

**Tuscaloosa Area
Metropolitan Planning Organization
Bylaws**

Amended May 6, 2009

PREAMBLE

The following constitutes the bylaws, procedures, and responsibilities which will serve to establish, organize, and guide the proper functioning of the Tuscaloosa Area Transportation Planning Process. 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, 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 process and the State of Alabama Department of Transportation, the United States Department of Transportation, or in such manner as events shall dictate.

Section 1.0: Process Name and Organization Name

- A.** The name for the ongoing transportation process shall be the Tuscaloosa Area Transportation Planning Process.
- B.** The name for the organization conducting the Tuscaloosa Area Transportation Planning Process shall be the Metropolitan Planning Organization.

Section 2.0: The Organizational Structure

- A.** The organization shall consist of three (3) committees: (1) the Metropolitan Planning Organization (Policy Committee), (2) the Technical Coordinating Committee, (3) the Citizens Transportation Advisory Committee. Additional committees and subcommittees shall be formed as deemed necessary.

Section 3.0: General Policies

- A.** All general policies shall apply to all committees and participants of the Tuscaloosa Area Transportation Planning Process.
- B.** All reports, programs, and plans shall be reviewed and recommended by the Citizens Transportation Advisory Committee and the Technical Coordinating Committee. The Technical Coordinating and Citizens Transportation Advisory Committee shall be afforded sufficient time to comment on drafts prior to action by the Metropolitan Planning Organization (Policy Committee). Reports, programs, and plans become official process documents following adoption by resolution by the Metropolitan Planning Organization (Policy Committee).
- C.** All three (3) committees shall proceed with their respective responsibilities and duties with proper consideration at all times, for all modes of transportation and associated facilities.
- D.** All studies undertaken in this process shall be coordinated with individual modal planning programs and with comprehensive planning efforts in the urban area.

E. Transportation planning activities shall be used to promote an efficient urban development. Reasonable forecasts of land use and socioeconomic conditions shall be made to guide these activities.

F. All published data and/or reports shall be made available to the public and agencies.

Section 4.0: Amendment of Bylaws

A. Any section herein contained may be amended at any meeting of the Metropolitan Planning Organization (Policy Committee) provided such amendment is delivered to the Chair of the Metropolitan Planning Organization (Policy Committee) at least ten (10) days prior to the meeting at which the amendment is to be presented to the Metropolitan Planning Organization (Policy Committee). It shall be the duty of the Chair of the Metropolitan Planning Organization (Policy Committee) to include in the notice of such meeting, notice of the proposed amendment setting out the exact form of the proposed amendment. Such amendment shall be adopted if it receives the affirmative vote of a majority of at least a quorum of the voting members present.

B. These rules shall be revised, updated, or amended as the circumstance dictates. This shall be the responsibility of the Transportation Planning Process Coordinator.

METROPOLITAN PLANNING ORGANIZATION (POLICY COMMITTEE) BYLAWS

Section 5.0: Purpose

A. The purpose of the Metropolitan Planning Organization (Policy Committee) will be to serve the Tuscaloosa Area as the official decision making body for the Tuscaloosa Area Transportation Planning Process.

Section 5.1: Responsibilities

- A.** To give overall guidance to the transportation planning process
- B.** 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 and Citizens Transportation Advisory Committee
- D.** To appoint any other personnel necessary to fulfill and complete the duties and tasks relative to the Tuscaloosa Area Transportation Planning Process
- E.** To take official action on committee recommendations and other matters pertaining to furthering the planning process
- F.** To adopt transportation goals and objectives to guide the Tuscaloosa Area Transportation Planning Process
- G.** To adopt a Transportation Improvement Program that is updated as required by State/Federal guidelines.
- H.** To submit plans and recommendations to participating agencies and obtain resolutions for adoption from governing agencies
- I.** To establish a transportation study area boundary
- J.** To change the designated membership as deemed necessary
- K.** To insure that citizen participation is achieved in the transportation planning process

Section 5.2: Membership

- A.** Metropolitan Planning Organization (Policy Committee) – Voting Members
 1. Mayor, City of Tuscaloosa
 2. Mayor, City of Northport
 3. Chairman, Tuscaloosa County Commission
 4. 5th Division Engineer, Alabama Department of Transportation
 5. Executive Director, West Alabama Regional Commission
- B.** Metropolitan Planning Organization (Policy Committee) – Non-Voting Members

1. Division Administrator, Federal Highway Administration
2. Transportation Planning Engineer, Alabama Department of Transportation
3. Chair, Technical Coordinating Committee
4. Chair, Citizens Transportation Advisory Committee
5. Chair, Bicycle and Pedestrian Committee
6. Chair, West Alabama Rural Planning Organization Policy Committee

C. The voting members of the Metropolitan Planning Organization (Policy Committee) serve terms on the committee coinciding with the terms of their respective offices.

