

**Cartersville-Bartow Metropolitan Planning Organization
Policy Committee Bylaws**

Article I - Name

The name of this organization shall be the Policy Committee for the Cartersville-Bartow Metropolitan Planning Organization (CB-MPO) which includes the governments of Adairsville, Cartersville, Euharlee, Emerson and Bartow County.

Article II – Mission and Responsibilities

1. The Policy Committee (PC) is the forum for cooperative decision-making among local governments, transportation agencies that oversee or operate major transportation modes within the Metropolitan Planning Organization geographical area, and appropriate State officials. The PC has the following responsibilities:
 - A. To review and approve all transportation study plans and programs resulting from the CB-MPO.
 - B. To ensure that a continuing, comprehensive, and cooperative transportation process is maintained through a current Urban Transportation Study that is responsive to applicable laws, rules, and regulations and that its components including a Long Range Transportation Plan, a Unified Planning Work Program, a Transportation Improvement Program, and other plans and reports responsive to the transportation needs of local governments and developed through appropriate public involvement.
 - C. To set priorities on the implementation of transportation projects based on the results of the Urban Transportation Study and the recommendations of the Technical Coordinating Committee.
 - D. To serve as a liaison between the results of the transportation planning process and the participating governments and other resource agencies in coordination with transportation plans.
 - E. To appoint members to the Technical Coordinating Committee according to member positions as recommended by staff and to add or delete positions when deemed necessary.
 - F. To establish other transportation study committees as needed.
 - G. To establish and maintain a Public Involvement Program as developed through a Public Participation Plan.

2. The PC has the responsibilities through the Cartersville-Bartow Metropolitan Planning Organization (CB-MPO) to address the planning factors mandated by Title 23 USC Section 134, which are as follows:
 - A. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
 - B. Increase the safety of the transportation system for motorized and non-motorized users.
 - C. Increase the ability of the transportation system to provide security for motorized and non-motorized users.
 - D. Enhance the integration, accessibility and mobility option for people and freight.

- E. Protect and enhance the environment, energy resources, and the quality of life
- F. Promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- G. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- H. Promote efficient management and operation of the transportation system emphasizing preservation of the existing system.

Article III - Organization

1. The membership of the PC is appointed through a joint resolution approved by the participating local governments.
 - a) The voting membership consists as follows:
 - i. Sole Commissioner, Bartow County Commissioner
 - ii. Mayor, City of Adairsville
 - iii. Mayor, City of Cartersville
 - iv. Mayor, City of Euharlee
 - v. Mayor, City of Emerson
 - vi. Bartow County Administrator
 - vii. City of Cartersville Manager
 - viii. Bartow County Assistant Administrator
 - ix. City of Cartersville Planning & Development Director
 - x. Commissioner, Georgia DOT or State Transportation Director of Planning
 - b) The non-voting advisory members shall be composed of the following or approved alternate:
 - i. Director, Cartersville-Bartow Metropolitan Planning Organization
 - ii. Georgia DOT Board Member, Congressional District 11
 - iii. GA Division Administrator, Federal Highway Administration
 - iv. Regional Administrator, Federal Transit Administration
 - v. District Engineer, District 6, Georgia DOT
 - vi. District Planning & Programming Engineer, District 6, Georgia DOT
 - vii. West Georgia Branch Chief, Office of Planning, Georgia DOT
 - viii. Executive Director, Northwest Georgia Regional Commission
 - ix. Planning Director, Northwest Georgia Regional Commission
 - c) Proxy Representatives
 - i. Each voting member may designate a permanent or temporary (as needed basis) proxy representative from their agency or local government; said proxy shall have the authority to vote on behalf of that member in the absence of that member. Provided, however, that no voting member of the PC may serve as the proxy for another member. Duly designated individuals

serving as a proxy for a member shall be counted towards the number of members required for a quorum.

1. An official letter designating a permanent proxy shall be presented annually and kept on file with the office of the Director of the MPO.
2. This provision does not preclude the member from attending meetings and voting on any action of the PC in place of their designated permanent proxy. A temporary proxy does not require an official letter be kept on file.

Article IV - Election of Officers

1. The PC shall elect from its voting members ~~have a Chairperson and a Vice Chairperson, and a Secretary.~~ The Chairperson and Vice Chairperson shall be elected from those voting members who are local elected or appointed officials. The Secretary shall be appointed by the Chairperson; and the Secretary may designate an assistant who may not be a member of the PC to assist in carrying out duties.
2. After the initial organizational meeting, elections shall take place at the last annual PC business meeting of the fiscal year providing there is a majority of the voting members present. The term of office for all officers shall be for one year or until such time as new officers are elected.
3. Election of the Chairperson, Vice Chairperson shall be by a majority of the voting membership at a meeting where a quorum is present.
4. Should the Chairperson position become vacant in mid-term, the Vice Chairperson shall become the Chairperson; and a new Vice Chairperson will be elected. Should the Vice Chairperson be unable to serve as Chairperson, a special election shall be conducted to fill the both positions for the unexpired term.
5. An officer may succeed himself/herself with no limitations to the number of terms.

