

POLICY, PROCEDURE, AND BYLAW MANUAL

FOR

CALHOUN AREA TRANSPORTATION STUDY

Updated 11/15/2018 Resolution No. 770

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## **Preamble**

The following constitutes the bylaws, procedures, and responsibilities which will serve to establish, organize, and guide the proper functioning of the Calhoun Area Transportation Study. The intent is to provide for an organization that will be responsible for fulfilling the requirements of amended Title 23 United States Code (USC) 134 and 135 (amended by the FAST Act, Sections 1201 and 1202, December 2015) 42 USC 2000d-1, 7401; and 23 Code of Federal Regulation (CFR) 450 *et al*, and all other subsequent laws and regulations establishing standards for multimodal transportation planning. This planning task will be accomplished within the guidelines of the 3C (*cooperative, comprehensive, continuing*) planning process framework. Further, this organization shall carry out any other transportation planning and programming functions as set forth in any agreements entered into by this process and the State of Alabama, the Alabama Department of Transportation (ALDOT), the United States Department of Transportation (USDOT), the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), the Environmental Protection Agency (EPA), or in such manner as events shall dictate.

### **1.0 Study and Organization Names**

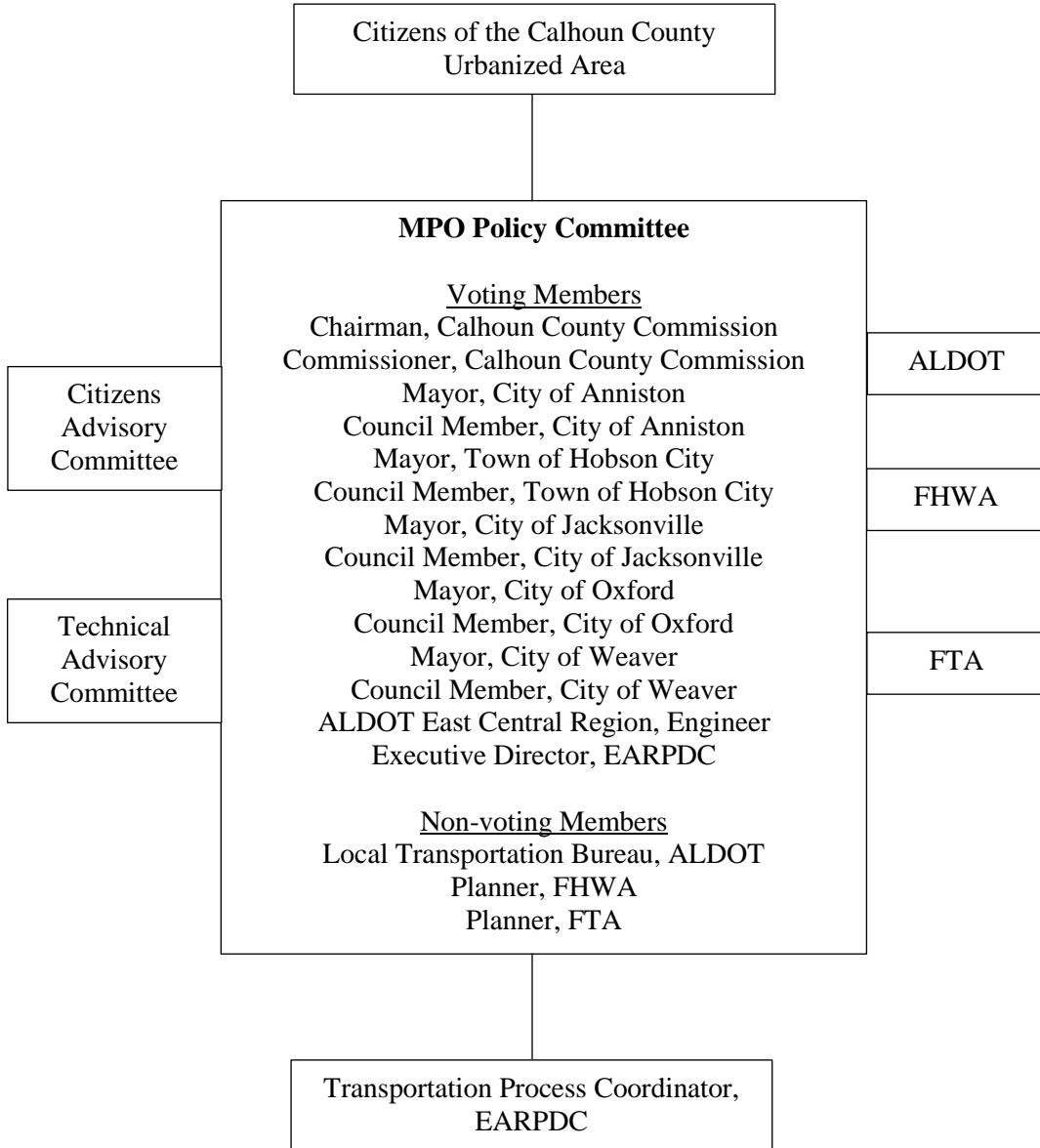
- A. The name for the ongoing transportation process shall be the Calhoun Area Transportation Study (CATS).
- B. The name for the organization conducting the Calhoun Area Transportation Study shall be the Calhoun Area Metropolitan Planning Organization (MPO).

