

BYLAWS AND OPERATION PROCEDURES
OF THE
JONESBORO
METROPOLITAN PLANNING ORGANIZATION

Approved: November 20, 2007

CONTENTS

Chapter I - Overview	1
Study Organization and Management	1
Organizational Structure	2
MPO Map	3
Chapter II - Responsibilities of the Metropolitan Planning Organization	4
Transportation Policy Committee	4
Technical Advisory Committee	4
Transportation Study Director and MPO Staff	5
Other Advisory Committees	6
Chapter III - Bylaws and Operating Procedure of the Transportation Policy Committee	7
Name	7
Composition	7
Voting Members	7
Alternate Members	7
Non-Voting Members	7
Organization	8
Duties of the Chairperson	8
Meetings	9
Quorum	9
Minutes	9
Administrative Support	9
Committees	9
Rules of Order	10
Amendment to Bylaws	10
Chapter IV - Bylaws and Operating Procedure of the Technical Advisory Committee	11
Name	11
Composition	11
Voting Members	11
Alternate Members	11
Non-Voting Members	12
Advisory Resource Representatives	12
Organization	12
Duties of Chairperson	12
Meetings	13
Administrative Support	13
Committees	13
Attachment A - Procedures for Public Comments	14

Public Comments on Agenda Items	14
Other Public Presentations	14
Written Comments	15
Invited Comments	15
Information Required	15
Amendment Notes	16

CHAPTER I

OVERVIEW

STUDY ORGANIZATION AND MANAGEMENT:

The Jonesboro Metropolitan Planning Organization (MPO) requires involvement of policy makers, technical staff, and the citizens to address various facets of the transportation planning process. The MPO is responsible for planning and developing a safe, efficient, and affordable transportation system for the designated region. The geographic extent of the MPO's designated region is shown on the Jonesboro Metropolitan Planning Organization Study Area map.

In April 2003, the State of Arkansas, the Cities of Jonesboro, Brookland, Bay, and Bono, Craighead County, and other jurisdictions or agencies that may, in the future, agreed to participate in a continuing, comprehensive, and cooperative transportation planning process for the Jonesboro Area Transportation Study jurisdiction. The 2003 agreement established the Policy Committee membership pursuant to Section 134 of Chapter 1 of Title 23 U.S.C. for the Jonesboro Metropolitan Planning Organization (MPO). The agreement provides for the establishment of the Technical Advisory Committee and other committees, as appropriate, to be specified in the Bylaws of the Jonesboro Metropolitan Planning Organization. On April 16, 2003, the Policy Committee adopted a resolution designating the City of Jonesboro as the fiscal agent for the Jonesboro Metropolitan Planning Organization.

The Transportation Planning activities of the MPO are concentrated in the urbanized areas of Craighead County. This area is also known as the Jonesboro Metropolitan Area. The Jonesboro Metropolitan Area encompasses more than 245 square miles. Based on the 1990 Census, more than 87 percent population of the MPO area resides within the incorporated limits of the cities of Jonesboro, Brookland, Bono, and Bay. Currently, five political jurisdictions are included in the study area. These are the City of Jonesboro, the City of Brookland, the City of Bono, the City of Bay, and the Craighead County.

The two-committee organizational structure of the Jonesboro Metropolitan Planning Organizations consists of the Transportation Policy Committee and the Technical Advisory Committee. The Transportation Policy Committee: eight elected and three appointed officials, is the policy making governing body and provides a forum for cooperative decision-making for the transportation planning process. The Technical Advisory Committee has twelve members appointed by the Policy Committee to assist in decision making process.

The Transportation Study Director is responsible to the MPO Transportation Policy Committee. A majority of the technical and administrative activities dealing with the conduct of the MPO are accomplished by the Transportation Study Director. Technical support for the MPO activities is provided by the Planning and Research Division and District 10 of the Arkansas State Highway and Transportation Department (AHTD) by virtue of representation on the Technical Advisory Committee and the Transportation Policy Committee.

The Jonesboro Economical Transportation Service (JETS) provides transit service for a major portion of the City of Jonesboro. The JETS participates in the transportation planning process by representation on the Technical Advisory and the Transportation Policy Committees.

ORGANIZATIONAL STRUCTURE:

The Jonesboro Metropolitan Planning Organization shall comprise:

1. Transportation Policy Committee
2. Technical Advisory Committee
3. Transportation Study Director and MPO Staff
4. Other Advisory Committees

MPO MAP

CHAPTER II

RESPONSIBILITIES OF THE METROPOLITAN PLANNING ORGANIZATION

Transportation Policy Committee:

The policy body of the organization is the Transportation Policy Committee composed of the elected officials of the general purpose local government entities and appointed officials of the providers of transportation in the metropolitan area. This Committee provides the forum for cooperative decision-making and has the following responsibilities:

1. Approve goals and objectives of the transportation planning process.
2. Review and adopt changes in transportation planning concepts.
3. Review and approve the Unified Planning Work Program (UPWP).
4. Review and adopt the Transportation Improvement Program (TIP) including project priorities and changes in the priority schedule.
5. Review and adopt the Annual List of Projects (ALOP) to publish in the TIP.
6. Review and adopt the Metropolitan Transportation Plan (MTP) and its revisions.
7. Ensure the efficient and effective use of the Federal Highway Administration (FHWA) Section 112 and the Federal Transit Administration (FTA) Section 5303 planning funds.
8. Encourage the development, implementation, and surveillance of plans to reduce transportation generated air pollution within the study area.
9. Serve as liaison representatives between various governmental units in the study area to obtain optimum cooperation of all governmental units in implementing various elements of the plan.
10. Ensure citizen participation in the transportation planning process through a pro active public participation plan.
11. Cooperate with the Fiscal Agent to Hire, terminate, evaluate, and supervise the Transportation Study Director.

Technical Advisory Committee:

Each Transportation Policy Committee member appoints one or more persons from the organization being represented by the Transportation Policy Committee member to assist in decision making process. Each member is appointed based on the technical ability needed to perform transportation planning activities of the MPO. Currently, the Technical Advisory Committee has twelve-members.

The Technical Advisory Committee reports directly to the Transportation Policy Committee and works closely with the MPO Transportation Study Director and the staff. The Technical Advisory Committee has the following responsibilities:

1. Assist the Transportation Policy Committee with technical tasks associated with developing the Unified Planning Work Program (UPWP) and recommend its adoption by the Transportation Policy Committee.
2. Review transportation related studies within the Jonesboro Metropolitan Planning Area and make recommendations to the Transportation Policy Committee and other agencies.
3. Provide technical support in the preparation of Metropolitan Transportation Plan and recommend its adoption by the Transportation Policy Committee.
4. Review the Transportation Improvement Program (TIP) and other high priority projects. Recommend its adoption by the Transportation Policy Committee.
5. Advise the Transportation Policy Committee on technical matters and, if specifically authorized by the Transportation Policy Committee, on the policy matters with accompanying recommendations and supporting rationale.

Transportation Study Director and MPO Staff:

The Transportation Study Director shall:

1. Take planning policy directions from and be responsible to the designated Transportation Policy Committee.
2. Supervise (hire, terminate, and evaluate) all MPO Staff as identified in the Unified Planning Work Program (UPWP). Maintain necessary staff to continually execute the transportation planning responsibilities required to keep the study up to date.
3. Administer and coordinate Metropolitan Planning Organization activities with signatories of the MPO and the Arkansas State Highway and Transportation Department (AHTD).
4. Assure compliance with the Federal and State Transportation Planning Regulations by providing reports and certifications to the sponsoring organizations.
5. Develop, revise, and obtain approval of the Metropolitan Transportation Plan (MTP) for the Jonesboro Metropolitan Area. MTP shall be developed with cooperation of AHTD, JETS, and other participants in the MPO activities.
6. Develop the Transportation Improvement Program (TIP) for the Jonesboro Metropolitan Area with cooperation of AHTD, JETS, and other participants in the MPO activities. Obtain the Transportation Policy Committee approval of the TIP and amendments to the TIP, as needed.
7. Develop and obtain approval of the Unified Planning Work Program (UPWP) for the Jonesboro Metropolitan Area.

8. Prepare Expenditure Reports and submit those to AHTD for reimbursement of expenditures.
9. Prepare and submit the annual performance report summarizing the progress of the UPWP.
10. Assist applicants in preparing applications for the Statewide Transportation Enhancement program, Safe Routes to School, and other statewide grants.
11. Provide staff support to the Transportation Policy Committee and the Technical Advisory Committee. Prepare the meeting agenda and distribute it to the Committee members no later than one (1) week prior to any scheduled meeting. Members desiring an item to be included on a meeting agenda shall notify the Transportation Study Director no later than two (2) weeks prior to the meeting.

Other Advisory Committees

Since the Transportation Policy Committee is responsible for the policy decisions regarding transportation planning, it may appoint additional advisory committees on an as required or as needed basis.

CHAPTER III
BYLAWS AND OPERATING PROCEDURES
of
The Transportation Policy Committee

Name:

The name of this committee shall be the Transportation Policy Committee for the Jonesboro Metropolitan Planning Organization.

Composition:

The present voting membership of this Committee, outlined in the Jonesboro Area Transportation Study Agreement of Understanding signed on April 16, 2003, is as follows.

Voting Members:

1. Three Members from the City of Jonesboro. Current members are the Mayor and two council members of the Jonesboro City Council.
2. Two Members from the County of Craighead. Current members are the Judge of the Craighead Quorum Court and a person appointed by the Judge.
3. One Member from the City of Brookland. Current member is the Mayor of the City of Brookland.
4. One Member from the City of Bono. Current member is the Mayor of the City of Bono.
5. One Member from the City of Bay. Current member is the Mayor of the City of Bay.
6. Two Members from the Arkansas State Highway and Transportation Department. Current members are the Planning and Research Engineer and the District Engineer.
7. One member from the Jonesboro Economical Transportation System (JETS) Advisory Board.

Alternate Members:

Each voting member may appoint an alternate member, by a written and formal designation, who may serve at any Transportation Policy Committee meeting in the voting member's absence. An Appointed alternate member will have the voting rights and privileges of the member when serving in the absence of the voting member.

Non-Voting Members:

1. One representative of the Federal Highway Administration.
2. One representative of the Federal Transit Administration.

3. One representative each from Environmental Resource Agencies who desires to serve.
4. Any State legislators, or United States Congressmen, whose districts include the study area and who desire to serve.
5. One member from East Arkansas Planning and Development District.

Organization:

1. The Transportation Policy Committee shall elect a Chairperson and a Vice Chairperson from among its voting members. Such election shall be by a majority of that voting membership.
2. The Chairperson and the Vice Chairperson shall be from different jurisdictions.
3. Elections shall take place on the first meeting of the calendar year.
4. An officer may succeed with no limitation to number of terms, except that such term will not continue in the event an officer becomes ineligible for membership on the Transportation Policy Committee.
5. The term of office shall be one year, from January to January or until such time new officers are elected.
6. The Chairperson or Vice Chairperson may be removed from office by a vote of the majority of all voting members of the Transportation Policy Committee.
7. In the event the Chairperson is unable to serve, the Vice Chairperson shall assume the office of the Chairperson and call a special election at the next meeting to fill the office of the Vice Chairperson for the remaining portion of the term. Should the Vice Chairperson be unable to serve, the Chairperson shall call a special election at the next meeting to fill the office of the Vice Chairperson for the remaining portion of term. If both the Chairperson and the Vice Chairperson are unable to serve, the Transportation Study Director shall call a special election at the next meeting to fill these vacancies for the remaining portion of the term.

Duties of the Chairperson:

1. The Chairperson shall preside at all meetings of the Transportation Policy Committee. During the absence of the Chairperson, the Vice Chairperson shall preside over meetings and shall exercise all the duties of the Chairperson.
2. The Chairperson shall authenticate, by signature, all resolutions adopted by the Transportation Policy Committee.
3. The Chairperson shall serve as chief policy advocate for the Transportation Policy Committee.

4. The Chairperson shall represent the committee at hearings, conferences, and other events as required or designate another member of the Committee, Chairperson of the Technical Advisory Committee, or the Transportation Study Director to represent the Chairperson.

Meetings:

1. The regular meeting day of the Transportation Policy Committee shall be the Third Tuesday in February, May, August and November or as established by a majority vote.
2. The Transportation Policy Committee shall meet for the purpose of reviewing the plan and actions which may materially affect the plan and its implementation.
3. The meetings will be held in accordance with the Arkansas Freedom of Information Act of 1967 as amended.
4. The Transportation Study Director shall serve as the Secretary to the Transportation Policy Committee.
5. The Transportation Study Director, as the Secretary to this Committee, may cancel a regularly scheduled meeting or call an additional meeting with the consent of the Chairperson and, at least, three other voting members.
6. In the absence of the Chairperson and Vice Chairperson from a regular or special meeting of the Committee at which a quorum is present, the remaining members present shall elect a presiding officer who shall serve until the conclusion of that meeting or until the arrival of the Chairperson or Vice Chairperson.
7. Opportunities for public comments shall be provided subject to guidelines of the Transportation Policy Committee, shown as Attachment A.