D. Each member must name two alternates (in writing) who may exercise full member powers during the member's absence. The term of the alternates will expire upon the expiration of the member's term or upon written notice by the member. The member will be responsible for notifying the alternates of meetings.

E. Each voting member may name a proxy (in writing) for a particular meeting or vote. The proxy's power must be delineated in the written notice. The member is responsible for notifying the proxy of meetings.

F. The Metropolitan Planning Organization (Policy Committee) shall appoint additional voting and non-voting members as is deemed essential or necessary.

Section 5.3: Officers

A. Officers of the Metropolitan Planning Organization (Policy Committee) shall be chosen from the voting members of the Metropolitan Planning Organization (Policy Committee) and shall be elected public officials.

B. The Chair shall be elected by the majority of the members in a duly constituted meeting.

C. A Vice-Chair shall be elected by the majority of the members in a duly constituted meeting to serve in the Chair's absence or in case of the Chair's vacating elected office.

D. Election of officers shall be in October of each year.

E. The Transportation Planning Process Coordinator will serve as the Executive Secretary on behalf of this committee in any capacity desired by the committee.

Section 5.4: Meeting Procedure

A. The rules of order herein contained shall govern deliberations and meetings of the Metropolitan Planning Organization (Policy Committee). Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by Roberts Rules of Order.

B. Meetings of the Metropolitan Planning Organization (Policy Committee) shall be held bimonthly (usually the last Monday in each even-numbered month).

C. Meetings will normally be initiated by the West Alabama Regional Commission. 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 will occur. The five days notice may be waived if two (2) elected officials concur.

D. A quorum shall consist of three (3) voting members of the Metropolitan Planning Organization (Policy Committee), their alternates or proxies. The member may designate proxies (in writing) if the member and the alternate will be unable to attend a meeting. No action shall be taken by the Metropolitan Planning Organization (Policy Committee) without a quorum. If a quorum is not present at a regular or special meeting, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.

E. Voting shall be by voice vote; however, upon the request of at least one (1) voting member, voting shall be by roll call. In the event of a tie vote, the motion before the Metropolitan Planning Organization (Policy Committee) shall fail.

F. All meetings of the Metropolitan Planning Organization (Policy Committee) shall be open to the general public.

G. At the discretion of the Transportation Process Coordinator and with the approval of the Chair of the committee a regularly scheduled meeting can be canceled. Notification of the cancellation shall be made at least five days prior to the date of the scheduled meeting. The five days' notice may be waived if two (2) elected officials concur.

H. The presiding officer may move, second, and debate from the Chair and shall not be deprived of any of the rights and privileges of a member by reason of his/her acting as the presiding officer.

Section 5.5: Order of Business

A. The business of the committee shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by the unanimous consent.

1. Call to order by Chair
2. Roll Call
3. Approval of minutes of previous meeting
4. Communications from the presiding officer
5. Report of officers and/or committees
6. Old Business
7. New Business
8. Invitation to interested persons wishing to be heard on matters not included in the agenda
9. Adjournment

TECHNICAL COORDINATING COMMITTEE BYLAWS

Section 6.0: Purpose

A. The purpose of the Technical Coordinating Committee is to provide the Metropolitan Planning Organization (Policy Committee) with technical support and to provide a linkage between planning and implementation.

Section 6.1: Responsibilities

A. To recommend technical methods, procedures, and standards to the Metropolitan Planning Organization (Policy Committee) to further the planning process

B. To help coordinate work of operating departments and agencies participating in this process

C. To discuss and recommend alternative transportation plans and programs to the Metropolitan Planning Organization (Policy Committee)

D. To comment on and make recommendations on the draft reports of the Unified Planning Work Program, the Transportation Improvement Program, and other plans and reports

