United States Code. Section 134 states that a metropolitan planning organization be designated for each urbanized area with a population of more than 50,000 individuals to develop transportation plans and programs for that area. These plans and programs shall be developed from a transportation planning process providing for consideration of all modes of transportation. This process shall be continuing, cooperative and comprehensive (3-C), to the degree appropriate, based on the complexity of the transportation problems to be addressed. Section 134 of Title 23, United States Code also provides that no project in an urban area of over 50,000 population shall be approved for federal-aid assistance unless it is based on such a 3-C transportation planning process. The Technical Committee is a part of the metropolitan planning organization transportation planning process based on subsection 20.2.
- 20.2 The purpose of the Technical Committee is to analyze issues arising during the conduct of the Capital Area Metropolitan Planning Organization from a technical perspective and make recommendations to the Board of Directors. The purpose is also to provide a linkage between planning and implementation.

(Amended 8/18/2010)

Section 21 Membership of the Technical Committee

- 21.1 The Technical Committee shall be composed of individuals involved in planning, engineering, public policy, or related fields and whose experience and expertise is valuable for supporting the Capital Area Metropolitan Planning Organization. There shall be 17 voting members of the Technical Committee, to be comprised as indicated in the sections which follow. There may be any number of ex-officio members, as appointed by the Board of Directors.

- 21.2 The City of Jefferson shall appoint seven (7) voting members from the City of Jefferson in these areas:
- A. Engineering – 1
 - B. Operations & Maintenance – 1
 - C. Transportation Planning – 1
 - D. Transit - 1
 - E. Director of Planning and Protective Services – 1
 - F. Director of Public Works – 1
 - G. Director of Parks, Recreation & Forestry – 1
- 21.3 The County of Cole shall appoint two (2) voting members, comprised as follows
- A. Public Works Department – 2
- 21.4 The County of Callaway shall appoint one (1) voting member.
- 21.5 The Missouri Department of Transportation shall appoint three (3) voting members:
- A. Area Engineer – 1
 - B. District Transportation Planning representative – 1
 - C. Multi-modal or general headquarters representative – 1
- 21.6 The Board of Directors shall appoint two (2) Transportation Interest voting members:
- A. One (1) voting member shall represent private transportation interest.
 - B. One (1) voting member shall represent pedestrian or biking interest.
- Appointed Transportation Interest voting members shall be nominated and recommended by the Technical Committee and appointed by and serve at the pleasure of the Board of Directors.
- 21.7 Small City Members. Callaway County and Cole County shall each have one (1) small city appointed or elected official voting member from the small cities within the Metropolitan Planning Organization, and appointed by and serve at the pleasure of their County Commission.
- 21.8 Non-Voting Members. Non-voting members of the Technical Committee shall include other representatives of local, state and federal agencies, as invited by the Board of Directors, and may include:
- A. Federal Transit Administration;
 - B. Federal Aviation Administration;
 - C. Federal Highway Administration;
 - D. Other state and federal agencies;
 - E. Local agencies.
- 21.9 Appointment to the Technical Committee and terms.
- A. Appointments to the Technical Committee shall be made by the respective governing bodies of each participating jurisdiction except as otherwise specified.
 - B. Terms of Appointment: The members of the Technical Committee shall serve as long as determined by the voting member’s jurisdiction except as otherwise specified.
 - C. Ex-Officio Members: Ex-Officio Members shall be appointed by their respective organizations, except as otherwise specified.
 - D. Alternates: Each voting Member of the Technical Committee shall name two (2) alternates, in writing, who may exercise full member powers during their absence. The alternate’s term shall also correspond with the primary representative’s term.

- E. Additional voting members shall be appointed as is deemed essential or necessary by the members of the Board of Directors, through the amendment of the bylaws.
 - F. Additional non-voting ex-officio members shall be appointed as is deemed essential or necessary by the members of the Board of Directors.
- (Amended 8/18/2010; 4/15/2015)*

Section 22 Meeting Procedure

- 22.1 The rules of order herein contained shall govern deliberations of the Technical Committee. Any point of order or rule on debate applicable to the deliberations by this committee and not contained herein shall be governed by Roberts Rules of Parliamentary Procedure.
 - 22.2 The Committee shall establish and approve an annual meeting schedule. Meeting notices and committee function(s) will normally be initiated by MPO Staff. When providing notification for a meeting at least five days notice will be provided describing the time and location. A proposed agenda should also be provided to ensure that adequate preparation can occur. The five days notice may be waived if extenuating circumstances require an emergency meeting and provided that members have received actual notice of such meeting.
 - 22.3 All meetings of the committee shall be open to the general public who may participate at the discretion of the Chairman.
 - 22.4 A quorum shall consist of at least one-half of the voting members.
- (Amended 10/20/2010)*