Quorum:

In order for business to be transacted, there must be a recognized quorum of voting members. Fifty-one percent (51%) or greater of the total committee voting membership shall constitute a quorum for the transaction of business at all meetings.

Minutes:

Minutes of all meetings shall be kept and recorded by the MPO Staff.

Administrative Support:

The MPO Staff shall provide administrative support to the Transportation Policy Committee.

Committees:

The Transportation Policy Committee may create ad hoc committees or other technical subcommittees on the advice of the Technical Advisory Committee.

Rules of Order:

The Transportation Policy Committee shall generally conduct business as prescribed in Roberts' Rules of Order in all areas of parliamentary procedures or any voting member may invoke the rules, as necessary.

Amendments to Bylaws:

These bylaws may be amended by a two-thirds affirmative vote of the total committee voting membership or alternate membership of the Policy Committee. A bylaw change shall be presented for consideration at a regular scheduled meeting of the Transportation Policy Committee. However, voting shall be deferred until the regular scheduled meeting following the meeting at which the bylaws change was proposed.

CHAPTER IV
BYLAWS AND OPERATING PROCEDURES
of
The Technical Advisory Committee

Name:

The name of this committee shall be the Technical Advisory Committee for the Jonesboro Metropolitan Planning Organization.

Composition:

Each Transportation Policy Committee member appoints one or more persons from the organization being represented by the Transportation Policy Committee member to assist in the decision making process. Each member is appointed based on the technical ability needed to perform transportation planning activities of the MPO. Currently, this committee has twelve members. The Technical Advisory Committee reports directly to the Transportation Policy Committee and works closely with the MPO staff.

Voting Members:

1. Three members from the City of Jonesboro. Current members are the Public Works Director, a professor from Arkansas State University, and the Vice President of Riceland Food, Inc.
2. Two members from the County of Craighead. Current members are a land developer and the 911 Coordinator.
3. One member each from Cities of Brookland, Bono, and Bay.
4. One member from Jonesboro Economical Transportation System (JETS) Board.
5. Three members from the Arkansas State Highway and Transportation Department (AHTD). Two members from Planning and Research Division, one from Planning and the other from Public Transportation Programs, and One member from District 10.

Membership in the Technical Advisory Committee is by virtue of the expertise in transportation planning. Therefore, the attendance of the meetings is of utmost importance. More than three (3) absences of regular scheduled meetings by a member or his designated alternate during a calendar year shall be reported to the Transportation Policy Committee.

Alternate Members:

Each voting member may appoint an alternate member, who may serve at any Technical Advisory Committee meeting in the voting member's absence. An Appointed alternate member will have the voting rights and privileges of the member when serving in the absence of the voting member.

Non-Voting Members:

1. One representative of the Federal Highway Administration.
2. One representative of the Federal Transit Administration.
3. One representative each from Environmental Resource Agencies who desires to serve.
4. City Planner, City of Jonesboro.
5. One representative of the Transportation Committee of the Jonesboro Regional Chamber of Commerce.
6. One member from East Arkansas Planning and Development District.

Advisory Resource Representatives:

1. One representative each of the Railroads serving the area.
2. One representative each of Traffic Police Departments within the area.
3. One representative each of School Districts within the area.
4. One representative of Arkansas State University.

Organization:

1. The Technical Advisory Committee shall elect a Chairperson and a Vice Chairperson from among its voting members. Such election shall be by a majority vote of that voting membership.
2. Elections shall take place on the first meeting of the calendar year.
3. The Chairperson and the Vice Chairperson shall be from different jurisdictions.

