

# **SOUTHEAST METROPOLITAN PLANNING ORGANIZATION**

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## **BYLAWS AND PROCEDURES MANUAL**

Adopted April 2, 2013

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# **SOUTHEAST METROPOLITAN PLANNING ORGANIZATION BYLAWS AND PROCEDURES MANUAL**

## **Preamble**

The following constitutes the Bylaws, procedures, and responsibilities which will serve to establish, organize and guide the proper functioning of the Southeast Metropolitan Planning Organization. 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, the Airport and Airway Development Act of 1970 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 organization and the Missouri Highways and Transportation Commission, Illinois Department of Transportation, Federal Highway Administration, and Federal Transit Administration, or in such manner as events shall dictate.

# Article I. General

## **Section 1 Organization Name**

- 1.1 The name of this organization shall be the Southeast Metropolitan Planning Organization. (SEMPO)

## **Section 2 Organizational Structure**

- 2.1 The organization shall be governed by a Board of Directors as specified in the Memorandum of Understanding executed by the participating jurisdictions
- 2.2 A standing committee designated as the Technical Planning Committee shall be appointed as set out in Section 21.
- 2.3 Ad hoc committees or study groups may be appointed by the Board of Directors as needs arise. Ad hoc committees or study groups shall have specific charge and operate for a defined period of time.

## **Section 3 Transportation Planning Area**

- 3.1 A description of the Southeast Metropolitan Planning Organization's transportation planning area is shown in Appendix A. The Board of Directors will periodically review the transportation planning area based on existing and projected urban development trends. Changes to the transportation planning area should be based on recommendations of the Long Range Transportation Plan.

## **Section 4 Transportation Study Goals**

- 4.1 The transportation goals that will guide transportation studies are broadly defined as follows:
  1. A system of facilities that provides an efficient and adequate capacity for the safe movement of people and goods to and from and within the area,
  2. A choice of mode of transport providing access and circulation to and from and within the area and adequate terminal facilities,
  3. A system of facilities which is realistically and functionally associated with sound growth and development policies for the area.

## **Section 5 Transportation Study Objectives**

- 5.1 The transportation study objectives are based on achieving an efficient transportation system and one that provides satisfactory service to the area and its member communities. These objectives are:

1. Promotion of appropriate land uses in the planning area,
2. Innovations in addressing transportation issues,
3. Publicly oriented transportation,
4. Economic Development,
5. An effective transportation system,
6. Increased safety,
7. Lower operating costs,
8. Economy in construction of new facilities,
9. Increased marketing and public information.

## **Section 6 General Policies**

- 6.1 All development policies, reports, programs, and plans affecting regional transportation issues within the planning area should be coordinated with the Southeast Metropolitan Planning Organization and Regional Planning Commissions.
- 6.2 The Board and all committees shall proceed with their respective responsibilities and duties with proper consideration for all modes of transportation and associated facilities.
- 6.3 Individual modal planning programs should be designed to be coordinated with planning for all other transportation modes and with comprehensive planning for the metropolitan planning area.
- 6.4 Transportation planning activities should be used to promote an efficient urban development pattern. Reasonable forecasts of future land use and socio-economic conditions shall be made to guide these activities.
- 6.5 All published data and/or reports may be released to individuals or agencies. Participating jurisdictions and agencies shall follow their own procedures when requests are made for their own data.
- 6.6 Transportation planning activities are prioritized annually in the Unified Planning Work Program (UPWP). The amount of MPO planning funds is based on the population in the urbanized area. Although many of the planning activities focus on tasks within the urbanized boundary, there will be consideration of the planning needs of member jurisdictions outside the urbanized boundary. Planning activities will be undertaken within the entire planning area. Specific planning projects will be prioritized on need, development pressures, transportation issues, etc.
- 6.7 Use of Missouri Highways and Transportation Commission and Illinois Department of Transportation funds that are allocated directly to MPO members that lie outside the urbanized boundary shall remain at the discretion of that jurisdiction, subject to the funds legal requirements. These projects shall be reported for transportation planning purposes in the annual Transportation Improvement Program (TIP).

