

Procedure and Bylaw Manual

Adopted March 2003

Amendments
August 18, 2010
October 20, 2010

Capital Area Metropolitan Planning Organization

320 E. McCarty St., Jefferson City, MO

Capital Area Metropolitan Planning Organization Schedule of Bylaw Amendments

Initial Bylaws adopted - March, 2003

Bylaws Amended - August 18, 2010

Section 3.1	Section 17.3
Section 6.7	Section 20.1
Section 7.1	Section 20.2
Section 10.1	Section 21.1
Section 11.2 f	Section 21.8 f
Section 14.9	Section 22.1
Section 16.7	Section 24.1
Section 17.1	Section 24.2
Section 17.2	Section 26.7

Bylaws amended - October 20, 2010

- Section 12.3
- Section 22.2
- Section 14.5

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION PROCEDURE AND BYLAW MANUAL

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 Department, 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 the Memorandum of Understanding executed by the participating jurisdictions.
- 2.2 A standing committee designated as the Technical Committee shall be appointed as set out in Section 21.
- 2.3 Ad hoc committees or study groups may be appointed by the Board of Directors as needs arise. Ad hoc committees or study groups shall have a specific charge and operate for a defined period of time.

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 Transportation Study Goals

- 4.1 The transportation goals that will guide transportation studies are broadly defined as follows:
 - A. A system of facilities that provides an efficient and adequate capacity for the safe movement of people and goods to and from and within the area.
 - B. A choice of mode of transport providing access and circulation to and from and within the area and adequate terminal facilities.
 - C. A system flexible enough to accommodate social, technological, and other changes.
 - D. A system of facilities which is realistically and functionally associated with sound growth and development policies for the area.

Section 5 Transportation Study Objectives

- 5.1 The transportation study objectives are based on achieving an efficient transportation system and one that provides satisfactory service to the area and its member communities. These objectives are:
- A. Promotion of appropriate land uses in the planning area;
 - B. Innovations in addressing transportation issues;
 - C. Publicly oriented transportation;
 - D. Increase in individual mobility or transportation opportunities in select target groups (e.g. elderly, indigent persons, etc.);
 - E. An effective transportation system;
 - F. Increased safety;
 - G. Lower operating costs;
 - H. Economy in construction of new facilities;
 - I. Increased marketing and public information.

Section 6 General Policies

- 6.1 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.
- 6.2 The Board and all committees shall proceed with their respective responsibilities and duties with proper consideration for all modes of transportation and associated facilities.
- 6.3 Individual modal planning programs should be designed to be coordinated with planning for all other transportation modes and with comprehensive planning for CAMPO.
- 6.4 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.
- 6.5 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.
- 6.6 Transportation planning activities are prioritized annually in the Unified Planning Work Program (UPWP). The amount of MPO planning funds is based on the population in the urbanized area. Although many of the planning activities focus on tasks within the urbanized boundary, there will be consideration of the planning needs of member jurisdictions outside the urbanized boundary. Planning activities will be undertaken within the entire planning area. Specific planning projects will be prioritized on need, development pressures, transportation issues, etc. MPO staff shall assist MPO member jurisdictions outside the urbanized area with potential funding source information for transportation planning project needs that are not included in the MPOs UPWP.
- 6.7 The Board shall adopt policies as needed. *(Amended 8/18/2010)*

Section 7 - Fiscal Year

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

[Sections 7.2 to 9.99 Reserved]

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)*

Section 11 Membership.

11.1 Voting Members. There shall be eleven (11) voting members on the Board of Directors, comprised as follows:

- A. Jefferson City: Six (6) voting members shall be appointed to represent the City of Jefferson
 - Four (4) elected officials who shall be the Mayor or Councilmen;
 - Two (2) appointed officials (eg. City Administrator, Director of Community Development, Director of Transportation, Director of Parks, Recreation & Forestry, or other appointed official).
- B. Cole County: Two (2) voting members shall be appointed to represent the County of Cole
 - One elected official who shall be the Presiding Commissioner or Associate Commissioner;
 - One appointed official (eg. Director of Public Works).
- C. Callaway County: One (1) voting member shall be appointed to represent the County of Callaway
 - One (1) elected or appointed official: (eg. Presiding Commissioner, Associate Commissioner, Director of Public Works).
- D. Small City Member. One (1) voting member shall be appointed from Holts Summit or one of the small cities outside the City of Jefferson within the Metropolitan Planning Organization.
- E. Missouri Department of Transportation: One (1) voting member shall represent the Missouri Department of Transportation (eg. District 5 Engineer).