Duties of the Chairperson:

1. The Chairperson shall preside at all meetings of the Technical Advisory Committee. During the absence of the Chairperson, the Vice Chairperson shall preside over meetings and shall exercise all the duties of the Chairperson.
2. The Chairperson shall represent the committee at hearings, conferences, and other events as required or designate another member of the Committee to represent the Chairperson.
3. In the event the Chairperson is unable to serve, the Vice Chairperson shall assume the office of the Chairperson and call a special election at the next meeting to fill the office of the Vice Chairperson for the remaining portion of the term. Should the Vice Chairperson be unable to serve, the Chairperson shall call a special election at the next meeting to fill

the office of the Vice Chairperson for the remaining portion of term. If both the Chairperson and the Vice Chairperson are unable to serve, the Transportation Study Director shall call a special election at the next meeting to fill these vacancies for the remaining portion of the term.

Meetings:

1. The regular meeting day of the Technical Advisory Committee shall be the First Tuesday of each month or as established by a majority vote.
2. The Technical Advisory Committee shall meet for the purpose of reviewing the plan and actions which may materially affect the plan and its implementation.
3. The Transportation Study Director, as the Secretary to this Committee, may cancel a regularly scheduled meeting or call an additional meeting with the consent of the Chairperson and, at least, three other voting members.
4. In the absence of the Chairperson and Vice Chairperson from a regular or special meeting of the Committee, the remaining members present shall elect a presiding officer who shall serve until the conclusion of that meeting or until the arrival of the Chairperson or Vice Chairperson.
5. Opportunities for public comments shall be provided subject to guidelines of the Transportation Policy Committee, shown as Attachment A.
6. Summary of all meetings shall be kept and recorded by the MPO Staff.
7. A quorum would consist of Fifty-one percent (51%) or greater of the total committee voting membership for the transaction of business at all meetings.

Administrative Support:

The MPO Staff shall provide administrative support to the Technical Advisory Committee.

Committees:

The Technical Advisory Committee may create ad hoc committees or technical subcommittees.

ATTACHMENT A

PROCEDURES FOR PUBLIC COMMENTS

The Jonesboro Metropolitan Planning Organization encourages public comments on any and all matters relevant to metropolitan transportation planning. To assure fair and equitable opportunities for all citizens desiring to address the MPO Committee meetings, the following public comment procedures have been established:

Public Comments on Agenda Items:

Public comments related to agenda items will be allowed as particular matters are being acted upon or discussed. Comments will be limited to three (3) minutes and the applicant must sign up at least five (5) minutes before the start of the meeting. Persons wishing to address more than one agenda item may do so during their allotted time.

An agenda and sign-up sheet will be made available at the meeting place at least ten (10) minutes prior to the start of the meeting.

Other Public Presentations:

Groups or individuals desiring to make presentations to the Transportation Policy Committee will be advised by the Transportation Study Director to make their presentation first to the Technical Advisory Committee. Notwithstanding the advice of the Transportation Study Director, the group or individual can make presentation to the Transportation Policy Committee. The Transportation Policy Committee, after hearing the presentation, will direct the MPO Staff for any further action.

Requests for public presentations not related to business indicated on the agenda must be submitted to the Chairperson two (2) weeks in advance of the regular meeting and will be added to the agenda at the Chairperson's discretion. If approved as an agenda item, the presentation will be limited to ten (10) minutes.

Requests to deliver such a presentation should be submitted in writing to:

Chairperson
Transportation Policy Committee
c/o Transportation Study Director
Jonesboro Metropolitan Planning Organization
519 West Washington Avenue
P.O. Box 1845
Jonesboro, Arkansas 72403-1845

The citizens may use the following E-mail address, Fax, or Phone numbers for submitting material for presentation.

E-mail: mpo@jonesboro.org
Fax: (870) 933-4626
Phone: (870) 933-4623

Written Comments:

The Jonesboro Metropolitan Planning Organization welcomes written comments relating to agenda items or other metropolitan transportation concerns. For written comments exceeding three (3) standard 8 ½" X 11" pages, twenty-five (25) copies must be provided. Written comments should be sent to the Transportation Policy Committee Chairperson at the above address.

Invited Comments:

The Chairperson may at any time during the meeting invite comments from the audience.

Information Required:

The following information will be required of all persons making either oral or written comments:

1. Full Name
2. Affiliation (if applicable)
3. Mailing Address
4. Agenda Item(s) or Topic to be addressed

AMENDMENT NOTES

1. These bylaws repeal and replace the bylaws approved by the Policy Committee on April 16, 2003. These bylaws were approved by the Transportation Policy Committee on November 20, 2007.