**Section 7 Transportation Planning Year**

- 7.1 The Board of Directors shall establish the transportation planning year for the Southeast Metropolitan Planning Organization.

*[Sections 7.2 to 9.99 Reserved]*

## Article II. Bylaws of the Board of Directors

### **Section 10 Authorization and Purpose**

10.1 The Board of Directors is established under the authority of Section 134, Title 23, United States Code. Section 134 states that a metropolitan planning organization be designated for each urbanized area with a population of more than 50,000 individuals to develop transportation plans and programs for that area. These plans and programs shall be developed from a transportation planning process providing for consideration of all modes of transportation. This process shall be continuing, cooperative and comprehensive (3-C), to the degree appropriate, based on the complexity of the transportation problems to be addressed. Section 134 of Title 23, United States Code also provides that no project in an urban area of over 50,000 population shall be approved for federal-aid assistance unless it is based on such a 3-C transportation planning process. Metropolitan planning organizations are further required by 23 Code of Federal Regulation Part 450.306(i) to establish policy boards with appropriate representation from local elected officials, public transportation agency officials and State officials.

### **Section 11 Membership.**

11.1 Voting Members.

There shall be seven voting members on the Board of Directors, comprised as follows:

- 2 votes – City of Cape Girardeau
- 2 votes – City of Jackson
- 1 vote – Southeast Missouri Regional Planning Commission
- 1 vote – Transit\*
- 1 vote – Cape Girardeau County\*\*

\*Transit representative will be alternately appointed by Southeast Missouri State University and Cape Transit Authority every two years.

\*\*Cape Girardeau County representative will be alternately appointed by the Cape Girardeau County Commission and the Special Road District every two years.

11.2 Ex-Officio Members. The following representatives shall be designated as ex-officio (non-voting) members of the Board of Directors:

- 1 – Cape Girardeau County\*
- 1 – Transit\*\*
- 1 – Village of East Cape Girardeau
- 1 – County of Alexander
- 1 – County of Scott
- 1 – SEMO Port
- 1 – Bootheel Regional Planning Commission
- 1 – Missouri Department of Transportation

- 1 – Illinois Department of Transportation
- 1 – Federal Highway Administration – Missouri Division
- 1 – Federal Highway Administration – Illinois Division
- 1 – Federal Transit Administration – Region 5
- 1 – Federal Transit Administration – Region 7

\*Ex-Officio Cape Girardeau County representative is appointed by either the Cape Girardeau County Commission or the Special Road District, whichever is not appointing the voting member.

\*\*Ex-Officio Transit representative is appointed by either Cape Transit Authority or Southeast Missouri State University, whichever is not appointing the voting member.

### 11.3 Appointment to the Board of Directors and Terms.

1. Appointment to the Board of Directors shall be made by the respective governing bodies of each participating jurisdiction except as otherwise specified.
2. Terms of Appointment. The voting and ex-officio members of the Board of Directors shall serve two year terms on the Board of Directors. Consecutive terms are allowable.
3. Alternates. Each elected representative or board representative shall name one elected or appointed official as an alternate, in writing, who may exercise full member powers during their absence. The alternate's term shall also correspond with the primary representative's term.
4. The Board of Directors may, as it deems essential and necessary, add or remove voting and ex-officio members of the Board through the amendment of the bylaws.
5. Any appointed positions on the Board of Directors shall commence and/or conclude at the first meeting of the transportation planning year after the term expiration.
6. A modification of the Board of Directors members and officers may occur mid-year if there are elections, resignations or changes in representative board memberships.

## **Section 12 Officers and Terms**

- 12.1 The Board of Directors shall elect a Chairperson and Vice Chairperson at their initial meeting. The terms of office shall be one year, to expire at the first meeting of the transportation planning year following the first year of the position. Officers shall be eligible for re-election, but shall be elected by a majority vote of the voting members present.
- 12.2 The Chairperson shall preside at all meetings. The Chairperson may call special meetings of the Board of Directors.
- 12.3 The Vice Chairperson shall assume the responsibilities of the Chairperson in his or her absence.



### **Section 13 Meeting Procedures**

- 13.1 The rules of order herein contained shall govern deliberations and meetings of the Board of Directors. Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by “Robert’s Rules of Order”.
- 13.2 Meetings of the Board of Directors shall be held at least semi-annually.
- 13.3 The Board shall establish and approve an annual meeting schedule. Meeting notices and committee function(s) will normally be initiated by the MPO Staff. Notification for a meeting, including time and location, shall be posted twenty four hours in advance of the meeting. A proposed agenda should also be provided to ensure that adequate preparation can occur.
- 13.4 A quorum shall consist of the majority of the voting members or alternates.
- 13.5 All meetings of the committee shall be open to the general public.
- 13.6 No Board member shall be allowed to vote via electronic means or by telephone or by teleconferencing.

### **Section 14 Responsibilities of the Board of Directors**

- 14.1 The Board of Directors shall review and approve the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), the Long-Range Transportation Plan (LRTP), the Public Involvement Policy, Bylaws, any changes to the Memorandum of Understanding, and any other MPO related policy, report, or programs that affect transportation within the Metropolitan Planning Area (MPA).
- 14.2 Through the By-Law process, determine the jurisdictional representation of the Technical Planning Committee and Board of Directors.
- 14.3 Take official action on any committee recommendations and other matters pertaining to furthering the planning process.
- 14.4 Adopt transportation goals and objectives to guide the Southeast Metropolitan Planning Organization.
- 14.5 Adopt a short-range transportation improvement program that is updated annually.
- 14.6 Ensure that citizen participation is achieved in transportation planning.
- 14.7 Establish Federally funded project priorities consistent with Federal requirements.
- 14.8 Establish an annual Unified Planning Work Program (UPWP) that outlines the Southeast Metropolitan Planning Organization activities for the fiscal year.

## **Section 15 Staff Support**

- 15.1 The Southeast Metropolitan Planning Organization shall be housed within the City of Cape Girardeau.
- 15.2 Staff support for the Southeast Metropolitan Planning Organizations Board of Directors function(s) shall be provided as identified in the annual Unified Planning Work Program. This support would include assistance with:
  1. Coordination of the Transportation Planning Program,
  2. The Transportation Improvement Plan (TIP),
  3. Long Range Transportation Plan (LRTP),
  4. Development of annual Unified Planning Work Program (UPWP), and,
  5. Various transportation related work plan tasks as directed by the Board of Directors.

## **Section 16 Meeting Conduct Procedures**

- 16.1 Order of Business: The business of the Board shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by two-thirds consent.
  1. Call to Order
  2. Introduction of guests/visitors
  3. Public comment
  4. Adoption of agenda
  5. Approval of minutes of previous meetings
  6. Financial Report
  7. Communications from the Chairperson
  8. New/Unfinished business
  9. Other communication
  10. Adjournment
- 16.2 No motion shall be debated or put to a vote unless seconded. When seconded, the proposer shall have the floor.
- 16.3 The motion shall be reduced to writing by the proposer when required by the Chairperson, or any member of the Board of Directors.
- 16.4 When a question is under debate, the following motions shall be in order and shall have precedence over each other in the order stated.
  1. To adjourn to a certain day;
  2. To adjourn;
  3. To postpone to a certain time;
  4. To take a recess;
  5. To lay on the table;
  6. To call for the previous question;
  7. To amend.

- 16.5 Motions 1 through 5 above shall be decided without debate.
- 16.6 Chairperson Shall Participate and Vote: The Chairperson may move, second, debate and vote. The Chairperson shall not be deprived of any of the rights and privileges enjoyed by a member by reason of their acting as Chairperson. “Robert’s Rules of Order” shall control all other aspects of debate inconsistent with any provision of these Bylaws.

