



*“Serving the Transportation Needs of the Southeast Missouri Region”*

# BYLAWS AND PROCEDURES MANUAL

Adopted  
April 2, 2013

Amended

\_\_\_\_\_, 2018

Southeast Metropolitan Planning Organization  
C/O City of Cape Girardeau Development Services Department  
401 Independence Street, Cape Girardeau, Missouri 63703  
Phone: (573) 339-6327 Fax: (573) 339-6303  
[www.southeastmpo.org](http://www.southeastmpo.org)

# Table of Contents

<b>Preamble</b>		<b>1</b>
<b>Article I. General</b>		<b>2</b>
Section 1.	Organization Name	2
Section 2.	Organization Structure	2
Section 3.	<b>Metropolitan</b> Transportation Planning Area	2
Section 4.	Transportation Study Goals	2
Section 5.	Transportation Study Objectives	2
Section 6.	General Policies	3
Section 7.	Transportation Planning Year	4
<b>Article II. Bylaws of the Board of Directors</b>		<b>5</b>
Section 10.	Authorization and Purpose	5
Section 11.	Membership	5
Section 12.	Officers and Terms	6
Section 13.	Meeting Procedures	7
Section 14.	<del>Responsibilities of the Board of Directors</del>	7
Section 15.	Staff Support	8
Section 16.	Meeting Conduct Procedures	8
Section 17.	<del>Amendments of Bylaws</del>	9
<b>Article III. Bylaws of the Technical Planning Committee (TPC)</b>		<b>10</b>
Section 20.	Authorization and Purpose	10
Section 21.	<del>Membership of the Planning Committee</del>	10
Section 22.	Officers and Terms	11
Section 23.	Meeting Procedures	12
Section 24.	<del>Responsibilities of the Technical Planning Committee</del>	12
Section 25.	Staff Support	12
Section 26.	Meeting Conduct Procedures	13
<b>Article IV. Amendments of Bylaws</b>		<b>10</b>
Section 30.	Amendments of Bylaws	10
<b>Appendix A <del>Appendix A</del> Metropolitan Planning Area Map</b>		<b>14</b>

# SOUTHEAST METROPOLITAN PLANNING ORGANIZATION BYLAWS AND PROCEDURES MANUAL

## Preamble

The following constitutes the Bylaws, procedures, and responsibilities which will serve to establish, ~~organize~~ **organize**, and guide the proper functioning of the Southeast Metropolitan Planning Organization. The intent is to provide for an organization which ~~will be~~ **is** 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 **multi-modal** transportation ~~planning for all modes of travel.~~ **planning**. 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.~~ **This metropolitan transportation planning process shall be continuous, cooperative, and comprehensive (3-C)**. 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,~~ **state or federal transportation agencies**, 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.~~  
**Organization** (SEMPO).

## Section 2 ~~Organizational~~ Organization 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~~ **entities**.
- 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 **a** specific charge and operate for a defined period of time.

## Section 3 ~~Transportation~~ Metropolitan Planning Area

- 3.1 A description **map** of the Southeast Metropolitan Planning Organization's ~~transportation planning area~~ **SEMPO's Metropolitan Planning Area** is shown in Appendix A. The Board of Directors will periodically review the ~~transportation planning area~~ **Metropolitan 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.~~ **Metropolitan 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,~~ **area;**
  2. A choice of mode of transport providing access and circulation to and from and within the area and adequate terminal ~~facilities,~~ **facilities; and**
  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,~~ **area;**
  2. Innovations in addressing transportation ~~issues,~~ **issues;**
  3. Publicly oriented ~~transportation,~~ **transportation;**
  4. Economic ~~Development,~~ **development;**
  5. An effective transportation ~~system,~~ **system;**
  6. Increased ~~safety,~~ **safety;**
  7. Lower operating ~~costs,~~ **costs;**
  8. Economy in construction of new ~~facilities,~~ **facilities; and**
  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~~ **SEMPO** and ~~the~~ Regional Planning Commissions.
- 6.2 The Board **of Directors** and all committees shall ~~proceed with~~ **carry out** 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~~ **transportation** funds that are allocated directly to MPO ~~members~~ **entities** 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.~~ **SEMPO.**

*[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)~~, **continuous, 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 urbanized area **with a population of over more than 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~~ **state** officials.

### Section 11 Membership. **Membership**

11.1 Voting Members.

There shall be seven **(7)** voting members ~~on~~ **of** the Board of Directors, comprised as follows:  
**follows (each entity shall have one (1) voting member unless otherwise specified):**

- ~~• 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\*\*~~
- Cape Girardeau County\***
- City of Cape Girardeau (two (2) voting members)**
- City of Jackson (two (2) voting members)**
- Southeast Missouri Regional Planning and Economic Development Commission**
- Transit\*\***

~~\*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 Cape Special Road District every two (2) years.~~

~~\*\*Transit representative will be alternately appointed by Southeast Missouri State University and Cape Girardeau County Transit Authority every two (2) years.~~

11.2 ~~Ex-Officio~~ **Non-voting** Members. ~~The following representatives shall be designated as~~

