

**BYLAWS**  
**for the**  
**METROPOLITAN PLANNING**  
**ORGANIZATION (MPO)**  
**of**  
**MOBILE, ALABAMA**

September, 2005

METROPOLITAN PLANNING ORGANIZATION  
for  
MOBILE, ALABAMA  
(Mobile Area Transportation Study)  
BYLAWS

**Article 1 - Name of Organization**

Metropolitan Planning Organization (MPO) for Mobile, Alabama

**Contact Information:**

South Alabama Regional Planning Commission  
P.O. Box 1665  
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**Article 2 - Purpose**

**2.1 Purposes:**

- A. To provide an official decision making body for a continuing, cooperative and comprehensive transportation planning process that results in plans and programs consistent with the Mobile Area Transportation Study (MATS) of Mobile County.
- B. To provide transportation planning input into a regional development plan that includes transportation planning projects and strategies that will support economic vitality, increase the safety and security of the transportation system for motorized and non-motorized users, increase the accessibility and mobility options available to people and freight, protect and enhance the environment, enhance the integration and connectivity of the transportation system, promote efficient management and operation, emphasize the preservation of the existing transportation system, promote Alabama Department of Transportation consultation with non-metropolitan local officials, and promote coordination of human service transportation.

**2.2 Powers:**

The Metropolitan Planning Organization (MPO) is the organization designated by the Governor as being responsible, together with the state, for carrying out the provisions of Title 23, United States Code (Highways), Section 134 (transportation planning in certain areas), as provided in Section 104(f)(3) (apportionment of funds) and capable of meeting the requirements of Title 49, United States Code (Transit), Section 3(a)(2), and 3(e)(1) (Federal financial assistance), Section 4(e) (long-range programming), and

Sections 5(g)(1) and 5(L) (urban mass transit program).

Metropolitan Transportation Planning and Programming rules and regulations are defined under 23CFR Part 420, 23CFR Part 450, 49CFR Part 613, and 40CFR Part 93.

### **Article 3 - Membership**

#### **3.1 Definition:**

The following is a list of the thirteen (13) voting members of the Metropolitan Planning Organization:

- A. The mayors of each of the cities or towns located within the Mobile Area Transportation Study (MATS):
  - City of Mobile
  - City of Prichard
  - City of Saraland
  - City of Chickasaw
  - City of Satsuma
  - Town of Creola
  - City of Bayou La Batre
- B. The 9<sup>th</sup> Division Engineer, Alabama Department of Transportation
- C. The general manager of the Wave Transit System
- D. Two (2) representatives of the Mobile City Council, selected by the Mayor of Mobile
- E. One (1) member of the full commission of the South Alabama Regional Planning Commission, to be selected by the Executive Director of SARPC
- F. One (1) representative from the Mobile County Commission, selected by the Mobile County Commission

The following is a list of the non-voting members of the Metropolitan Planning Organization:

- A. The Transportation Planning and Modal Programs Bureau Chief for the Alabama Department of Transportation
- B. The Executive Director of the South Alabama Regional Planning Commission
- C. The Division Administrator for the Federal Highway Administration, Alabama

## Division

### 3.2 Geographic Boundaries:

The Mobile Area Transportation Study area is based upon the final decennial Census at which time such updated information would be used for study area boundary definition. The Mobile Area Transportation Study area boundary is what is anticipated to be designated as “urban” in the 25 year horizon.

### 3.3 Membership Changes:

Additional changes to the membership composition shall be decided by all voting members of the MPO. A request shall be sent by SARPC to the Director of the Alabama Department of Transportation whose written approval constitutes designation of MPO membership by the Governor of Alabama as required under federal regulations.

### 3.4 Non-voting Members:

The voting members of the MPO may add non-voting members as deemed appropriate.

### 3.5 Voting Membership by Proxy:

- A. If a voting member of the MPO cannot attend a meeting, then he or she may designate a proxy eligible to vote in their absence. The designation of proxy must be made by a member in writing. In addition to a recurring proxy, a proxy for an individual meeting can be designated. Although more than one recurring proxy may exist, only one proxy is eligible to vote per meeting, per MPO member.
- B. A person can be designated as only one proxy, and must be an employee of the agency he/she is representing.
- C. The office of proxy cannot exceed the term of office for the appointing authority.
- D. If an MPO member can not attend an individual meeting, that member can submit a written proxy (vote) attached to the agenda of that meeting, and how they wish to vote.

### 3.6 Qualifications of Voting Members:

A person must reside, hold elected office or work in the district in which they are appointed to represent.

## **Article 4 - Responsibilities**

The responsibilities of the MPO are generally to provide a continuing, cooperative and comprehensive (3C) transportation planning process that results in plans and programs consistent with the comprehensively planned development of the metropolitan planning area. This organization is the forum for cooperative decision-making by principal elected officials of general purpose local governments. The specific duties to meet the requirements of the law include:

- A. Organize and elect a Chairperson, facilitate the continuing, cooperative and comprehensive transportation planning process, and change the designated membership as deemed necessary.
- B. To give guidance to the transportation planning process, and have the overall responsibility for review and approval of all plans and programs which are developed by the process.
- C. Organize and appoint members of the Technical Coordinating Committee / Citizens Advisory Committee and consider the recommendations of this committee on issues relevant to the Long Range Transportation Plan, the Transportation Improvement Program (TIP) and other matters pertaining to furthering the transportation planning process.
- D. Annually endorse the Unified Planning Work Program which documents the transportation related planning activities to be performed with planning assistance provided under FTA and FHWA planning funds of the Transportation Equity Act for the 21<sup>st</sup> Century and other funding sources.
- E. Review and endorse the Long-Range Transportation Plan to confirm its validity and its consistency with current transportation and land use conditions as required by the State and federal regulations.
- F. Adopt a Transportation Improvement Program that is updated as required by State and Federal regulations.
- G. Establish a transportation study area boundary.
- H. Insure that citizen participation is achieved in the transportation planning process.