### **Section 17 Amendments of Bylaws**

- 17.1 These Bylaws may be amended upon approval of two-thirds of the voting members of the Board of Directors and ratification of the change by two-thirds of the participating jurisdictions. Any proposed amendment shall be reduced to writing and be distributed to all members of the Board of Directors at least 30 days prior to any meeting at which they will be considered. Following approval of any amendment by the Board, the proposed amendment shall be sent to the participating jurisdictions for ratification within 60 days of the Board action.

*[Sections 17.2 through 19.99 Reserved]*

## Article III. Bylaws of the Technical Planning Committee (TPC)

### **Section 20 Authorization and Purpose**

- 20.1 The Technical Planning Committee is established under the authority of Section 134, Title 23 United States Code. Section 134 states that a metropolitan planning organization be designated for each urbanized area with a population of more than 50,000 individuals to develop transportation plans and programs for that area. These plans and programs shall be developed from a transportation planning process providing for consideration of all modes of transportation. This process shall be continuing, cooperative and comprehensive (3-C), to the degree appropriate, based on the complexity of the transportation problems to be addressed. Section 134 of Title 23, United States Code also provides that no project in an urban area of over 50,000 population shall be approved for federal-aid assistance unless it is based on such a 3-C transportation planning process. The Technical Planning Committee is a part of the metropolitan planning organization transportation planning process based on subsection 20.2.
- 20.2 The purpose of the Technical Planning Committee is to analyze issues arising during the conduct of the Southeast Metropolitan Planning Organization from a technical perspective and make recommendations to the Board of Directors. The purpose is also to provide a linkage between planning and implementation.

### **Section 21 Membership of Technical Planning Committee**

- 21.1 The Technical Planning Committee shall be composed of individuals involved in planning, engineering, public policy, or related fields and whose experience and expertise is valuable for supporting the Southeast Metropolitan Planning Organization.
- 21.2 Voting Members: There shall be fifteen voting members on the TPC, comprised as follows:
- City of Cape Girardeau
  - City of Jackson
  - Cape Girardeau County/ Cape Special Road District
  - Village of East Cape Girardeau
  - Alexander County
  - Scott County
  - Missouri Department of Transportation
  - Illinois Department of Transportation
  - City of Scott City
  - Cape Transit Authority/ Southeast Missouri State University Transit
  - Southeast Missouri Port Authority
  - Southeast Missouri Regional Planning Commission
  - Bootheel Regional Planning Commission
  - Cape Girardeau Regional Airport
  - MAGNET

- 21.3 Ex-Officio Members: The following representatives shall be designated as ex-officio (non-voting) members of the TPC:
- Federal Highway Administration- Illinois Division
  - Federal Highway Administration- Missouri Division
  - Federal Transit Administration- Region 5
  - Federal Transit Administration- Region 7
  - Illinois Department of Transportation
  - Missouri Department of Transportation

21.3 Appointment to the Transportation Planning Committee and Terms.

1. Appointment to the Transportation Planning Committee shall be made by the respective governing bodies of each participating jurisdiction except as otherwise specified.
2. Terms of Appointment. The voting and ex-officio members of the Transportation Planning Committee shall serve two year terms. Consecutive terms are allowable.
3. Alternates. Each elected representative or board representative shall name one (1) elected or appointed official as an alternate, in writing, who may exercise full member powers during their absence. The alternate's term shall also correspond with the primary representative's term.
4. The Board of Directors may, as it deems essential and necessary, add or remove voting and ex-officio members of the Transportation Planning Committee through the amendment of the bylaws.
5. Appointed positions on the Technical Planning Committee shall commence and/or conclude at the first meeting of the year after the term expiration.
6. A modification of the Technical Planning Committee members may occur if there are changes in memberships.

