

Bylaws
of the
West Alabama Rural Planning Organization

Adopted November 19, 2004
Amended May 13, 2005
Amended February 16, 2007
Amended August 10, 2007
Amended November 6, 2009

PREAMBLE

The following constitutes the bylaws, procedures, and responsibilities that will serve to establish, organize, and guide the proper functioning of the West 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.

Section 1.0: Process Name, Organization Name, and Study Area

- A.** The name for the ongoing transportation process shall be the West Alabama Rural Transportation Planning Process.
- B.** The name for the organization conducting the West Alabama Rural Transportation Planning Process shall be the West Alabama Rural Planning Organization.
- C.** The study area for the West Alabama Rural Transportation Planning Process shall be the counties of West Alabama (Bibb, Fayette, Greene, Hale, Lamar, Pickens, and Tuscaloosa).

Section 2.0: The Organizational Structure

- A.** The organization shall consist of three (3) committees: (1) the 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 West Alabama Rural Transportation Planning Process.
- B.** All reports, programs, and plans shall be presented to the Citizens Transportation Advisory Committee and the Technical Coordinating Committee for their review. The Technical Coordinating and Citizens Transportation Advisory Committee shall be afforded sufficient time to comment on drafts prior to action by the Policy Committee. Reports, programs, and plans become official process documents following adoption by resolution by the 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 area.
- E.** Transportation planning activities shall be used to promote efficient development.

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 Policy Committee provided such amendment be delivered to the Chair of the Policy Committee at least ten (10) days prior to the meeting at which the amendment is to be presented to the Policy Committee. It shall be the duty of the Chair of the 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.

POLICY COMMITTEE BYLAWS

Section 5.0: Purpose

- A.** The purpose of the Policy Committee will be to serve West Alabama as the official decision making body for the West Alabama Rural 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 West 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 West 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

Section 5.2: Membership

- A.** Policy Committee – Voting Members
 1. Representative, Bibb County Commission
 2. Representative, Fayette County Commission
 3. Representative, Greene County Commission
 4. Representative, Hale County Commission
 5. Representative, Lamar County Commission
 6. Representative, Pickens County Commission
 7. 5th Division Engineer, Alabama Department of Transportation
 8. Executive Director, West Alabama Regional Commission
 9. Mayor from Bibb County appointed by the Bibb County mayors
 10. Mayor from Fayette County appointed by the Fayette County mayors
 11. Mayor from Greene County appointed by the Greene County mayors

12. Mayor from Hale County appointed by the Hale County mayors
13. Mayor from Lamar County appointed by the Lamar County mayors
14. Mayor from Pickens County appointed by the Pickens County mayors

B. 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 of the Tuscaloosa Area Metropolitan Planning Organization

C. Appointments and Terms

1. The county commission representatives will be appointed by the county commission the first January after every county commission election.
2. The 5th Division Engineer of the Alabama Department of Transportation and the Executive Director of the West Alabama Regional Commission will serve terms on the committee coinciding with the terms of their respective offices.
3. The mayors will be appointed by a caucus of the mayors from each respective county the first October after every local municipal election.

D. Each member may name an alternate (in writing) who may exercise full member powers during the member's absence. The term of the alternate 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 alternate 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 Policy Committee shall appoint additional voting and non-voting members as is deemed essential or necessary.

Section 5.3: Officers

A. Officers of the Policy Committee shall be chosen from the voting members of the 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 the second quarter of each fiscal year (January - March).

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

Section 5.4: Meeting Procedure

- A. The rules of order herein contained shall govern deliberations and meetings of the 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 Policy Committee shall be once every quarter.
- 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 a majority of the elected officials concur.
- D. A quorum shall consist of eight (8) voting members of the 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 Policy Committee without a quorum. If a quorum is not present at a regular or special meeting, those present may 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 Policy Committee shall fail.
- F. All meetings of the 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 three days prior to the date of the scheduled meeting.
- H. The Chair may request a mail or FAX vote on issues already presented at previous meetings. This practice will be used only if federal and / or state imposed deadlines are an issue. A mail or FAX vote will be presented at the next scheduled Policy Committee meeting as part of the previous meeting minutes.
- I. 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 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 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 Policy Committee
- D.** To comment on and make recommendations regarding draft plans and programs

Section 6.2: Membership

- A.** Voting – by Government, Organization, or Agency

BIBB COUNTY
County Engineer

FAYETTE COUNTY
County Engineer

GREENE COUNTY
County Engineer

HALE COUNTY
County Engineer

LAMAR COUNTY
County Engineer

PICKENS COUNTY
County Engineer

ALABAMA DEPARTMENT OF TRANSPORTATION
5th Division Pre-Construction Engineer
Representative, Bureau of Transportation Planning