~~ex-officio (non-voting)~~ The following entities shall be 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~~
- Alexander County
- Bootheel Regional Planning and Economic Development Commission
- Cape Girardeau County\*
- Federal Highway Administration – Illinois
- Federal Highway Administration – Missouri
- Federal Transit Administration – Region 5
- Federal Transit Administration – Region 7
- Illinois Department of Transportation
- Missouri Department of Transportation
- Scott County
- Southeast Missouri Regional Port Authority
- Transit\*\*
- Village of East Cape Girardeau

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

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

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

1. ~~Appointment~~ Appointments to the Board of Directors shall be made by the respective governing bodies of each participating jurisdiction entity except as otherwise specified. Participating entities may change their member representative(s) at any time during the member's term upon written notification.
2. Terms of Appointment. ~~The voting and ex-officio~~ All members of the Board of Directors shall serve a two (2) year terms on the Board of Directors. ~~Consecutive terms are allowable.~~ term. There shall be no limit on the number of terms a representative may serve as a member. Each term shall begin on the first day of SEMPO's fiscal year and end on the last day of the following fiscal year.

3. ~~Alternates. Each elected representative or board representative shall name one elected or appointed official as~~ Each representative appointed to the Board of Directors shall, in writing, designate 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.~~ absence. The representative and their alternate shall serve corresponding terms.
4. The Board of Directors may, as it deems essential and necessary, add or remove voting and ~~ex officio~~ non-voting members of the Board through the amendment of the bylaws. these Bylaws as set out in Article IV.
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.~~ The Board of Directors shall elect officers at or before the last meeting of SEMPO's fiscal year. There shall be two (2) officer positions: Chairperson and Vice Chairperson. Additional officer positions may be created through the amendment of these Bylaws as set out in Article IV. Officer terms shall be for a period of one (1) year and begin on the first day of the fiscal year following the election.
- 12.2 ~~The Chairperson shall preside at all meetings. The Chairperson may call special meetings of the Board of Directors.~~ meetings of the Board of Directors, and may call special meetings as necessary.
- 12.3 The Vice Chairperson shall assume the responsibilities of the Chairperson in his or her absence.
- 12.4 If the Chairperson and the Vice Chairperson are both absent, then the Board of Directors shall appoint a member to preside over the meeting.

## **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~~ the Board of Directors 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.~~ SEMPO staff shall be responsible for providing notice of each meeting in accordance with the Missouri Sunshine Law.
- 13.4 ~~A quorum shall consist of the majority of the voting members or alternates.~~ A quorum of the Board of Directors shall consist of at least four (4) voting members or their alternates. The Board of Directors shall not take official action on any matter unless a quorum is present.
- 13.5 All meetings of the ~~committee~~ Board of Directors shall be open to the ~~general public.~~ public except as provided for in the Missouri Sunshine Law.
- 13.6 ~~No Board member shall be allowed to vote via electronic means or by telephone or by teleconferencing.~~ Voting members shall be physically present in order to vote during any Board of Directors meeting.

#### **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.~~
- 14.1 The Board of Directors shall be responsible for the following:
1. Adopting SEMPO maps, plans, programs, and governing documents and approving

amendments thereto, including but not limited to: the Metropolitan Planning Area (MPA) map; the Unified Planning Work Program (UPWP), the Public Participation Plan (PPP), the Title VI Program, the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), the Memorandum of Understanding, and these Bylaws;

2. Approving transportation needs and projects lists for use in the development of Missouri and Illinois Statewide Transportation Improvement Plans (STIPs), planning scenarios, ballot measures, and other purposes;
3. Authorizing letters in support of or in opposition to: proposed legislation or ballot measures affecting transportation in the SEMPO MPA, grant applications for transportation projects in the SEMPO MPA, and other matters;
4. Establishing SEMPO committees and groups;
5. Providing oversight of SEMPO staff, committees, and groups;
6. Assuring SEMPO conducts a continuous, cooperative, and comprehensive metropolitan transportation planning process; and
7. Assuring SEMPO compliance with federal regulations.

### **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.~~

15.1 The City of Cape Girardeau shall provide administrative services and staff support to the Board of Directors as authorized in the Memorandum of Understanding.

### **Section 16 Meeting Conduct Procedures**

16.1 Order of Business: The business of the Board of Directors shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by two-thirds consent. revised upon approval of a majority of the voting members present:

1. Call to Order
2. ~~Introduction of guests/visitors~~ Introductions
3. ~~Public comment~~ Comments
4. Adoption of ~~agenda~~ Agenda
5. Approval of ~~minutes~~ Minutes of previous ~~meetings~~ meeting(s)
6. Financial Report
7. Communications from the Chairperson
8. New/Unfinished business

- ~~9. Other communication~~
- ~~10. Adjournment~~
- 9. Member Reports
- 10. Staff Report
- 11. Other Business and Communications
- 12. 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~~ **submitted in** writing by the proposer when required by the ~~Chairperson, or any~~ **voting** 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; **and**
  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~~ 16.7 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 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.~~ **Code and is part of the 3-C transportation planning process described in Section 10.**
- 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.~~ **serve as an advisory body to the Board of Directors on transportation issues and to propose and recommend plans, programs, studies, and other activities pertaining to transportation planning.**