## **Section 22 Officers and Terms**

- 22.1 The Technical Planning Committee shall elect a Chairperson and Vice Chairperson at their initial meeting. The terms of office shall be one year, to expire at the first meeting of the year following the first full year of the position. Officers shall be eligible for re-election, but shall be elected by a majority vote of the voting members present.
- 22.2 The Chairperson of the Technical Planning Committee shall preside at all meetings. The Chairperson may call special meetings of the Technical Committee.
- 22.3 The Vice Chairperson shall assume the responsibilities of the Chairperson in his or her absence.

### **Section 23 Meeting Procedures**

- 23.1 The rules of order herein contained shall govern deliberations of the Technical Planning Committee. Any point of order or rule on debate applicable to the deliberations by this committee and not contained herein shall be governed by “Robert’s Rules of Order”.
- 23.2 The Transportation Planning Committee shall establish and approve an annual meeting schedule. Meeting notices and committee function(s) will normally be initiated by the MPO Staff. Notification for a meeting, including time and location, shall be posted twenty four hours in advance of the meeting. A proposed agenda should also be provided to ensure that adequate preparation can occur.
- 23.3 All meetings of the committee shall be open to the general public.
- 23.4 A quorum shall be six or more of the voting members.
- 23.5 Technical Planning Committee Voting Members shall be allowed to vote via telephone or by teleconferencing. No Technical Planning Committee Voting Member shall be allowed to vote via electronic means.

### **Section 24 Responsibilities of the Technical Planning Committee**

- 24.1 The Technical Planning Committee shall complete work set forth by the Board of Directors, including but not limited to, review proposals, and recommend technical methods, procedures, and standards on all policies, reports, programs, and plans related to development and transportation issues within the planning area of the Southeast Metropolitan Planning Organization.
- 24.2 The Technical Planning Committee shall discuss and recommend alternative transportation plans and programs to the Board of Directors.

### **Section 25 Staff Support**

- 25.1 The Southeast Metropolitan Planning Organization shall be housed within the City of Cape Girardeau.
- 25.2 Staff support for the Southeast Metropolitan Planning Organization’s Technical Planning Committee function(s) shall be provided as identified in the annual Unified Planning Work Program. This support shall include assistance with:
  - 1. Coordination of the Transportation Planning Program;
  - 2. The Transportation Improvement Plan (TIP);
  - 3. Long Range Transportation Plan (LRTP);
  - 4. Development of annual Unified Planning Work Program (UPWP), and,
  - 5. Various transportation related work plan tasks as directed by the Board of Directors.

## **Section 26 Meeting Conduct Procedures**

- 26.1 Order of Business. The business of the committee shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by two-thirds consent.
1. Call to Order
  2. Introduction of guests/visitors
  3. Public comment
  4. Adoption of agenda
  5. Approval of minutes of previous meetings
  6. Financial Report
  7. Communications from the Chairperson
  8. New/Unfinished business
  9. Other communication
  10. Adjournment
- 26.2 No motion shall be debated or put to a vote unless seconded. When seconded, the proposer shall have the floor.
- 26.3 The motion shall be reduced to writing by the proposer when required by the Chairperson, or any members of the committee.
- 26.4 When a question is under debate, the following motions shall be in order and shall have precedence over each other in the order stated.
1. To adjourn to a certain day;
  2. To adjourn;
  3. To postpone to a certain time;
  4. To take a recess;
  5. To lay on the table;
  6. To call for the previous question;
  7. To amend.
- 26.5 Motions 1 through 5 above shall be decided without debate.
- 26.6 Chairperson Shall Participate and Vote: The Chairperson may move, second, debate and vote. The Chairperson shall not be deprived of any of the rights and privileges enjoyed by a member by reason of their acting as Chairperson. “Robert’s Rules of Order” shall control all other aspects of debate inconsistent with any provision of these Bylaws.

*[Sections 26.7 to 29.99 Reserved]*

## APPENDIX A