Section 23 Officers, Terms of Office

- 23.1 The Technical Committee shall elect a Chairman and Vice Chairman at the end of the last meeting of the calendar year. The terms of office shall be one year, to expire at the first meeting of the calendar year following the first full year of the position. Officers shall be eligible for re-election, but shall be elected by a majority vote of the voting members present.
 - 23.2 The Chairman of the Technical Committee shall preside at all meetings. The Chairman may call special meetings of the Technical Committee.
 - 23.3 The Vice Chairman shall assume the responsibilities of the Chairman in his or her absence.
 - 23.4 Appointed positions on the Technical Committee shall commence and/or conclude at the first meeting of the calendar year after the term expiration.
 - 23.5 A modification of the Technical Committee members may occur mid-year if there are changes in staff or resignations.
- (Amended 4/15/2015)*

Section 24 Responsibilities of the Technical Committee

- 24.1 The Technical Committee shall discuss options, facilitate cooperation among jurisdictions, review proposals, and recommend technical methods, procedures, and standards on all policies, reports, programs, and plans related to development and transportation issues within the transportation planning area of CAMPO.

- 24.2 The Technical Committee shall discuss and recommend alternative transportation plans and programs to the Board of Directors.

(Amended 8/18/2010)

Section 25 Staff Support

- 25.1 Staff support for the CAMPO Technical Committee function(s) shall be provided as identified in the annual Unified Planning Work Program. This support would include assistance with:
- A. Coordination of the transportation planning program;
 - B. Review and approval of the Transportation Improvement Plan;
 - C. Various transportation related work plan tasks.

Section 26 Rules of Procedure for Meetings

- 26.1 Order of Business. The business of the committee shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by two-thirds consent.
- A. Call to order, roll call, and determination of a quorum
 - B. Public comment
 - C. Adoption of the agenda as printed or amended
 - D. Approval of the Minutes
 - E. Communications received
 - F. Old Business
 - G. New Business
 - H. Other Business
 - I. Next Meeting Date
 - J. Adjournment
- 26.2 No motion shall be debated or put to a vote unless seconded. When seconded, the proposer shall have the floor.
- 26.3 The motion shall be reduced to writing by the proposer when requested by any members of the committee.
- 26.4 When a question is under debate, the following motions shall be in order and shall have precedence over each other in the order stated:
- A. To adjourn to a certain day;
 - B. To adjourn;
 - C. To postpone to a certain time;
 - D. To take a recess;
 - E. To lay on the table;
 - F. To call for the previous question;
 - G. To amend.
- 26.5 Motions A through G above shall be decided without debate.
- 26.6 Rules of Debate: Presiding Officer Shall Participate and Vote. The presiding officer may move, second, debate and vote from the Chair. The presiding officer shall not be deprived of any of the rights and privileges enjoyed by a member by reason of their acting as presiding officer. Roberts Rules of Order shall control all other aspects of debate not inconsistent with any provision of these bylaws.

26.7 Roll Call Votes. If there is a non-unanimous vote then a roll call vote shall be taken and recorded. *(Amended 8/18/2010; 4/15/15)*

[Sections 26.8 to 29.99 Reserved]

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
BYLAWS
CITY OF JEFFERSON, MISSOURI**

By: _____
Mayor

Date: _____

ATTEST:

City Clerk

APPROVED AS TO FORM:

Counsel

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
BYLAWS
COLE COUNTY COMMISSION**

By: _____
Presiding Commissioner

Date: _____

ATTEST:

County Clerk

APPROVED AS TO FORM:

Counsel

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
BYLAWS
CALLAWAY COUNTY COMMISSION**

By: _____
Presiding Commissioner

Date: _____

ATTEST:

County Clerk

APPROVED AS TO FORM:

Counsel

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
BYLAWS
CITY OF ST MARTINS, MISSOURI**

By: _____
Mayor

Date: _____

ATTEST:

City Clerk

APPROVED AS TO FORM:

Counsel

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
BYLAWS
CITY OF HOLTS SUMMIT, MISSOURI**

By: _____
Mayor

Date: _____

ATTEST:

City Clerk

APPROVED AS TO FORM:

Counsel

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
BYLAWS
TOWN OF LAKE MYKEE, MISSOURI**

By: _____
Chairman

Date: _____

ATTEST:

Secretary

APPROVED AS TO FORM:

Counsel

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
BYLAWS
CITY OF TAOS, MISSOURI**

By: _____
Mayor

Date: _____

ATTEST:

City Clerk

APPROVED AS TO FORM:

Counsel

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
BYLAWS
VILLAGE OF WARDSVILLE, MISSOURI**

By: _____
Chairman

Date: _____

ATTEST:

City Clerk

APPROVED AS TO FORM:

Counsel

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
BYLAWS
MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION**

By: _____
Chief Engineer

Date: _____

ATTEST:

Secretary to the Commission

APPROVED AS TO FORM:

Counsel

Attachment A
(Amended 4/15/2015)