DIRECTOR, PUBLIC TRANSPORTATION PROVIDER, BIBB COUNTY
DIRECTOR, PUBLIC TRANSPORTATION PROVIDER, FAYETTE COUNTY
DIRECTOR, PUBLIC TRANSPORTATION PROVIDER, GREENE COUNTY
DIRECTOR, PUBLIC TRANSPORTATION PROVIDER, HALE COUNTY
DIRECTOR, PUBLIC TRANSPORTATION PROVIDER, LAMAR COUNTY
DIRECTOR, PUBLIC TRANSPORTATION PROVIDER, PICKENS COUNTY
AIRPORT REPRESENTATIVE
COMMUNITY SERVICES PROGRAMS OF WEST ALABAMA REPRESENTATIVE
FEDERAL HIGHWAY ADMINISTRATION REPRESENTATIVE
RAILROAD REPRESENTATIVE
TRUCKING REPRESENTATIVE
U.S. ARMY CORPS OF ENGINEERS REPRESENTATIVE
WEST ALABAMA REGIONAL COMMISSION REPRESENTATIVE

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

REPRESENTATIVE FROM EACH MUNICIPALITY IN THE STUDY AREA
TUSCALOOSA COUNTY ENGINEER
FAYETTE CITY ENGINEER
DIRECTOR, TUSCALOOSA COUNTY PARKING AND TRANSIT AUTHORITY
ALABAMA DEPARTMENT OF TRANSPORTATION
District 1 Engineer
District 3 Engineer
District 4 Engineer
District 5 Engineer

C. The Policy Committee as a whole may appoint additional members.

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 that 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 second quarter of each year (January - March).
- 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 regularly scheduled meeting of the 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 the members or their alternates, or proxies 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 West Alabama Rural 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 Policy Committee and/or Technical Coordinating Committee
- D.** To provide ideas and suggestions for consideration by the Policy Committee and Technical Coordinating Committees
- E.** To objectively assess the social, economic, and physical impact of all transportation reports submitted by the 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. Four (4) representatives from Bibb County
 - 2. Four (4) representatives from Fayette County
 - 3. Four (4) representatives from Greene County
 - 4. Four (4) representatives from Hale County
 - 5. Four (4) representatives from Lamar County
 - 6. Four (4) representatives from Pickens County
- B.** All committee members shall either reside or work within the jurisdictions that they represent.
- C.** Appointments

1. The representative of each County Commission on the Policy Committee will be responsible for appointing two (2) representatives.
2. The mayoral representative from each county on the Policy Committee will be responsible for appointing two (2) representatives.

D. The duration of the terms of the representatives shall be at the pleasure of the appointing official.

E. Three consecutive absences will automatically remove a Citizens Transportation Advisory Committee member unless there are extenuating circumstances.

F. The four members from each county will form the subcommittee for that county.

Section 7.3: Officers

A. A Chair will be elected by the committee.

B. Five Vice-Chairs will be elected by the committee from each of the counties not represented by the Chair. The Vice-Chairs will serve in the Chair's absence at full committee meetings. The committee will decide which Vice-Chair will serve in the Chair's absence.

C. The Chair will lead subcommittee meetings held in his respective county.

D. The Vice-Chairs will lead subcommittee meetings held in their respective counties.

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

F. Election of officers shall be in the second quarter of each year (January - March).

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

Section 7.4: Meeting Procedure

A. The committee will hold at least 1 full committee meeting per year. The full committee meeting will normally be held in the first quarter of the year (October - December).

B. Subcommittee meetings will be held in each county (Bibb, Fayette, Greene, Hale, Lamar, and Pickens) in the second, third, and fourth quarters of the year.

C. Committee and subcommittee meetings shall follow a printed agenda.

D. Each full committee or sub-committee meeting of the Citizens Transportation Advisory Committee shall precede each regularly scheduled meeting of the Policy Committee.

- E.** 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.
- F.** A quorum at a full committee meeting shall consist of the members present. A quorum at a subcommittee meeting shall consist of 2 members.
- G.** All meetings of the committee and subcommittee shall be open to the general public.
- H.** 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.

TRANSPORTATION PLANNING PROCESS COORDINATOR BYLAWS

Section 8.0: Purpose

The purpose of the coordinator is to ensure that all requirements of the West Alabama Rural Transportation Planning Process 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 Rural 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 West Alabama Rural Transportation Planning Process and assist in various phases of the process.
- B.** To coordinate the process through the Policy Committee, Technical Coordinating, and Citizens Transportation Advisory Committees.
- C.** To arrange meetings, set agenda, and serve as Secretary for the Policy Committee, Technical Coordinating and Citizens Transportation Advisory Committees.
- D.** To develop a Work Program as required.
- E.** To present suggested changes of the recommended plan to the Rural Planning Organization and others, as appropriate, for their consideration.
- F.** To provide staff and clerical assistance for Rural Planning Organization activities.
- G.** To monitor transportation planning in the West Alabama area and report apparent conflicts to the Policy Committee.