

**BYLAWS OF THE
TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION**

Ratified June 11, 2020

ARTICLE I – Name and Authority

Section 1. The name of this organization shall be known as the Tri-Cities Area Metropolitan Planning Organization, hereinafter called the MPO.

Section 2. The MPO shall have the authority specified in the *Memorandum of Understanding for Transportation Planning Responsibilities*, the *Memorandum of Understanding Between Petersburg Area Transit and the Tri-Cities Metropolitan Planning Organization*, and the *Memorandum of Understanding for Coordination of Regional Transportation and Air Quality Planning in the Richmond Area MPO and the Tri-Cities Area MPO Study Areas and the Richmond Nonattainment/Maintenance area for Ozone Air Quality Standards* or their currently applicable successor agreements.

ARTICLE II - Purpose

Section 1. The purpose of the MPO is to perform policy and technical functions for the Tri-Cities Area MPO Study Area transportation planning reflecting a multimodal process founded upon coordination and cooperation between planning, transit, and service providers. The policy function is designed to make transportation policies to develop and implement the Tri-Cities Area Metropolitan Transportation Plan and related efforts.

The MPO shall:

- a. establish and maintain a fair, impartial setting for regional transportation decision-making;
- b. evaluate transportation alternatives, scaled to the size and complexity of the region, the nature of its transportation issues, and realistically available options
- c. develop and update a fiscally constrained long-range transportation plan for the Urbanized Area (UZA) covering a planning horizon of at least twenty years that fosters mobility and access for people and goods, efficient system performance and preservation, and quality of life;
- d. develop a fiscally constrained program based on the long-range transportation plan designed to meet the UZA's goals while using spending, regulating, operating, management, and financial tools;
- e. develop an annual Unified Planning Work Program (UPWP) describing its proposed activities;
- f. perform other duties and prepare other products as required by statute, regulation or agreement; and
- g. involve the public and significantly affected sub-groups in the essential functions listed above.

The technical function of the MPO is designed to establish, monitor and review the results of the technical process for urban transportation planning in the Tri-Cities Area. The MPO shall:

- a. establish the technical details of the continuing process through the Memorandum of Understanding (MOU) and pass-through agreements;
- b. establish detailed work activities through the Unified Planning Work Program process that fulfilled these agreements;
- c. review and certify the satisfactory completion of these activities; and
- d. in general, prepare the technical recommendations that the MPO needs to perform its policy functions in either ad hoc working groups, special or standing committees, or at MPO meetings.

ARTICLE III – Membership

Section 1. Membership

The MPO Policy Committee shall be composed of elected members of the governing bodies of member local governments, officials of public agencies that administer or operate major modes of transportation in the metropolitan planning area, providers of public transportation, and appropriate state transportation officials representing the voting member organizations. The membership includes both voting and nonvoting members.

Each member organization may designate one alternate member, hereinafter referred to as alternate, to serve in place of an absent member of that member organization. All alternates shall be vested with the same powers and responsibilities as the regular member they are replacing.

Section 2. Voting Membership

The MPO Policy Committee voting membership shall be composed of the following member organizations with total votes listed for each in the table below.

MEMBER	VOTES
Chesterfield County	1
City of Colonial Heights	1
Dinwiddie County	1
City of Hopewell	1
City of Petersburg	1
Prince George County	1
Petersburg Area Transit	1
Crater Planning District Commission	1
Commonwealth of Virginia Secretary of Transportation or Designee	1
TOTAL VOTES	9

Section 3. Nonvoting Membership

The nonvoting membership of the MPO Policy Committee shall be composed of one representative from each of the agencies or organizations listed below.

Federal Highway Administration
Federal Transit Administration
RideFinders, Inc.
Virginia Department of Rail and Public Transportation

Section 4 **Term of Appointment**

Member organizations shall have the authority to determine the length of the terms of its member(s) and alternate(s) and whether or not they serve at the pleasure of the appointing member organization, but it is recommended that members and alternates serve for a two-year term and be eligible to be reappointed for successive terms.