11.2 Ex-Officio Members. The following representatives shall be designated as ex-officio (non-voting) members of the Board of Directors:

- A. Two (2) representatives of Missouri Department of Transportation,
 - B. One (1) representative of Federal Highway Administration,
 - C. One (1) representative of Federal Transit Administration,
 - D. One (1) representative from another federal or state agency,
 - E. One (1) representative from the Jefferson City Area Chamber of Commerce Transportation Committee.
 - F. One (1) representative from a Callaway County Economic Development interest.
- (Amended 8/18/2010)*

- 11.3 Appointment to the Board of Directors and Terms.
- A. Appointment to the Board of Directors shall be made by the respective governing bodies of each participating jurisdiction except as otherwise specified.
 - B. Terms of Appointment: Voting Members. The voting members of the Board of Directors shall serve two year terms on the Board of Directors.
 - C. Small City Member: The Small City Member shall be the mayor or chief elected official of a city outside of the City of Jefferson. The Small City Member shall rotate between the cities outside of Jefferson City.
 - D. Ex-Officio Members. Ex-Officio Members shall be appointed by their respective organizations.
 - E. Alternates. Each elected representative or board representative shall name one (1) elected or appointed official as an alternate, in writing, who may exercise full member powers during their absence. The alternate's term shall also correspond with the primary representative's term.
 - F. Additional voting and non-voting ex-officio members shall be appointed as is deemed essential or necessary by the members of the Board of Directors, through the amendment of the bylaws.

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. Procedures for meeting notices will be governed by the Public Participation Plan. *(Amended October 20, 2010)*
- 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 their initial meeting. 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.
- 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

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 Involvement Policy, 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. *(Amended October 20, 2010)*
- 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)*

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 (TIP); and,
 - C. Various transportation related work plan tasks.

Section 16 Rules of Procedure

- 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 2/3 consent.
 - A. Roll Call
 - B. Approval of minutes of previous meetings
 - C. Communications from the presiding officer
 - D. Unfinished business
 - E. New business
 - F. Presentation of other communications to the committee
 - G. 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 required by the presiding officer, or 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)*

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. *(Amended 8/28/2010.)*
- 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. *(Amended 8/28/2010.)*
- 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]

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. *(Amended 8/18/2010)*
- 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 16 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. *(Amended 8/18/2010)*
- 21.2 City of Jefferson: Eight (8) voting members from the City of Jefferson in these areas:
- A. Engineering - 2
 - B. Planning – 1
 - C. Airport – 1
 - D. Transit - 1
 - E. Director of Community Development – 1
 - F. Director of Transportation – 1
 - G. 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 Appointed Private Transportation Interest. One (1) voting member shall represent private transportation interests, who shall be nominated and appointed by the Board of Directors. This appointment shall be for a one (1) year period to commence at the beginning of the planning year.
- 21.7 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.

- 21.8 F. One voting member shall represent the small cities and be selected by the Board of Directors. *(Amended 8/18/2010)*

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. *(Amended 8/18/2010)*
- 22.2 The Committee shall establish and approve an annual meeting schedule. Meeting notices and committee function(s) will normally be initiated by the MPO staff. Procedures for meeting notices will be governed by the Public Participation Plan. *(Amended October 20, 2010)*
- 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.

Section 23 Officers, Terms of Office

- 23.1 The Technical Committee shall elect a Chairman and Vice Chairman at their initial meeting. 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.

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. *(Amended 8/18/2010)*
- 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 (TIP);
 - 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. Roll Call;
 - B. Approval of minutes of previous meetings;
 - C. Communications from the presiding officer;
 - D. Unfinished business;

- E. New business;
 - F. Presentation of other communications to the committee;
 - G. 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 required by the presiding officer, or 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)*

[Sections 26.8 to 29.99 Reserved]