### **2.0 The Organizational Structure**

- A. The organization shall consist of three (3) committees:
  - 1. the Policy Committee
  - 2. the Technical Advisory Committee
  - 3. the Citizens Advisory Committee
- B. The Policy Committee may be considered synonymous with the MPO since all final decisions coming from the MPO are made by the Policy Committee.

The organization shall be structured as the following organization chart (Figure 1) indicates.

**Figure 1:  
MPO Organizational Chart**



### **3.0 Transportation Study Goals**

The transportation goals that will guide this study will be broadly defined as:

1. A system of facilities that provides efficient, adequate capacity for the safe movement of people and goods to, from, and within the area.
2. A choice of mode of transport providing access and circulation to, from, and within the area and adequate terminal facilities.
3. A system flexible enough to accommodate social, technological, and other changes.
4. A system of facilities which is realistically and functionally associated with sound growth and development policies for the area.

### **4.0 Transportation and Study Objectives**

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 the best and highest use of all land relative to land development.
2. Innovations.
3. Public oriented transportation.
4. Increase in individual's mobility or transportation opportunities in select target groups (examples are the elderly, indigent persons, the young).
5. Faster transportation.
6. Increased safety.
7. Lower vehicle operating costs.
8. Economic construction of new facilities.
9. Minimum disruption (home, businesses, utilities, traffic).

It should be noted that objectives 4 through 9 can be converted into measurable or quantifiable units. This is a method in which evaluation of alternatives can then be made.

### **5.0 General Policies**

- A. All general policies shall apply to all committees and participants of the Calhoun Area Transportation Study.
- B. All reports, programs, and plans should be reviewed and recommended by the Citizens Advisory Committee and the Technical Advisory Committee. These become official study documents following adoption by resolution by the Policy Committee.
- C. All three (3) committees shall proceed with their respective responsibilities and duties

with proper consideration, always, for all modes of transportation and associated facilities.

## **POLICY COMMITTEE BYLAWS**

### **6.0 Policy Committee Authorization and Purpose**

- A. The Policy Committee is established under the authority of Instructional Memorandum A. 50-3-71 from the Federal Highway Administration. This memorandum states that the Regional Federal Highway Administrator, on the recommendation of the Alabama Department of Transportation and the Transportation Director, shall certify annually that a continuing, comprehensive, cooperative transportation planning process is being conducted based on a number of consideration including establishment of a policy board with appropriate representation from the state and affected local jurisdictions, and the existence of an areawide organization under which transportation planning is being conducted on a continuing basis. This certification is necessary under Section 134, Chapter I, Title 23, United States Code which provides that no project in an urban area of over 50,000 population shall be approved unless it is based on such a transportation planning process.
- B. The purpose of the Policy Committee will be to serve as the designated Metropolitan Planning Organization for the Anniston Urbanized Area to provide official decision-making responsibility for the Calhoun Area Transportation Study.

### **6.1 Policy Committee Membership**

- A. Policy Committee - Voting Members
  1. Chairman, Calhoun County Commission
  2. Commissioner, Calhoun County Commission
  3. Mayor, City of Anniston
  4. Council Member, City of Anniston
  5. Mayor, Town of Hobson City
  6. Council Member, Town of Hobson City
  7. Mayor, City of Jacksonville
  8. Council Member, City of Jacksonville
  9. Mayor, City of Oxford
  10. Council Member, City of Oxford
  11. Mayor, City of Weaver
  12. Council Member, City of Weaver
  13. Executive Director, East Alabama Regional Planning and Development Commission
  14. State Local Transportation Engineer, Alabama Department of Transportation

- B. Policy Committee - Non-Voting Members
  1. Division Administrator, Federal Highway Administrator
  2. Urban Planning Engineer, Alabama Department of Transportation
- C. The voting members of the Policy Committee serve terms on the committee coinciding with the terms of their respective offices. Each may name an alternate, in writing, whom may exercise full member powers during their absence.
- D. Additional voting and non-voting members shall be appointed as is deemed essential or necessary by the members of the Policy Committee.

## **6.2 Policy Committee Meeting Procedure**

- A. The rules of order herein contained shall govern deliberations and meeting of the Policy Committee. Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by Roberts Rule of Parliamentary Procedures.
- B. Meetings of the Policy Committee shall generally be held monthly.
- C. Meetings will generally be held on the third Thursday of each month in the offices of the East Alabama Regional Planning and Development Commission. Meeting dates are planned at the beginning of each fiscal year and are included within committee meeting handouts and published on the MPO website (<http://www.earpdc.org/pages/CalhounMPO>).  
When providing additional notification for a meeting, at least five days' notice will be provided describing the time and location. A proposed agenda should also be provided to ensure that adequate preparation can occur. The five days' notice may be waived by a 3/4 majority of this committee provided that all members have had an actual notice of such meeting.
- D. A quorum shall consist of at least one half of the voting members or alternates.
- E. All meetings of the committee shall be open to the public.

## **6.3 Policy Committee Officers**

- A. The committee shall appoint a new chairman at the meeting occurring nearest to and before October 1 of each year.
- B. The chairman shall be elected by most of the members in a duly constituted meeting.

- C. A Vice-Chairman shall be elected to serve in the Chairman's absence or in case of the Chairman vacating elected office.

#### **6.4 Policy Committee Responsibilities**

- A. To give overall guidance to the study.
- B. To have overall responsibility for review and approval of all plans and programs which are developed by the study.
- C. To organize and appoint members of the Technical Advisory Committee and Citizens Advisory Committee.
- D. To appoint any other personnel necessary to fulfill and complete the duties and tasks relative to the Calhoun Area Transportation Study.
- E. To take official action on committee recommendations and other matters pertaining to furthering the planning process.
- F. To adopt transportation goals and objectives to guide the Calhoun Area Transportation Process.
- G. To submit plans and recommendations to participating agencies and obtain resolutions for adoption from governing agencies.
- H. To change the designated membership as deemed necessary.
- I. To ensure that citizen participation is achieved in the transportation planning.

#### **6.5 Policy Committee Order of Business**

- A. The business of the committee shall be taken up for consideration and disposition in the following order unless the order shall be suspended by the unanimous consent.
  - 1. Roll Call
  - 2. Approval of minutes of previous meetings
  - 3. Communications from the presiding officer
  - 4. Unfinished business
  - 5. New business
  - 6. Presentation of other communications to the committee
  - 7. Adjournment



## **6.6 Policy Committee Motions**

- A. No motion shall be debated or put to a vote unless seconded. When seconded, the proposer shall have the floor.
- B. The motion shall be reduced to writing by the proper when required by the presiding officer, or any members of the committee.
- C. When a question is under debate, the following motion 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 previous question
  - 7. To amend

Motions 1-5 shall be decided without debate.

## **6.7 Policy Committee Rules of Debate**

- A. The presiding officer may move, second, and debate from the Chair and shall not be deprived of any of the rights and privileges of a member by reason of their acting as the presiding officer.
- B. Every member desiring to speak shall address the Chair, and upon recognition of the presiding officer shall address themselves to the question of debate, avoiding all personalities and decorous language. A member, once recognized, shall not be interrupted when speaking unless it be to call them to order, or as herein otherwise provided. If a member, while speaking, be called to order, they shall cease speaking until the question be determined, and if in order, they shall be permitted to proceed.

## **6.8 Policy Committee Amendments of By-Laws**

- A. Any section herein contained may be amended at any meeting of the committee provided such amendment be delivered to the Chairman of the committee at least ten (10) days prior to the meeting at which the amendment is to be presented to the committee. It shall be the duty of the Chairman of the committee to include in the notice of such meeting, notice of the proposed amendment setting out the exact form of the proposed amendment. Such amendment shall be adopted if it receives the

affirmative vote of a majority of at least a quorum of the voting members present.

- B. These rules shall be revised, updated, or amended as the circumstances dictate. This shall be the responsibility of the Transportation Planning Process Coordinator.

## **TECHNICAL ADVISORY COMMITTEE BYLAWS**

### **7.0 Technical Advisory Committee Authorization and Purpose**

- A. The Technical Advisory Committee is established under the authority of Instructional Memorandum 50-3-71 from the Federal Highway Administration (memo 50-3-71 is attached to this manual). This memorandum states that the Regional Federal Highway Administrator, on the recommendation of the Alabama Department of Transportation Administrator, on the recommendation of the Alabama Department of Transportation and the Region Engineer, shall certify annually that a continuing, comprehensive, cooperative transportation planning process is being conducted based on a number of considerations including establishment of a policy board with appropriate representation from the state and affected local jurisdictions, and the existence of an areawide organization under which transportation planning is being conducted on a continuing basis. This certification is necessary under Section 134, Chapter I, Title 23, United States Code which provides that no project in an urban area of over 50,000 population shall be approved unless it is based on such a transportation planning process.
- B. The purpose of the Technical Advisory Committee is to analyze issues arising during the conduction of the Calhoun Area Transportation Study from a technical perspective and make recommendations to the Policy Committee. The purpose is also to provide a linkage between planning and implementation.

### **7.1 Technical Advisory Committee Membership**

- A. The Technical Advisory Committee shall be composed of people involved in planning, engineering, public policy, or related fields and whose experience and expertise is valuable for supporting the Calhoun Area Transportation Study. Members may also be affected by or assist in implementing recommendations arising from the study.
  - 1. Each participating jurisdiction may appoint two members.
  - 2. The following people are designated as members of the Technical Advisory Committee:
    - a. Calhoun County Engineer and Assistants

- b. City of Anniston Public Works
  - c. City of Anniston Engineer and Planning Director
  - d. City of Anniston Water Works
  - e. City of Hobson City Council
  - f. City of Jacksonville Planner
  - g. City of Jacksonville, Street Superintendent
  - h. City of Oxford Mayor's Assistant
  - i. City of Oxford City Engineer
  - j. City of Oxford Street Department
  - k. City of Weaver Public Works
  - l. ALDOT, Anniston Area
  - m. ALDOT, East Central Region
  - n. ALDOT, Assistant State Local Transportation Planning Engineer
  - o. Jacksonville State University representative
  - p. Anniston Army Depot representative
  - q. Areawide Community Transit System Coordinator
- B. The governing officials of the agency, jurisdiction, or organization above will be responsible for appointing their own representative in cases when the actual members are not specified.
- C. Each member of the Technical Advisory Committee may name an alternate, in writing, from the same agency, jurisdiction, or organization which the member represents and whom may exercise full member powers during the absence of the member.

## **7.2 Technical Advisory Committee Meeting Procedure**

- A. The rules of order herein contained shall govern deliberations of the Technical Advisory Committee. Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by Roberts Rules of Parliamentary Procedure.
- B. Meetings of the Technical Advisory Committee shall precede each meeting of the Policy Committee.
- C. Meetings will normally be initiated by the East Alabama Regional Planning and Development Commission. Meeting dates are planned at the beginning of each year and are included within committee meeting handouts and published on the MPO website (<http://www.earpdc.org/pages/CalhounMPO>).
- D. When providing additional notification for a meeting, at least five days' notice will be provided describing the time and location. A proposed agenda should also be provided

to ensure that adequate preparation occurs.

- E. All meetings of the committee shall be open to the public.

### **7.3 Technical Advisory Committee Officers**

- A. A Chairman will be selected by the committee. The Transportation Planning Process Coordinator will serve as the Executive Secretary on behalf of this committee in any capacity desired by the committee.

### **7.4 Technical Advisory Committee Responsibilities**

- A. The Technical Advisory Committee shall discuss and recommend technical methods, procedures, and standards to further the planning process to the Policy Committee.
- B. The Technical Advisory Committee shall help coordinate work of operating departments and agencies participating in this study.
- C. The Technical Advisory Committee shall discuss and recommend alternative transportation plans and programs to the Policy Committee.

### **7.5 Technical Advisory Committee Order of Business**

- A. The business of the committee shall be taken up for consideration and disposition in the following order unless the order shall be suspended by the unanimous consent.
  - 1. Roll call
  - 2. Approval of minutes of previous meetings
  - 3. Communications from the presiding officer
  - 4. Unfinished business
  - 5. New business
  - 6. Presentation of other communications to the committee
  - 7. Adjournment

### **7.6 Technical Advisory Committee Motions**

- A. No motion shall be debated or put to a vote unless seconded. When seconded, the proposer shall have the floor.
- B. The motion shall be reduced to writing to the proposer when required by the presiding officer or any members of the committee.

C. When a question is under debate, the following motion 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 previous question
7. To amend

Motions 1-5 shall be decided without debate.

## **7.7 Technical Advisory Committee Rules of Debate**

- A. The presiding officer may move, second, and debate from the Chair and shall be deprived of any of the rights and privileges of a member by reason of their acting as the presiding officer.
- B. Every member desiring to speak shall address the Chair, and upon recognition of the president officer shall address themselves to the question of debate, avoiding all personalities and decorous language. A member, once recognized, shall not be interrupted when speaking unless it be to call them to order, or as herein otherwise provided. If a member, while speaking, be called to order they shall cease speaking until the question be determined, and if in order, they shall be permitted to proceed.

## **CITIZENS ADVISORY COMMITTEE BYLAWS**

### **8.0 Citizens Advisory Committee Purpose**

- A. The purpose of this committee is to serve as the formal means through which active citizen participation is provided to aid and support the Calhoun Area Transportation Study.

### **8.1 Citizens Advisory Committee Membership**

- A. The Citizens' Advisory Committee shall consist of the following members from each of the participating jurisdictions:

Anniston	13 members*
Calhoun County	10 members
Hobson City	3 members
Jacksonville	7 members**

Oxford	13 members**
Weaver	3 members
Anniston Army Depot	3 members

\*Revised July 2004, Resolution #478

\*\*Increase in CAC members based on population increase and 2010 US Census data.