ARTICLE IV – Officers and Elections

Section 1. The officers of the MPO shall consist of a Chairman, a Vice Chairman, and a Secretary. The Chairman and Vice Chairman shall be elected by the voting membership of the MPO. The Chairman and Vice Chairman must be MPO jurisdictional voting members; MPO alternate members are not eligible to serve as MPO officers. The Secretary shall be the Crater Planning District Commission (CPDC) staff liaison to the MPO.

Section 2. The election of officers shall be held no later than June 30 of each year. The newly elected officers shall take office on July 1 and shall serve for a one-year term.

Section 3. The office of MPO Chairman shall be rotated among the member local governments and the MPO may consider an order of succession incorporated into a nonbinding guidance document approved by the MPO Policy Committee.

Section 4. Duties and Powers of MPO Officers:

a. Chairman

The Chairman shall preside over all meetings of the MPO when in attendance. The Chairman may address remarks to an issue before the MPO and may request appropriate actions. The Chairman may request an action; however, he or she will not be eligible to move or second any action for a vote. The Chairman shall be eligible to vote on all actions regardless of a tie vote. The Chairman will be responsible for appointing the Chairman for all MPO Committees except for the Technical Advisory Committee. The Chairman is responsible for appointing all committee members except as noted in Article VII of these bylaws.

b. Vice Chairman

The Vice Chairman shall serve as Acting Chairman of the MPO in the absence of the Chairman. When the Vice Chairman is serving as Acting Chairman, the Vice Chairman shall be vested with authority to perform all the duties and exercise all the powers of the Chairman, including those vested in or delegated to the Chairman in these Bylaws.

c. Secretary

The Secretary shall be responsible for the preparation and maintenance of a permanent written record of all MPO actions and proceedings, and shall transmit notices, agendas, monthly status reports, and the minutes of each MPO meeting to each member one week prior to the next regular meeting.

ARTICLE V - Meetings

- Section 1.** Regular meetings of the MPO Policy Committee shall be held monthly, as necessary, at a suitable meeting time and place, normally on the first Thursday of the month. Special meetings may be called by the Chairman. When a meeting falls on a holiday, the rescheduled meeting shall be determined by the Chairman. Members shall be notified in advance of a rescheduled meeting.
- Section 2.** A quorum shall exist when a majority of the votes allocated to voting member organizations are represented by members or alternates at the meeting. Vacancies shall not be considered in the establishment of a quorum.
- Section 3.** Meeting Agendas
- a. The agenda for each MPO Policy Committee meeting shall be prepared jointly by the Chairman and the MPO Secretary.
 - b. The agenda shall be transmitted at least six (6) days prior to the next meeting.
 - c. Additions to the agenda shall be made at the beginning of the meeting upon an affirmative vote of two-thirds of the votes represented at the meeting. An item may be added to the agenda for the next MPO meeting upon an affirmative vote of a majority of the votes represented at the current meeting.
 - d. At the discretion of the Chairman, the agenda may include items for consent action. Any voting member shall have the right to request and to have a consent action item removed from the agenda for consent action and placed on that day's MPO meeting agenda for review and discussion, with the Chairman having the right to determine where to consider the item on the meeting agenda.
- Section 4.** Parliamentary authority for MPO proceedings not otherwise specified by these bylaws shall be the most recently published edition of *Robert's Rules of Order*.
- Section 5.** Each voting member organization shall have the right to invite technical representatives to participate in meetings and discussions of the MPO as advisors on specific agenda topics.
- Section 6.** The MPO is a "public body" and subject to the Virginia Freedom of Information Act (§ 2.2-3700, et seq. of the Code of Virginia) (FOIA). In accordance with the provisions of FOIA, all meetings of the Policy Committee or any committees or subcommittees established by the Policy Committee shall be open to the public unless lawfully convened into a closed meeting in accordance with FOIA. No meeting during which MPO business is discussed shall be conducted through telephonic or electronic means.

ARTICLE VI - Voting

- Section 1.** Voting member organizations shall designate a representative to cast its vote as listed in Article III, Section 2 of these bylaws.
- Section 2.** All members and alternates of voting member organizations are vested with the authority to speak for and act and vote on behalf of the appointing organization in matters concerning regional transportation planning activities.

Section 4. Each member organization shall notify the MPO Secretary of its authorized representative and alternate in writing prior to the first meeting of the MPO Policy Committee in which they will act in their official capacity.

