

BYLAWS
for the
RURAL PLANNING ORGANIZATION
(RPO)
of the
SOUTH ALABAMA REGIONAL
PLANNING COMMISSION

Adopted September 25, 2007

RURAL PLANNING ORGANIZATION
for the
SOUTH ALABAMA REGIONAL PLANNING COMMISSION

BYLAWS

PREAMBLE

The following constitutes the bylaws, procedures, and responsibilities that will serve to establish, organize, and guide the proper functioning of the South Alabama Rural Transportation Planning Process. This organization shall carry out 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.

Article 1 - Name of Organization

South Alabama Rural Planning Organization (RPO)

Contact Information:

South Alabama Rural Planning Organization
South Alabama Regional Planning Commission
P.O. Box 1665
Mobile, AL 36633
(251) 433-6541
(251) 433-6009 (fax)

Article 2 - Purpose

2.1 Purpose:

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.

Article 3 - Membership

3.1 Definition:

The following is a list of the eight (8) voting members of the Rural Planning Organization Policy Committee:

- A. One (1) Mayor from Baldwin County, selected by the mayors of Baldwin County
- B. One (1) Mayor from Escambia County, selected by the mayors of Escambia County
- C. One (1) Mayor from rural (non-metro) Mobile County, selected by the mayors of rural Mobile County. (The rural municipalities of Mobile County are Dauphin Island, Mount Vernon, and Citronelle)
- D. One (1) representative from the Baldwin County Commission, selected by the Baldwin County Commission
- E. One (1) representative from the Escambia County Commission, selected by the Escambia County Commission
- F. One (1) representative from the Mobile County Commission, selected by the Mobile County Commission
- G. The 9th Division Engineer, Alabama Department of Transportation
- H. One (1) member from the South Alabama Regional Planning Commission, to be selected by the Executive Director of SARPC

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

- A. The Mayors and Commissioners from the region that are not voting members
- B. A representative from the Poarch Band of Creek Indians
- C. A representative from the MOWA Band of Choctaw Indians
- D. The Transportation Planning and Modal Programs Bureau Chief for the Alabama Department of Transportation
- E. The Division Administrator for the Federal Highway Administration, Alabama Division

3.2 Geographic Boundaries:

The Study Area for the South Alabama Rural Planning Organization shall be the incorporated and unincorporated areas of the counties of Baldwin, Escambia, and the rural areas of Mobile County excluding those areas within the Mobile Area Transportation Study (MATS) Area.

3.3 Membership Changes:

Additional changes to the membership composition shall be decided by the voting members of the RPO.

3.4 Non-voting Members:

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

3.5 Voting Membership by Alternate:

- A. If a voting member of the RPO cannot attend a meeting, then he or she may designate an alternate eligible to vote in their absence. The designation of alternate must be made by a member in writing. In addition to a recurring alternate, an alternate for an individual meeting can be designated. Although more than one recurring alternate may exist, only one alternate is eligible to vote per meeting, per RPO member.
- B. A person can be designated as only one alternate, and must be an employee of the agency he/she is representing.
- C. The office of alternate cannot exceed the term of office for the appointing authority.
- D. If an RPO member can not attend an individual meeting, that member can submit a written alternate (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 RPO are generally to serve as the official decision making body for the South Alabama Rural Transportation Planning Process. The specific duties 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 overall guidance to the transportation planning process.
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 Transportation Advisory Committee
- D. To appoint any other personnel necessary to fulfill and complete the duties and tasks relative to the South Alabama Rural Transportation Planning Process
- E. To take official action on committee recommendations and other matters pertaining to the planning process
- F. To adopt transportation goals to guide the South Alabama Rural Transportation Planning Process
- G. To submit plans and recommendations to participating agencies and obtain resolutions for adoption from governing agencies
- H. To change the designated membership as deemed necessary
- I. To insure that citizen participation is achieved in the transportation planning process

5.1 RPO Chairperson and Vice-Chairperson:

The RPO Chairperson must be a voting member of the RPO, an elected official, and by majority vote be selected by members of the RPO. The RPO member will hold the position of Chairperson as long as they hold their publicly elected position, unless a majority of the RPO voting membership requests 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 RPO.

The RPO Vice-Chairperson must be a voting member of the RPO, an elected official, and by majority vote be selected by members of the RPO. The RPO member will hold the position of Vice-Chairperson as long as they hold their publicly elected position, unless a majority of the RPO voting membership requests a special election.

The Vice-Chairperson shall have the responsibility to serve in the Chairperson's absence or in case of the Chairperson's vacating elected office.

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

The RPO member representing the TCC/CAC as the TCC/CAC Chairperson shall be the Executive Director of the South Alabama Regional Planning Commission or a person appointed by the Executive Director.

5.3 Staff:

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

Article 6 - RPO 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 RPO voting membership on any documents or programs pertaining to the responsibilities and purpose of the RPO. The joint committee has the responsibility to make recommendations to the RPO regarding the elements of the rural planning process. The members of the RPO appoint the members of the TCC/CAC for their respective jurisdiction. TCC/CAC members may also be appointed by the RPO staff where need dictates.

Article 7 - RPO Meeting Schedule and Agenda

RPO 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 RPO membership shall be made aware of meeting dates and items on the agenda no later than ten working days in advance. Any documents to be reviewed and adopted will be made available no later than five working days in advance of the meeting. TCC/CAC meetings may be held solely without notification of the RPO or may be held in

conjunction with RPO meetings.

Article 8 - Conduct of RPO Meeting

8.1 Public:

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

8.2 Order of Business:

The rules of order herein contained shall govern deliberations and meetings of the Rural 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 ten working 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 ten working days notice may be waived if two (2) elected officials concur.
- B. All meetings of the Rural Planning Organization must be advertised as prescribed by the Public Involvement Procedures.
- 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 RPO prior to the RPO voting on a matter, or would like to bring something to the attention of the RPO, it is at the RPO 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:

As the Rural Planning Organization is an organization set up for consultation only and no authority is given to the Rural Planning Organization for funding allocation, and since there are no requirements that the RPO have a quorum, a quorum will not be required for official action at meetings, so long as the said action does not involve funding allocation. No action relating in any way to the allocation of funding shall be taken by the Rural Planning Organization without a quorum. Actions taken will

require a majority vote of the members present at a scheduled meeting.

8.4 RPO 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 RPO voting membership.

Article 9 - Minutes

Minutes of all RPO 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 RPO.

Article 10 - Amendments to Bylaws

Amendments to these bylaws can be made by a majority vote at an RPO meeting as an item on the agenda.

South Alabama Rural Planning Organization

RESOLUTION

Adopting the Bylaws

WHEREAS, the South Alabama Regional Planning Commission serves as the host agency for the Rural Planning Organization, planning and coordinating transportation improvements in the rural areas of Baldwin, Escambia and Mobile Counties in cooperation with the Alabama Department of Transportation, and

WHEREAS, The South Alabama Rural Planning Organization has developed a list of Bylaws which outline the rules governing the internal management of the organization

NOW, THEREFORE BE IT RESOLVED, THAT the South Alabama Rural Planning Organization Policy Committee does adopt these Bylaws

APPROVED THIS 25TH DAY OF SEPTEMBER 2007.

SIGNED:



Chairman, RPO

ATTEST:


