



Charlottesville-Albemarle Metropolitan Planning Organization
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MPO Policy Board Bylaws

*Adopted September 1, 1982, Amended November 23, 2009, Amended September 25, 2013.
(Replaces previous amendments of 6/27/83, 8/12/01, 8/11/03, 11/23/09)*

Article I - Name and Authority

The name of this organization shall be known as the Charlottesville-Albemarle Metropolitan Planning Organization and shall have such authority as prescribed in a Memorandum of Understanding for a Continuing, Cooperative, and Comprehensive Transportation Planning Process for the Charlottesville-Albemarle Urbanized Area between the Metropolitan Planning Organization, hereinafter referred to as the MPO; the Virginia Department of Transportation, hereinafter referred to as the DEPARTMENT; the City of Charlottesville, acting as a local unit of government and as one of the local transit operators, hereinafter referred to as the CITY; the County of Albemarle, acting as a local unit of government, hereinafter referred to as the COUNTY, the Thomas Jefferson Planning District Commission, acting as a regional clearinghouse responsible for carrying out Executive Order 12372, Intergovernmental Review of Federal Programs, hereinafter referred to as the INTERGOVERNMENTAL REVIEW AGENCY; and JAUNT as one of the local transit operators, as approved September 1, 1982 and updated March 9, 1995.

Article II - Purpose and Powers

The MPO shall be the policy decision-making body for the purpose of carrying out the continuing, cooperative and comprehensive ("3-C") transportation planning and programming process as defined in United States Code Title 23, Section 134 and Title 49 Section 1607; and in accordance with the constitution and statutes of the Commonwealth of Virginia.

In carrying out its responsibility the MPO shall:

- a) Establish policy for the continuing, comprehensive and cooperative transportation planning process;
- b) Develop the long range transportation plan (LRTP) for the urban study area known as the Charlottesville-Albemarle MPO Planning Area Boundaries ;
- c) Review the LRTP for the study area on an annual basis;
- d) Update the LRTP no less frequently than every five years or as required by the DEPARTMENT;
- e) Recommend action by other appropriate agencies;
- f) Coordinate and conduct transportation planning and conceptual design studies with local governments and the DEPARTMENT;
- g) Revise the MPO Planning Area Boundaries, defined by the "cordon boundary", as required, and in conjunction with the DEPARTMENT;
- h) Develop, in coordination with local governments and the DEPARTMENT, socio-economic data for the regional traffic model;
- i) Develop and approve the annual transportation improvement programming and planning documents as required by the U.S. Department of Transportation Regulations, as amended; and
- j) Perform other reviews and evaluations that may be required to expedite the process.

Article III - Membership

Section 1 - Voting Membership - The voting membership of the MPO shall be composed of two (2) voting members designated by each local government within the Charlottesville-Albemarle Urbanized Area who will be vested with the authority to speak for and act in behalf of the appointing local government on matters concerning area wide transportation planning activities and who carry out the purpose and responsibilities of the MPO as set forth in Articles I and IX of the bylaws. The MPO will also include one (1) voting member designated by and representing the DEPARTMENT.

Section 2 - Nonvoting Membership - The nonvoting membership of the MPO shall be composed of one (1) representative each designated by and representing the INTERGOVERNMENTAL REVIEW AGENCY, the Federal Highway Administration, the Federal Aviation Administration, the Federal Transit Administration, the Virginia Department of Rail and Public Transportation, the University of Virginia, JAUNT, the Long Range Plan Citizen Advisory Committee and Charlottesville Area Transit. Other appropriate nonvoting members may be added as agreed upon by all voting representatives to the MPO.

Section 3 - Alternate Members - The CITY, the COUNTY, and the DEPARTMENT may designate one or more alternate members to serve in the absence of their regular representative(s) by submitting the alternate(s) name(s) to the chair of the MPO. An alternate may vote only in the absence of the regular member he or she represents.

Section 4 - Attendance - Whenever any voting member fails to attend or send an alternate to three (3) consecutive meetings, the Chair of the MPO shall seek to determine the cause of the absence and whether the appointing authority wishes the delinquent member to be the representative on the MPO.