## 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.~~ **SEMPO.**
- 21.2 Voting Members: There shall be fifteen (15) voting members ~~on~~ **of** the TPC, comprised as follows: **follows (each entity shall have one (1) voting member):**
- ~~• 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~~
- Alexander County
- Bootheel Regional Planning and Economic Development Commission
- Cape Girardeau Area MAGNET
- Cape Girardeau County
- Cape Girardeau County Transit Authority
- Cape Girardeau Regional Airport
- Cape Special Road District
- City of Cape Girardeau
- City of Jackson
- City of Scott City
- Scott County
- Southeast Missouri Regional Planning and Economic Development Commission
- Southeast Missouri Regional Port Authority
- Southeast Missouri State University
- Village of East Cape Girardeau

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~~

**Non-Voting Members:** The following entities shall be non-voting members of the Technical Planning Committee:

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

~~21.3 Appointment~~ **21.4 Appointments** to the ~~Transportation~~ **Technical** 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.~~
1. Appointments to the Technical Planning Committee shall be made by the respective governing bodies of each participating entity except as otherwise specified. Participating entities may change their member representative(s) at any time during the member's term upon written notification.
2. Terms of Appointment. All members of the Technical Planning Committee shall serve a two (2) year term. There shall be no limit on the number of terms a representative may serve as a member. Each term shall begin on the first day of SEMPO's fiscal year and end on the last day of the following fiscal year.
3. Alternates. Each representative appointed to the Technical Planning Committee shall, in writing, designate an alternate, who may exercise full member powers during their absence. The representative and their alternate shall serve corresponding terms.
4. The Technical Planning Committee may, as it deems essential and necessary, add or remove voting and non-voting members through the amendment of these Bylaws as set out in Article IV.

## **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. The~~ Technical Planning Committee shall elect officers at or before the last meeting of SEMPO's fiscal year. There shall be two (2) officer positions: Chairperson and Vice Chairperson. Additional officer positions may be created through the amendment of these Bylaws as set out in Article IV. Officer terms shall be for a period of one (1) year and begin on the first day of the fiscal year following the election.
- 22.2 ~~The Chairperson of the Technical Planning Committee shall preside at all meetings. The~~

~~Chairperson may call special meetings of the Technical Committee.~~ meetings of the Technical Planning Committee, and may call special meetings as necessary.

- 22.3 The Vice Chairperson shall assume the responsibilities of the Chairperson in his or her absence.
- 22.4 If the Chairperson and the Vice Chairperson are both absent, then the Technical Planning Committee shall appoint a member to preside over the meeting.

### **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~~ the Technical Planning Committee and not contained herein shall be governed by “Robert’s Rules of Order”.
- 23.2 The ~~Transportation~~ Technical 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.~~ SEMPO staff shall be responsible for providing notice of each meeting in accordance with the Missouri Sunshine Law.
- 23.3 All meetings of the ~~committee~~ Technical Planning Committee shall be open to the ~~general public.~~ public except as provided for in the Missouri Sunshine Law.
- 23.4 ~~A quorum shall be six or more of the voting members.~~ A quorum of the Technical Planning Committee shall consist of at least six (6) voting members or their alternates. The Technical Planning Committee shall not take official action on any matter unless a quorum is present.
- 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.~~ Voting members shall be physically present or participate by telephone or video conference in order to vote during any Technical Planning Committee meeting.

### **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.~~ SEMPO MPA.
- 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.~~

25.1 The City of Cape Girardeau shall provide administrative services and staff support to the Technical Planning Committee and all other SEMPO committees and groups as authorized in the Memorandum of Understanding.

## **Section 26 Meeting Conduct Procedures**

26.1 Order of Business. The business of the ~~committee~~ **Technical Planning Committee** shall be taken up for consideration and disposition in the following order, unless ~~the order shall be suspended by two thirds consent.~~ **revised upon approval of a majority of the voting members present:**

1. Call to Order
2. ~~Introduction of guests/visitors~~ **Introductions**
3. ~~Public comment~~ **Comments**
4. Adoption of ~~agenda~~ **Agenda**
5. Approval of ~~minutes~~ **Minutes** of previous ~~meetings~~ **meeting(s)**
6. Financial Report
7. Communications from the Chairperson
8. New/Unfinished business
- ~~9. Other communication~~
- ~~10. Adjournment~~
- 9. Member Reports**
- 10. Staff Report**
- 11. Other Business and Communications**
- 12. 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.~~ submitted in writing by the proposer when required by any voting member of the Technical Planning 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; and
  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]*

## Article IV. Amendments of Bylaws

### **Section 30 Amendments of Bylaws**

- 30.1 These Bylaws may be amended upon approval by at least five (5) of the voting members of the Board of Directors. Any proposed amendment shall be in writing and distributed to the Board of Directors at least twenty-eight (28) days prior to the date of the meeting at which the amendment will be considered.

# APPENDIX A