## **Article 5 - Officers and Staff**

### **5.1 MPO Chairperson:**

The MPO Chairperson must be a voting member of the MPO, an elected official, and by majority vote be selected by all members of the MPO. The MPO member will hold the

position of Chairperson as long as they hold their publicly elected position, unless a majority of the MPO voting membership request a special election.

The chairperson shall have the responsibility to: ensure that the agenda items have followed the procedures for setting agendas as stipulated under Article 7 and preside over the business to come before the MPO.

5.2 Technical Coordinating Committee/Citizen’s Advisory Committee Joint Representative:

The MPO member representing the TCC/CAC as the TCC/CAC chairperson, shall be the Executive Director of the South Alabama Regional Planning Commission.

5.3 Staff:

The South Alabama Regional Planning Commission is responsible for appointing staff to assist the MPO in the performance and its responsibilities.

**Article 6 - MPO Subcommittees**

6.1 Technical Coordinating/Citizen’s Advisory Joint Committee:

The purpose of the joint Technical Coordinating/Citizen’s Advisory Committee (TCC/CAC) is to provide assistance and recommendations to the MPO voting membership on the Long-Range Plan, Transportation Improvement Plan and any other documents or programs pertaining to the responsibilities and purpose of the MPO. The joint committee has the responsibility to make recommendations to the MPO regarding the elements of the metropolitan planning process necessary to meet the requirements for certification. New members of the TCC/CAC are appointed by the voting members of the MPO and the MPO staff, and voted on by the voting members of the MPO.

6.2 The Congestion Management System Committee (CMSC):

The Congestion Management System Committee (CMSC) is comprised of selected members of the TCC/CAC, selected employees of the South Alabama Regional Planning Commission, and may include other necessary appointees as selected by the CMSC. The purpose of the CMSC is to assist in researching, conducting and analyzing all plans and programs of the Mobile Congestion Management System.

**Article 7 - MPO Meeting Schedule and Agenda**

MPO meetings will be held as deemed necessary. Meeting dates and items on the agenda will be determined by the staff of the South Alabama Regional Planning Commission. The MPO membership shall be made aware of meeting dates and items on the agenda no later than fourteen days in advance. TCC/CAC meetings may be held solely without notification

of the MPO or may be held in conjunction with MPO meetings.

## **Article 8 - Conduct of MPO Meeting**

### **8.1 Public:**

All meetings of the Metropolitan Planning Organization shall be open to the general public and items of the agenda to be voted on by the Metropolitan Planning Organization, including all documents to be adopted, shall be advertised as prescribed in the Mobile Area Transportation Study Public Involvement Procedures.

### **8.2 Order of Business:**

The rules of order herein contained shall govern deliberations and meetings of the Metropolitan Planning Organization. Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by *Roberts Rules of Order, Newly Revised Edition*.

- A. Meetings will be initiated by the South Alabama Regional Planning Commission. When providing notification for a meeting, at least fourteen days notice will be provided describing the time and location. A proposed agenda should also be provided to ensure that adequate preparation will occur. The fourteen days notice may be waived if two (2) elected officials concur.
- B. All meetings of the Metropolitan Planning Organization must be advertised as prescribed by the Public Involvement Procedures for the Mobile Area Transportation Study.
- C. Meetings shall be conducted in the order of which the agenda is set.
- D. If a representative (or representatives) of the public is present and would like to speak to the MPO prior to the MPO voting on a matter, or would like to bring something to the attention of the MPO, it is at the MPO Chairperson's discretion as to the duration of the presentation and at what point in the meeting the presentation (or presentations) will occur.

### **8.3 Quorum:**

A quorum shall consist of three (3) voting members of the Metropolitan Planning Organization, or their proxies. The Chairperson or person representing the Chairperson as his or her proxy must be included in the quorum. A written proxy of an absent voting member without representation, will not be considered as a part of a quorum. No action shall be taken by the Metropolitan Planning Organization without a quorum. If a quorum is not present at a scheduled meeting, those present may tentatively reschedule the

meeting to another day when a quorum can be obtained.

**8.4 MPO Voting:**

A vote by voice shall be the regular method of voting. Any member may also request a roll call vote. In addition, a vote by mail ballot may be conducted if authorized by a majority of the MPO voting membership.

**Article 9 - Minutes**

Minutes of all MPO meetings shall be taken by the South Alabama Regional Planning Commission and recorded in a public record minute book. Copies of minutes shall be distributed to all members and will not be the official minutes of any given meeting until voted on by the MPO.

**Article 10 - Amendments to Bylaws**

Amendments to these bylaws can be made by a majority vote of the full voting membership at an MPO meeting as an item on the agenda and therefore subject to Article 7.