Article IV - Terms of Office and Voting

Section 1 - Terms of Office - The terms of office of MPO members shall be as follows:

- a. MPO members who are appointed by local governing bodies and are also elected officials of the local governing body shall serve coincident with their elected terms of office or such shorter terms as their governing bodies shall determine.
- b. MPO members who are appointed by the local governing bodies and who are not elected officials of local governing bodies will serve for three years from date of appointment or such shorter terms as their governing bodies shall determine.
- c. The MPO member appointed by the INTERGOVERNMENTAL REVIEW AGENCY, the DEPARTMENT, the Federal Highway Administration, the Federal Transit Administration, the Virginia Department of Rail and Public Transportation, the Federal Aviation Administration, the University of Virginia, JAUNT and the Long Range Plan Citizen Advisory Committee shall serve continuously at the pleasure of the appointing body.

Section 2 - Voting Rights - Each MPO member with voting rights shall have one (1) equal vote in all matters before the MPO.

Section 3 - Recorded Vote - The vote of each MPO member, both negative and affirmative, shall be recorded in the official minute book of the MPO.

Section 4 - Proxy Votes - Voting by proxy shall not be permitted.

Article V - Officers

Section 1 - Type of Officers - Officers of the MPO shall consist of a chair and a vice-chair.

Section 2 - Terms of Office - The chair and vice-chair shall serve for one year or until their Successors are elected, and shall be eligible for reelection.

Section 3 - Election of Officers - The election of officers shall be held at the MPO's first meeting after January 1st of each year and those members elected to office shall assume their duties at the conclusion of the meeting during which the election is held. A majority vote of the entire voting membership of the MPO shall be required for election to any office. Officers must be voting members.

Section 4 - Vacancies - If for any reason any office becomes vacant during the year, an election to fill the office shall be held at the next regular meeting of the MPO, and the new officer so elected shall complete the unexpired term of the succeeded officer.

Section 5 - Powers and Duties of the Officers - The powers and duties of the officers of the MPO shall be as follows:

- a. The chair shall have the recognized and inherent duties and powers of the office of the chair including the following: The chair shall
 - i. preside over all meetings of the MPO
 - ii. be eligible to vote on all issues regardless of a tie vote;
 - iii. appoint all committees necessary to the MPO, with confirmation by the MPO;
 - iv. have the authority to delegate any routine function to a member of the MPO staff; and
 - v. perform such other duties as may from time to time be assigned by the MPO.
- b. The vice-chair shall, in the absence or inability of the chair, perform all the duties and exercise all the powers of the chair and such other duties assigned by the MPO.

Section 6 - Line of Succession - At any given meeting when the chair and the vice-chair are absent, the first order of business at the meeting shall be the election of a temporary chair for that meeting.

Article VI - Staff Support and Financial Responsibilities

Section 1 - General Staff Support - The staff of the MPO shall be the planning staff of the TJPDC, and may include the planning staffs of the CITY and/or COUNTY and/or any other agency so designated by the MPO, with the assistance of the staff of the DEPARTMENT.

Section 2 - Allocation of Funds - The MPO shall prepare the annual Unified Transportation Planning Work Program which allocates Section 112 (FHWA PL) and Section 5303 (FTA) transportation planning funds to the appropriate transportation planning agencies located within the study area.

Section 3 - Financial Records - The financial records of the MPO shall be maintained by the staff at the direction of the MPO.

Section 4 - Fiscal Year - The fiscal year of the MPO shall be July 1 - June 30.

Section 5 - MPO Member Liability - Individual MPO members, acting as members of the MPO, shall not be personally liable for any loss of funds as a result of acts performed in good faith while conducting the usual business of the MPO.

Article VII - Committees

Section 1 - Transportation Technical Committee - The MPO shall create a Transportation Technical Committee composed of individuals with technical knowledge in transportation and land use matters to provide technical review, comment, and recommendations on transportation plans, programs, studies and other appropriate documents, and on regional transportation issues. The Committee shall integrate land use and environmental considerations into all of its activities in order to forge a stronger link between transportation, land use and the environment. The voting membership of the Technical Committee shall be composed of three (3) members each designated by and representing the CITY and the COUNTY, one (1) designated by and representing the DEPARTMENT, and one (1) designated by and representing the Virginia Department of Rail and Public Transportation. The Technical Committee will also include one (1) voting representative each, designated by and representing the UNIVERSITY OF VIRGINIA, JAUNT, the INTERGOVERNMENTAL REVIEW AGENCY, Charlottesville Area Transit, and any appropriate agency as determined by the MPO. The nonvoting membership of the Technical Committee shall be composed of one (1) representative each, designated by and representing the Long Range Plan Citizen Advisory Committee, the Federal Aviation Administration (FAA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Charlottesville-Albemarle Airport Authority.