Section 6.2: Membership

A. Voting – by Government, Organization, or Agency

TUSCALOOSA CITY

City Engineer

Director, Community Planning and Development Department

Planning Commission Chair

NORTHPORT

City Engineer

Director, City Planning Department

Planning Commission Chair

TUSCALOOSA COUNTY

County Engineer

Director, County Planning Department

ALABAMA DEPARTMENT OF TRANSPORTATION

5th Division Pre-Construction Engineer

Representative, Bureau of Transportation Planning

DIRECTOR, TUSCALOOSA COUNTY PARKING AND TRANSIT AUTHORITY

AIRPORT MANAGER

FEDERAL HIGHWAY ADMINISTRATION REPRESENTATIVE

FEDERAL TRANSIT ADMINISTRATION REPRESENTATIVE

RAILROAD REPRESENTATIVE

TRUCKING REPRESENTATIVE
UNIVERSITY OF ALABAMA REPRESENTATIVE
U.S. ARMY CORPS OF ENGINEERS REPRESENTATIVE
COORDINATOR, WEST ALABAMA HIGHWAY SAFETY OFFICE
WEST ALABAMA REGIONAL COMMISSION REPRESENTATIVE

B. Non-Voting – by Government, Organization, or Agency

TOWN OF BROOKWOOD REPRESENTATIVE
TOWN OF COALING REPRESENTATIVE
TOWN OF COKER REPRESENTATIVE
TOWN OF LAKE VIEW REPRESENTATIVE
TOWN OF MOUNDVILLE REPRESENTATIVE
TOWN OF VANCE REPRESENTATIVE
TUSCALOOSA CITY POLICE DEPARTMENT REPRESENTATIVE
NORTHPORT CITY POLICE DEPARTMENT REPRESENTATIVE
TUSCALOOSA COUNTY SHERIFF'S OFFICE REPRESENTATIVE
ALABAMA DEPARTMENT OF PUBLIC SAFETY REPRESENTATIVE (LOCAL OFFICE)

C. Additional members shall be appointed by the Metropolitan Planning Organization (Policy Committee) as a whole.

D. Each member of the Technical Coordinating Committee may name an alternate (in writing) from the same agency, jurisdiction, or organization which the member represents and who may exercise full member powers during the absence of the member. The member will be responsible for notifying the alternate of meetings.

E. Each member of the Technical Coordinating Committee may name a proxy (in writing) for a particular meeting or vote. The proxy must be from the same agency, jurisdiction, or organization which the member represents. The proxy's power must be delineated in the written notice. The member is responsible for notifying the proxy of meetings.

Section 6.3: Officers

A. A Chair will be elected by the committee.

B. A Vice-Chair shall be elected by the committee to serve in the Chair's absence.

C. The Chair and Vice-Chair shall be elected by the majority of the members in a duly constituted meeting.

D. Election of officers shall be in October of each year.

E. The Transportation Planning Process Coordinator will serve as the Executive Secretary on behalf of this committee.

Section 6.4: Meeting Procedure

A. The rules of order herein contained shall govern deliberations of the Technical Coordinating Committee. Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by Roberts Rules of Order.

B. Each meeting of the Technical Coordinating Committee shall precede each meeting of the Metropolitan Planning Organization (Policy Committee).

C. Meetings will normally be initiated by the West Alabama Regional Commission. 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 occurs.

D. A quorum shall consist of five members or their alternates, or proxies. Of the five members there must be a representative from at least three of the following: the City of Northport, the City of Tuscaloosa, Tuscaloosa County, the University of Alabama, or the Alabama Department of Transportation. Also, no decision that involves one of the above listed entities can be made unless a representative from that group is present.

E. All meetings of the Technical Coordinating Committee shall be open to the general public.

F. At the discretion of the Transportation Process Coordinator and with the approval of the Chair of the committee, a regularly scheduled meeting can be canceled. Notification of the cancellation shall be made at least 3 days prior to the date of the scheduled meeting.

G. The presiding officer may move, second, and debate from the Chair and shall not be deprived of any of the rights and privileges of a member by reason of his/her acting as the presiding officer.

Section 6.5: Order of Business

A. The business of the committee shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by unanimous consent.

1. Call to order by Chair
2. Roll Call
3. Approval of minutes of previous meeting
4. Communications from the presiding officer
5. Report of officers and/or committees
6. Old Business
7. New Business
8. Invitation to interested persons wishing to be heard on matters not included in the Agenda
9. Adjournment

CITIZENS TRANSPORTATION ADVISORY COMMITTEE BYLAWS

Section 7.0: Purpose

The purpose of this committee is to serve as the formal means through which active citizen participation is provided to aid and support the Tuscaloosa Area Transportation Planning Process.

Section 7.1: Responsibilities

The Citizens Transportation Advisory Committee will have the following responsibilities:

- A.** To review and respond to local transportation plans prepared for the area
- B.** To assess the local transportation related needs as perceived by area residents
- C.** To afford area residents the opportunity to input ideas, suggestions, needs, and concepts concerning the transportation planning process to the Metropolitan Planning Organization (Policy Committee) and/or Technical Coordinating Committee
- D.** To provide ideas and suggestions for consideration by the Metropolitan Planning Organization (Policy Committee) and Technical Coordinating Committees
- E.** To objectively assess the social, economic, and physical impact of all transportation reports submitted by the Metropolitan Planning Organization (Policy Committee) or Technical Coordinating Committee
- F.** To assist the transportation planning staff, where possible, in the development of specific program solutions to area-wide needs as identified through community research and public meetings

Section 7.2: Membership

- A.** The Citizens Transportation Advisory Committee shall consist of the following voting members.
 - 1. Eight (8) representatives appointed by the City of Tuscaloosa
 - 2. Eight (8) representatives appointed by the City of Northport
 - 3. Eight (8) representatives appointed by Tuscaloosa County
- B.** All committee members shall either reside or work within the jurisdictions which they represent.
- C.** The Metropolitan Planning Organization (Policy Committee) voting members from the City of Tuscaloosa, the City of Northport, and Tuscaloosa County will be responsible for appointing their representatives.
- D.** The duration of the terms of the representatives shall be at the pleasure of the appointing official.

E. Citizens Transportation Advisory Committee members who miss three consecutive Citizens Transportation Advisory Committee meetings shall be automatically removed from the committee unless there are extenuating circumstances.

Section 7.3: Officers

A. A Chair will be selected by the committee.

B. Two Vice-Chairs shall be elected by the committee to serve in the Chair's absence. There shall be one Vice-Chair from each of the two governments not represented by the Chair.

C. The Chair and Vice-Chairs shall be elected by the majority of the members in a duly constituted meeting.

D. Election of officers shall be in October of each year.

E. The Transportation Planning Process Coordinator will serve as the Executive Secretary on behalf of this committee.

Section 7.4: Meeting Procedure

A. Committee meetings shall follow a printed agenda.

B. Each meeting of the Citizens Transportation Advisory Committee shall precede each meeting of the Metropolitan Planning Organization (Policy Committee).

C. Meetings will normally be initiated by the West Alabama Regional Commission. When providing notification for a meeting, at least five days' notice will be provided describing the time and location. A proposed agenda should be provided to ensure that adequate preparation occurs.

D. A quorum shall consist of five members.

E. All meetings of the committee shall be open to the general public.

F. At the discretion of the Transportation Process Coordinator and with the approval of the Chair of the committee a regularly scheduled meeting can be canceled. Notification of the cancellation shall be made at least 3 days prior to the date of the scheduled meeting.

Section 7.5: Sub-Committees

A. Sub-committees may be set up on an ad hoc or continuing basis by members of the Citizens Transportation Advisory Committee or concerned citizens.

B. Members of the general public may participate in these sub-committees.

C. Meetings of these sub-committees may occur on an informal basis or in conjunction with the regular Citizens Transportation Advisory Committee meeting.

D. The results of the sub-committee meetings shall be documented and made available to the members of the Citizens Transportation Advisory Committee.

TRANSPORTATION PLANNING PROCESS COORDINATOR BYLAWS

Section 8.0: Purpose

The purpose of the coordinator is to ensure that all requirements of the Transportation Planning Process for the Tuscaloosa Area, as prescribed by the Agreement with the Alabama Department of Transportation, are met.

Section 8.1: Designation

The Executive Director of the West Alabama Regional Commission, Inc. shall be the Transportation Planning Process Coordinator of the Metropolitan Planning Organization. In the absence of the Executive Director, that individual shall designate a staff member to serve as Coordinator.

Section 8.2: Duties

The Coordinator shall have the following specific duties:

- A.** To act as a liaison between the parties of the "Agreement Concerning a Transportation Planning Process for the Tuscaloosa Urbanized Area" and assist in various phases of the process
- B.** To coordinate the process through the Metropolitan Planning Organization (Policy Committee), Technical Coordinating, and Citizens Transportation Advisory Committees
- C.** To arrange meetings, set agenda, and serve as Secretary for the Metropolitan Planning Organization (Policy Committee), Technical Coordinating and Citizens Transportation Advisory Committees
- D.** To develop a Unified Planning Work Program for submission on an annual basis
- E.** To present suggested changes of the recommended plan to the Metropolitan Planning Organization and others, as appropriate, for their consideration
- F.** To provide staff and clerical assistance for Metropolitan Planning Organization activities
- G.** To monitor transportation planning in the Tuscaloosa urban area, and report apparent conflicts to the Metropolitan Planning Organization (Policy Committee)