

**BYLAWS  
OF THE  
ALAMO AREA METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION POLICY BOARD**

**ARTICLE I**

**TRANSPORTATION POLICY BOARD INFORMATION**

**Background**

On November 8, 1974, the City of San Antonio, Bexar County, and the State of Texas agreed to participate in a continuing, comprehensive, cooperative transportation planning process for the San Antonio-Bexar County Urban Transportation Study area as provided in the Federal-Aid Highway Act of 1962. On January 12, 1978, the Metropolitan Transit Authority, also known as VIA Metropolitan Transit, became a signatory party to that agreement. The San Antonio – Bexar County Urban Transportation Study Steering Committee, now known as the Transportation Policy Board, has been designated by the Governor as the Metropolitan Planning Organization (MPO) for the San Antonio urbanized area with a Metropolitan Area Boundary that encompasses all of Bexar, Comal and Guadalupe Counties and a portion of Kendall County. The Transportation Policy Board is a one-committee structure composed of elected officials of general-purpose local government, transportation agency staff and other stakeholders which have responsibility for project implementation within the study area.

**ARTICLE II**

**ORGANIZATION OF THE TRANSPORTATION POLICY BOARD**

**A. General Purpose**

The Transportation Policy Board will furnish policy guidance and direction for the MPO and manage the affairs of the MPO.

**B. Number of Representatives**

The Transportation Policy Board will furnish policy guidance and direction for the MPO. This Board will consist of six (6) representatives from the City of San Antonio, four (4) of which shall be members of the San Antonio City Council and two (2) shall be appointed by the City of San Antonio; four (4) representatives from Bexar County, three (3) of which shall be members of Bexar County Commissioners Court and one (1) shall be appointed by Bexar County; one (1) elected official from Comal County, one (1) elected official from the City of New Braunfels, one

(1) elected official from Guadalupe County, one (1) elected official from the City of Seguin, one (1) elected official from the Kendall County Geographic Area\*, one (1) appointed official from the Texas Department of Transportation; one (1) representative from the Metropolitan Transit Authority, one (1) representative from the Advanced Transportation District, one (1) representative from the Alamo Regional Mobility Authority, one (1) Mayor representing the Greater Bexar County Council of Cities, and one (1) elected official from the Northeast Partnership of Cities.

**C. Voting**

The voting membership will be as follows:

<b>VOTING MEMBERSHIP</b>	
City of San Antonio	4 elected officials; 2 appointed
County of Bexar	3 elected officials; 1 appointed
Comal County	1 elected official
City of New Braunfels	1 elected official
Guadalupe County	1 elected official
City of Seguin	1 elected official
Kendall County Geographic Area*	1 elected official
Metropolitan Transit Authority	1 appointed
Advanced Transportation District	1 appointed
Alamo Regional Mobility Authority	1 appointed
Texas Department of Transportation	1 appointed
Greater Bexar County Council of Cities	1 Mayor
Northeast Partnership of Cities	1 elected official

\* Representative should be an elected official residing in Kendall County appointed by the Mayor of the City of Boerne.

**D. Designation of Representatives**

Each agency or coalition shall designate its representative(s) to the Transportation Policy Board through written communication to the MPO Chair. Voting members of the Transportation Policy Board may have an alternate member to exercise a member’s authority. The representing entities of voting members on the Transportation Policy Board shall also designate alternate members in writing to the MPO Chair prior to the first meeting for which the alternate is designated. The alternate designated by a member organization will count toward a quorum and may vote on any matter. Alternates representing elected officials shall be elected or formerly elected officials from the appointing entity. The authority of an alternate member designated under this policy shall continue until it is rescinded or changed by written notice from the designating entity to the MPO Chair.

**E. Resignation**

Any member of the Board may resign at any time. Such resignations shall be made in writing to the appointing entity and shall take effect at the time specified therein or, if no time is specified, at the time of its receipt. The acceptance of resignation shall not be necessary to make it effective, unless expressly so provided in the resignation. The appointing entity shall take action to fill any vacancy as outlined in Article II, Section D.

**F. Meetings and Attendance**

The Transportation Policy Board shall attempt to meet monthly and any such meetings must be conducted in accordance with the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code. Regular attendance of all Board members is needed to make sound policy decisions that reflect the needs of the entire planning area. After three consecutive absences during one twelve month period, the MPO Chairperson will consult with the absent member’s nominating entity and decide on a course of action for that individual’s future participation.

**G. Ex-Officio Non-voting Membership to the Transportation Policy Board**

The non-voting membership of the Transportation Policy Board shall be as follows:

<b>NON-VOTING MEMBERSHIP</b>
Federal Highway Administration
Federal Transit Administration
Texas Department of Transportation (Austin Office)
President/CEO (or staff designee) of the Metropolitan Transit Authority
San Antonio Mobility Coalition
Alamo Area Council of Governments (AACOG)

**Non-voting members can neither make nor second motions, but can participate in discussions in all sessions, including executive sessions.**

## **ARTICLE III**

### **FUNCTIONS OF THE TRANSPORTATION POLICY BOARD**

#### **General Functions**

1. Provide policy guidance for the transportation planning process.
2. Adopt and revise policies necessary to meet the needs of the Transportation Policy Board, including but not limited to Funding Procedures for Planning Studies, Public Participation Plan, Guidelines for Programming Projects in the Transportation Improvement Plan and an Ethics Policy.
3. The Public Participation Plan Policy shall provide citizens, affected public agencies, representatives of public transportation employees, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the MPO's transportation plans and programs.
4. Carry out in cooperation with the State and local governments and annually certify a transportation planning process that is in full compliance with Federal requirements outlined in 23 USC 134, 49 USC 1607, 42 LSC 7504, 7506, (c) and (d), The Clean Air Act, as amended, Section 174 and 176 (c), as well as other applicable requirements as specified in 23 CFR Part 450.114.
5. Set goals and cooperatively determine the responsibilities of the participating agencies for planning tasks and a budget in the Unified Planning Work Program.
6. Review and adopt the regional transportation plans (revised as necessary) which provides for both the near-term and long-term needs of the Study area.
7. Develop in cooperation with the State and local governments and annually endorse a staged multi-year Transportation Improvement Program which includes projects in or serving the metropolitan area, initiated by the implementing agencies, and consistent with the Metropolitan Transportation Plan.
8. Review and revise the limits of the Study area as necessary.
9. Designate a Technical Advisory Committee (TAC) and any other such offices, technical committees, or task forces as found necessary to carry out the transportation planning process.
10. Meet at intervals necessary to perform its function.
11. Appoint an MPO Director.

## **ARTICLE IV**

### **ELECTION OF CHAIR AND VICE-CHAIR, DUTIES OF CHAIR AND VICE-CHAIR AND TERMS OF OFFICE OF THE TRANSPORTATION POLICY BOARD**

#### **A. Election of Chair and Vice-Chair**

Every two years, the Transportation Policy Board will elect a Chair and Vice-Chair from the elected officials on the Board. The Chair and Vice-Chair shall be elected by a majority of the Board members present at the meeting. Elections of Chair and Vice-Chair will occur in June 2015 and then in June of every odd year.

#### **B. Term of Office**

An elected official may serve as Chair or Vice-Chair of the Transportation Policy Board for a maximum of four (4) years. Service as Vice-Chair for four (4) years does not prohibit four (4) years of service as Chair or vice versa.

#### **C. Chairman of the Board**

The Chairman (Chair) shall act as the Chairman of the Board and have such powers and duties as may be prescribed and delegated by the Board. The Chair shall preside over the meetings of the Board and act as the lead representative of the Board externally and with the MPO Director.

#### **D. Vice-Chairman of the Board**

If, for any reason, the Chair of the Transportation Policy Board is unable or unavailable to perform those duties for which he/she has been given authorization, the Vice-Chair of the Transportation Policy Board is hereby authorized to act in his/her behalf to perform those duties. In the absence of both the Chair and Vice-Chair, the Transportation Policy Board will appoint a member to conduct the business meeting.

#### **E. Vacancies**

Vacancies in Chair or Vice-Chair whether created by resignation or otherwise, shall be filled by election of the Board of Directors for the remainder of the unexpired term. The election shall be held at the next regular meeting of the Board in accordance with Article IV, Section A.

## **ARTICLE V**

### **TRANSPORTATION POLICY BOARD MEETINGS**

#### **A. Quorum**

A quorum for meetings will consist of fifty (50) percent plus one or greater of the voting members or designated alternates of the Transportation Policy Board. Vacancies are defined as positions on the Transportation Policy Board that are not filled. Vacancies on the Transportation Policy Board will not count against the quorum.

#### **B. Meeting Agenda**

The Chair of the Board, with the advice of MPO Staff, shall establish the agenda of business to be transacted or considered at all Transportation Policy Board meetings. Any Transportation Policy Board member may submit an agenda item. If for any reason that item is not agendized by the Chair of the Board, the member may request consideration of the agenda item by three additional Transportation Policy Board members. Upon the request of three Board members MPO staff shall place the item on the next meeting agenda and the item may not be removed unless withdrawn by the requestors.

#### **C. Conduct of Meetings**

At the meetings of the Board, matters pertaining to the business of the MPO shall be considered in accordance with rules of procedure as from time to time prescribed by the Board. Robert's Rules of Order, Revised will apply to all meetings unless otherwise determined by the Board.

## **ARTICLE VI**

### **COMMITTEES OF THE BOARD**

#### **A. Executive Committee**

The Executive Committee will be comprised of nine (9) Transportation Policy Board members. The Chair and Vice-Chair of the Transportation Policy Board will also serve as the Chair and Vice-Chair of the Executive Committee. Seven (7) other members will be recommended by the Chair and appointed by the Transportation Policy Board . The Executive Committee shall be comprised as follows City of San Antonio (2), Bexar County (2), Texas Department of Transportation (1), Elected Bexar County area suburban city representative (1), VIA Metropolitan Transit (1), Comal County geographic area representative (1), and Guadalupe County geographic area representative (1). If the Chair or Vice-Chair is a representative from the Executive Committee makeup, their position shall be included in the membership of nine. If the

Chair or Vice-Chair is an elected official from an entity not part of the Executive Committee makeup, the Executive Committee membership shall be increased to ten (10). All tie votes of the Executive Committee will be forwarded to the full Transportation Policy Board for their consideration. If a member of the Executive Committee is unable to attend an Executive Committee meeting, they may designate an alternate to attend such meeting. The designated representative must represent the same entity of the Executive committee member and such designation must be communicated to the MPO Director at least twenty-four (24) hours before the meeting.

The Executive Committee reports and makes recommendations to the Transportation Policy Board. In discharging its responsibilities from the Board, the Executive Committee shall:

1. Annually review and recommend to the Board any necessary modifications to the Board's governance guidelines and Bylaws to ensure consistency with applicable rules regulations and reflect the evolving nature of the MPO.
2. Annually review the Board's committee structure and recommend to the Board any changes that may be required to accommodate a changing environment.
3. Establish the MPO Director's performance objectives for approval by the Board.
4. Ensure that the annual performance appraisal of the MPO Director is completed in a timely manner and that the criteria of the appraisal are consistent and aligned with the objectives that have been approved by the Board.
5. Assist and advise the MPO Director with certain critical issues, external communications and matters of a strategic and/or tactical nature while always being mindful that some of these matters may require full Board authorization.
6. Assist and advise the MPO staff with the development of the annual budget and any other pertinent financial issues.

#### **B. Nominating Committee**

The Board Chairman shall appoint the three (3) member Nominating Committee. The Nominating Committee will consist of three elected officials who are Board members and have no interest in becoming Chair or Vice-Chair for the term being considered. The Committee is to provide a recommended slate of officers for the positions of Chairman and Vice-Chairman, biennial election of officers. The Nominating Committee shall ask all members of the Board for recommendations for the slate of Officers. The Chairman of the Nominating Committee shall be the presiding officer over the election process during the Board Meeting. During the election

process, in addition to the recommended slate of officers, the Board may make nominations from the floor to ensure every elected official is given the opportunity to be considered for office. Elections of Chair and Vice-Chair will occur in June of every odd year.

### **C. Other Committees**

The Board Chair or Executive Committee may appoint Committees on an as needed basis to advise the Board on the activities of the MPO. Such Committees may include voting, non-voting Board members as well as members from the communities. Upon the satisfactory completion of the tasking, the Committee may be disbanded by the Board Chair or Executive Committee.

## **ARTICLE VII**

### **ADVISORY COMMITTEES**

#### **A. General**

The Transportation Policy Board may appoint, as needed, Advisory Committees to advise the Board on the activities of the MPO. Such Committees may include Transportation Policy Board members and non-Board members. All Advisory Committees of the Board and subcommittees of Advisory Committees will be required to comply with the Texas Open Meetings Act. The Transportation Policy Board also has the discretion to eliminate, consolidate or create any Advisory Committee that it deems appropriate. Advisory Committees may also be established from time-to-time by the Chairman of the Board as necessary to conduct special, one-time investigations and/or special activity and reports. Upon the satisfactory completion of the tasking, the Chairman of the Board will disband the Advisory Committee.

#### **B. Technical Advisory Committee**

The role of the Technical Advisory Committee (TAC) is to provide technical advice to the Transportation Policy Board on elements of the transportation planning process. At a minimum, the TAC provides technical review and recommendation and/or action on:

- Metropolitan Transportation Plan and amendments
- Transportation Improvement Program and amendments
- Unified Planning Work Program (UPWP) and amendments
- Final reports, technical reports, and technical memoranda resulting from studies undertaken with planning funds programmed in the UPWP



In addition, the TAC provides other technical recommendations as requested by the Transportation Policy Board. The TAC will have the authority subject to the policies and by-laws of the Transportation Policy Board to create and oversee sub-committees. The TAC will adopt a policy that outlines its goals, membership, procedures and the creation of sub-committees. The TAC policy will be approved by the Transportation Policy Board. A member of the Transportation Policy Board may not serve simultaneously on the TAC. Alternate Board members may serve on the TAC.

## **ARTICLE VIII**

### **GENERAL ORGANIZATION OF THE METROPOLITAN PLANNING ORGANIZATION**

#### **A. Metropolitan Planning Organization (MPO) Director**

A Director acceptable to the Policy Board will be appointed by the Board to work in close cooperation with representatives of various governments and agencies within the Study area. The Director's principal responsibilities will be as follows:

1. Arrange for meetings of the Policy Board and any other subcommittee or task force created by the Policy Board.
2. Maintain the records, meeting minutes, library, and other documents or correspondence associated with the functions of the Policy Board.
3. Maintain liaison and act in an advisory capacity to the Policy Board.
4. Coordinate and maintain liaison between the cities, counties, state, transit operators and other governmental agencies in the continuing transportation planning process.
5. Coordinate and develop the Unified Planning Work Program, the Metropolitan Transportation Plan, and the Transportation Improvement Program in cooperation with participating agencies.
6. Report to the Policy Board on the status of the transportation planning process and recommend special studies, revisions to the Metropolitan Transportation Plan, the Transportation Improvement Program, or the Unified Planning Work Program.
7. Assemble and maintain an adequate, competent staff to perform all appropriate MPO activities as required by law.

## **B. Authorizations**

Based on action taken by the Transportation Policy Board on consultant contract issues, the MPO Director is authorized to execute, sign, and enter into any and all agreements on behalf of the MPO which are necessary to carry out the transportation planning process as delineated in the latest approved Unified Planning Work Program.

## **ARTICLE IX**

### **AMENDMENTS**

These Bylaws may be amended by a two-thirds majority vote of the Transportation Policy Board or their designated alternates in attendance at any duly called meeting wherein an official quorum is present provided, however, that any such proposed amendments are fully set out in writing and furnished to each voting member ten (10) days in advance of the meeting where action is to be taken.

## **ARTICLE IX**

### **EFFECTIVE DATE**

These Bylaws shall become effective upon the adoption of the Board (December 4, 2017).