Section 2 – Citizen Transportation Advisory Committee – The MPO shall appoint a citizen committee, with representatives appointed by the City of Charlottesville, the County of Albemarle, and the MPO Policy Board. These representatives will represent themselves, their areas of interests, and/or groups in the MPO area, and should try to represent a diverse range of interests. The committee shall review, comment, and recommend ideas on transportation plans, programs, studies and other appropriate documents, and on regional transportation issues. All members of the Citizen Transportation Advisory Committee shall be voting members, except the representative from the DEPARTMENT, who will serve as an ex-officio member.

Section 3 - Special Committees - The chair may from time to time establish such special committees as deemed desirable for the effective promulgation of MPO affairs and shall appoint the members thereto with concurrence of the MPO.

Section 4 - Nominating Committee - The chair shall appoint a nominating committee of three voting and/or nonvoting members of the MPO no later than twenty-five (25) days prior to the regular MPO meeting at which time the election of MPO officers is held.

Article VIII - Meetings

Section 1 – Regular Meetings – The MPO shall establish a regular date and place for its meetings. The chair may establish an alternate meeting date to substitute for conflicts caused by holidays and any emergency reasons. Members will be notified in advance of a rescheduled meeting.

Section 2 – Special Meetings – Special meetings may be called by the chair or must be called by the chair on petition of one-third of the MPO members.

Section 3 – Public Hearings – The MPO shall conduct all public hearings required by law or if such hearing will be in the public interest.

Section 4 - Meetings Open to the Public - Meetings of the MPO shall be open to the public. At least one period of time will be set aside during each meeting for general comments from the public. Public hearings will be held and other public involvement efforts will be made prior to major decisions in accordance with the MPO Public Involvement Policy. At the discretion of the Chair, the floor may be opened during a meeting for additional public comments; for example, the Chair may ask for public comments prior to calling for a vote on a significant issue. The MPO, however, may hold executive sessions in accordance with the Virginia Freedom of Information Act.

Section 5 - Quorum - A majority of the voting members of the MPO shall be required in order to constitute a quorum. At least one voting representative from Charlottesville and Albemarle must be present in order to establish a quorum. Vacancies shall not be considered in the establishment of a quorum.

Section 6 - MPO Minutes - The staff of the MPO shall assist the chair and vice-chair in preparing an agenda, conducting the meeting and preparing the minutes of each meeting. The minutes shall be presented at the next MPO meeting for approval. After the minutes have been duly approved, said minutes shall be distributed to all members of any transportation-related and other appropriate organization, agencies or individuals, and shall be recorded in an official minutebook of the MPO.

Article IX - Coordination Responsibilities

Section 1 - Coordination - The MPO shall be responsible for the coordination of all transportation planning activities of the various transportation-related agencies that have both a direct and indirect impact on the Long Range Plan. This can include the coordination, conduction, and participation by MPO staff in any related transportation planning and conceptual design studies.

Section 2 - Regional Review Agent - The MPO shall act as the agent for those agencies applying for federal and state funds through the Unified Transportation Planning Work Program and Transportation Improvement Program, except when a funding agency otherwise directs, and shall submit the notice of intent application to the area wide clearinghouse.

Article X - Parliamentary Procedure

Except as herein provided, all matters of procedure shall be governed by Roberts Rules of Order, latest revised edition.

Article XI - Amendments

Any proposed amendment to these bylaws shall be presented in writing to the members of the MPO and read at a regular MPO meeting. The members of the MPO shall have at least twenty-five (25) days to review the proposed amendments. At a regular meeting of the MPO thereafter a majority vote of the full voting membership of the MPO shall be required to adopt any proposed amendment to the bylaws.

Article XII - Effective Date

These bylaws, and any amendments thereto, shall become effective immediately upon adoption by a majority of

the full voting membership of the MPO.