- B. All committee members shall reside within the jurisdiction they represent. Members shall not be publicly elected officials or members of other transportation committees involved in the Metropolitan Planning Organization transportation planning process.
- C. Appointments and changes to the membership shall be made by the participating jurisdictions. All appointments shall be confirmed by the Metropolitan Planning Organization Policy Committee.
- D. The duration of the terms of the representatives shall be four years. Membership may be terminated upon absence from more than 50 percent of the scheduled meetings during any calendar year, by resignation or by failure to meet the qualifying requirements.

## 8.2 Citizens Advisory Committee Meeting Procedure

- A. This committee, having been officially appointed by the Policy Committee, and having been officially designated as the Calhoun Area Transportation Study (CATS) Citizens Advisory Committee, is desirous of operating in an organized manner.
- B. Meetings of the Citizens Advisory Committee shall precede each meeting of the Policy Committee.
- C. Meetings will normally be initiated by the East Alabama Regional Planning and Development Commission. Meeting dates are planned at the beginning of each fiscal year and are included within committee meeting handouts and published on the MPO website (<http://www.earpdc.org/pages/CalhounMPO>). The Transportation Planning Process Coordinator will also strive to call Citizens Advisory Committee members a day prior to the meeting as a courtesy reminder.
- D. When providing additional notification for a meeting, at least two weeks' notice will be provided describing the time and location. A proposed agenda should be provided to ensure that adequate preparation occurs.
- E. All meetings of the committee shall be open to the public.

### **8.3 Citizens Advisory Committee Officers**

- A. A chairman will be selected by the committee. The Transportation Planning Process Coordinator will serve as Executive Secretary on behalf of this committee in any capacity desired by the committee.

### **8.4 Citizens Advisory Committee Responsibilities**

The Citizens Advisory Committee will have the following responsibilities:

- A. Reviewing and responding to local transportation plans prepared for the area.
- B. Assessing the local transportation related needs as perceived by area residents.
- C. Providing ideas and suggestions for consideration by the Technical Advisory and Policy Committees.
- D. Objectively assessing the social, economic, and physical impact of all transportation reports submitted by the Policy or Technical Advisory Committees.
- E. Assisting the transportation planning staff, where possible, in the development of specific program solutions to area wide needs as identified through community research and public meetings.

### **8.5 Citizens Advisory Committee Sub-Committees**

- A. Sub-committees may be set up on an ad-hoc or continuing basis by members of the Citizens Advisory Committee or concerned citizens.
- B. Members of the public may participate in these sub-committees.
- C. Meetings of these sub-committees may occur on an informal basis or in conjunction with the regular Citizens Advisory Committee meeting.
- D. The results of the sub-committee meetings shall be documented and made available to the members of the Citizens Advisory Committee.

## **9.0 Duties and Responsibilities of the Transportation Planning Process Coordinator**

- A. Coordinating the study through the Policy, Technical Advisory, and Citizens Advisory Committees.
- B. Acting as liaison between the parties to this agreement and assisting in various phases of the study.
- C. Arranging meetings and setting the agenda for the Policy, Technical Advisory and Citizens Advisory Committees.
- D. Develop, update, and maintain the five plans necessary to meet FHWA guidelines.
  - 1. Unified Planning Work Program (UPWP), annually
  - 2. Public Participation Plan reviewed every 4 years
  - 3. Transportation Improvement Program (TIP), every 4 years
  - 4. Long Range Transportation Plan (LRTP), every 5 years
  - 5. Bicycle Pedestrian Plan (BPP), as needed
- E. Maintaining a current Operations Plan.
- F. Developing a fiscal year report to the Alabama Department of Transportation.
- G. Presenting suggested changes to plans to each Committee, as appropriate, for their consideration.
- H. Assist with grant application development, provide traffic counts and other data to citizens, consultants assisting member jurisdictions, staff of member jurisdictions and public officials.
- I. Provide and augment to the greatest extent possible public participation in the transportation planning process as Public Information Officer (PIO).