Article V - Duties of Officers

1. The Chairperson shall have the following duties:
 - A. Preside over all meetings of the PC.
 - B. Authenticate, by signature, all minutes, resolutions and other official instruments adopted by the PC.
 - C. Serve as the chief policy advocate for the Committee.
 - D. Represent the PC at hearings, conferences and other events as required or designate another member of the Committee and/or the Project Director to serve in their place.
2. The Vice Chairperson shall have the following duties:
 - A. Perform the duties of the Chairperson in the absence of the Chairperson.

- B. Perform other functions delegated by the Chairperson.
- 3. The Secretary shall have the following duties:
 - A. Conducting required meeting announcement and agenda activities.
 - B. Recording the proceedings of each PC meeting.
 - C. Preparing minutes, resolutions, and other official instruments for committee action.

Article V - Duties of the Director

- 1. The Project Director, or their designee, shall be the director of the primary agency responsible for the planning activities of the C-B MPO and shall have the following duties:
 - A. Shall coordinate all activities of the C-B MPO.
 - B. Conduct required meeting announcement and agenda activities. Prepare the meeting agenda and distribute it to the Policy Committee members no later than one week prior to any scheduled meeting. Members desiring an item to be included on a meeting agenda shall notify the Project Director no later than two weeks prior to the meeting.

Article V - Meetings

- 1. Regular meetings of the PC shall be held at least quarterly or as necessary to carry out responsibilities of the transportation planning process and to maintain compliance with the Federal transportation planning process, at the location as directed by the PC.
- 2. An annual business meeting shall be the first meeting of the new fiscal year. The first meeting of the fiscal year shall be held in July.
- 3. Special meetings may be called by the Chairperson when deemed to be in the best interest of the Committee. The Project Director shall have the ability to call special meetings of the Policy Committee with the approval of the Policy Committee Chair
- 4. Special meetings may also be called by petition to the Chairperson by a simple majority of members of the Committee. However, a special meeting called in this manner will be subject to the following regulations:
 - A. The notice of any such meeting shall state the reason(s) that the meeting has been called, the business to be transacted, by whom the meeting is being called, and the time and place of the meeting, and
 - B. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all members in attendance at such meeting.
- 5. No business may be conducted by the PC unless a quorum of the membership is present. The presence in person of a simple majority of the PC voting membership at PC meetings shall constitute a quorum for official business transaction.

- A. Participation in a meeting via telephone conference call, or two-way video communication device or other similar method which allows each member of the PC participating in the meeting to hear and speak to each other member participating in the meeting shall be permitted and considered as being present in person.
6. The Chairperson shall cause a notice to be sent to all members of the Committee at least seven (7) calendar days in advance of the meeting date giving the time and place of the meeting and the preliminary agenda.
7. Any regularly scheduled meeting may be cancelled either by the Chairperson or by a majority vote of the members taken during a regularly scheduled meeting.
8. The members of the Committee must be given notice at least seven (7) calendar days in advance of the regularly scheduled meeting date when meetings are cancelled.
9. The agenda for the Committee meetings shall be reviewed/approved by the Chairperson and the order of business shall be at the discretion of the Chairperson.
10. In the event an important issue arises, which must be decided before the next scheduled committee meeting, a special telephone solicitation shall be made in order to act on such unanticipated matters. This method shall be used only in extreme cases.
11. Upon petition by a simple majority of members of the Committee, the Chairperson shall place item(s) on the agenda with notice of at least seven (7) calendar days prior to the scheduled date for the meeting.
12. Official action on agenda items, properly seconded and discussed, will be voted on by the members in attendance. Motions will be passed or approved when a simple majority of the members in attendance vote in favor of the motion. The Chairperson is entitled to vote on all matters.

Article VI - Rules of Order

1. The PC shall conduct business as prescribed in Robert's Rules of Order Revised in all areas of parliamentary procedure unless prescribed otherwise by amendment to these By-laws. However, any rules formally adopted by the PC, including these By-laws will have precedence when in conflict with Roberts Rules of Order.
2. The Secretary of the PC shall be the Policy Committee's Parliamentarian.

Article VIII - Amendment to by-laws

1. These by-laws may be amended by an affirmative vote of a simple majority of the full voting membership of the PC. The proposed by-law amendment shall be presented for consideration at a PC meeting providing there is at least two weeks prior notice of the proposed amendment.

2. Action to modify, change or repeal the By-laws will be deemed effective immediately unless specified differently by such change in the By-laws.

Date of By-law adoption: _____

SIGNED

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Peter Olson – Chairman, Policy Committee, Cartersville-Bartow Metropolitan Planning Organization

ATTEST

| _____
~~Name~~ Kathy Foulke – Secretary, Policy Committee, Cartersville-Bartow Metropolitan Planning Organization