Section 5. Voting on matters before the MPO Policy Committee shall generally be conducted by voice vote. Either before or immediately following a voice vote, any member may request that the vote be conducted (or conducted again) by either a show of hands or a roll call. In conducting such votes, those members or alternates who are present and voting shall, when called upon by the MPO Secretary, announce the vote they are casting. It shall be up to the Chairman to determine the order in which voting representatives and alternates are asked to show or announce their vote.

Section 6. No proxy voting shall be allowed.

ARTICLE VII – MPO Committees

Section 1. Standing Committees

The MPO is supported by Standing Committees as described below. These bylaws shall be applicable to all standing committees.

Section 2. Technical Advisory Committee

There shall be a Technical Advisory Committee (TAC) composed of one technical representative from each of the following local governments and organizations:

Voting Members:

Chesterfield County
City of Colonial Heights
Dinwiddie County
City of Hopewell
City of Petersburg
Prince George County
Petersburg Area Transit
Virginia Department of Transportation
Virginia Department of Rail and Public Transportation
Crater Planning District Commission

Non-Voting Members:

RideFinders, Inc.
Fort Lee
Petersburg National Battlefield Park

Each local government or organization shall be responsible for designating its member and alternate to TAC. A quorum shall consist of a majority of the TAC membership, which shall include, at a minimum, four of the local government representatives. Either TAC members or alternates will be considered in determining TAC meeting quorums and for

voting on actions before TAC.

The purpose of the TAC is to serve as a technical advisory committee to the MPO, providing technical review, comments, and recommendations on specific transportation plans, programs, studies, and other appropriate documents and regional transportation issues. The TAC shall address other matters and concerns if directed by the MPO or the MPO Chairman.

TAC shall specifically be responsible for reviewing and providing technical comments and recommendations to the MPO on the following:

- a. Unified Planning Work Program
- b. Transportation Improvement Program
- c. Long-Range Transportation Plan
- d. Air Quality Planning

The TAC shall meet as required in the performance of its duties.

Section 3. Other Committees

The MPO may create other committees by a two-thirds vote of those present, assuming a quorum is present. These bylaws apply to the operation of any MPO committee.

ARTICLE VIII – Amendment

Section 1. These bylaws may be amended by an affirmative vote of two-thirds of all votes on the MPO Policy Committee at that time, at two consecutive meetings of the MPO Policy Committee. Proposed changes in the bylaws shall be transmitted to each voting member at least 10 days prior to the meeting when the voting will be conducted.

Section 2. These bylaws shall become effective immediately upon ratification by a vote of the MPO Policy Committee as described in Section 1 above. Each MPO member shall be given a copy.

AMENDMENT NOTES:

TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION

NON-BINDING GOVERNANCE GUIDANCE DOCUMENTS

Approved and Adopted June 11, 2020

MPO RESOLUTIONS: Establishing the Non-Binding Governance Guidance Documents

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TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION

NON-BINDING GOVERNANCE

GUIDANCE DOCUMENT #1

MPO Policy Committee Leadership Rotation

In order to facilitate a regular and orderly rotation of leadership of the MPO Policy Committee among the representatives of the member jurisdictions, the MPO Chairmanship may be rotated among the representatives from the respective jurisdictions in the order presented below. The MPO Vice Chairman may be from the jurisdiction on the list following that of the MPO Chairman.

Chesterfield County
City of Colonial Heights
Dinwiddie County
City of Hopewell
City of Petersburg
Prince George County

TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION

NON-BINDING GOVERNANCE

GUIDANCE DOCUMENT #2

Meeting Attendance

Whenever any voting member fails to attend or send an alternate to three (3) consecutive MPO meetings without good reason, the Chairman or Secretary of the MPO shall inquire as to the cause of the absence and, if appropriate, inquire of the appointing authority if the delinquent member is to remain a representative on the MPO.

TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION

NON-BINDING GOVERNANCE

GUIDANCE DOCUMENT #3

**Technical Advisory Committee Leadership
Rotation**

In order to facilitate a regular and orderly rotation of leadership of the Technical Advisory Committee (TAC) among the representatives of the member jurisdictions, the TAC Chairmanship may be elected pursuant to the order listed below. The TAC Vice Chairman may be elected by the TAC from the jurisdiction following that of the TAC Chairman. Terms of the Chairman and Vice Chairman shall be one year, from July 1 to June 30 of the following year.

Chesterfield County
City of Colonial Heights
Dinwiddie County
City of Hopewell
City of Petersburg
Prince George County

TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION

NON-BINDING GOVERNANCE

GUIDANCE DOCUMENT #4

Membership Appointment Resolution Template

RESOLUTION OF THE [GOVERNING BODY] OF THE [TOWN/CITY/COUNTY]

WHEREAS, the [Town/City/County] is a member organization of the Tri-Cities Area Metropolitan Planning Organization (TCAMPO); and

WHEREAS, the TCAMPO Policy Committee is composed of local elected officials and officials of public agencies; and

WHEREAS, pursuant to Article III, Section 2 of the TCAMPO Bylaws, the [Town/City/County] is required to appoint local officials to serve as authorized representatives; and

WHEREAS, the [Governing Body] of the [Town/City/County] desires to appoint [name of individuals] to the TCAMPO for [term]; and

WHEREAS, pursuant to Article III, Section 1 of the Bylaws, the [Board/Council] also designates [name of individual] as an alternate to serve in place of an absent representative;

NOW, THEREFORE, BE IT RESOLVED, by the [Board/Council] of [Town/City/County] as follows:

1. The [Board, Council] hereby appoints [list names of appointee]
2. The [Board/Council] appoints [name of alternate] to serve as an alternate in place of the absent representative.

Adopted:

Chairman/Mayor

Attest:

County/City Manager

TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION

MEETING CANCELTION POLICY

GUIDANCE DOCUMENT #5

Meeting Cancellation Policy

In the event of inclement weather or other event constituting an emergency, staff will contact the MPO Chairman to make a determination on cancellation of the MPO meeting. An MPO meeting may be canceled if:

- the meeting place is closed;
- utility failure at the meeting place;
- driving is likely to be hazardous;
- attendance is likely to be below the requirements for a quorum; or
- The Chairman determines that there is another appropriate cause

The Crater Planning District Commission follows the State of Virginia Employee emergency closing schedule for inclement weather for the Capital Region.

Notification of Cancellation

Every effort will be made to notify members and other potential attendees, as appropriate, of the determined MPO meeting cancellation. Notification methods may include the following, as possible:

- An e-mail notification will be sent to all MPO members and alternate members.
- Telephone calls will be made to persons without e-mail.
- The closing will be posted on the website (www.richmondregional.org).
- The Crater PDC recorded telephone answering message will include Crater PDC office closing or late opening information. •

**TRI-CITIES AREA METROPOLITAN PLANNING ORGANIZATION
REVISING THE MPO BYLAWS**

WHEREAS, the U.S. Department of Transportation provides financial assistance to public agencies for transportation technical studies; and

WHEREAS, the U.S. Department of Transportation requires approval of regional transportation plans and programs by the Metropolitan Planning Organization (MPO) in accordance with 23 U.S. C. Part 450; and

WHEREAS, the Tri-Cities Area Transportation Policy Committee is the duly designated Metropolitan Planning Organization for the Tri-Cities Area; and

WHEREAS, it is necessary to revise the Bylaws for the Tri-Cities Area MPO as a corrective action noted by the federal certification to the MPO.

WHEREAS, the Draft Revised Bylaws were reviewed and approved with slight changes by the Crater PDC's attorney; and

WHEREAS, under the existing 1980 Bylaws, the Policy Committee had 10 days' notice of the revision and a 2/3 vote of the members (assuming quorum is present) is necessary to approve the Bylaws revision.

NOW, THEREFORE BE IT RESOLVED, the Policy Committee of the Tri-Cities Area Metropolitan Planning Organization hereby approves the revised Bylaws of the Tri-Cities Area Metropolitan Planning Organization.

Upon a motion by M. Chris seconded by M. Chris and carried, a motion was adopted to approve the amendment to the FY20 Unified Planning Work Program presented on June 11, 2020 with 6 of the 6 voting members present.



The Honorable T. J. Webb, Chair
Tri-Cities Area MPO
6/11/20

June 11, 2020



Ronald Svejksky
Secretary Tri-Cities Area MPO
6/11/20

June 11, 2020