

BYLAWS

MIDDLE ROGUE METROPOLITAN PLANNING ORGANIZATION (MRMPO)

POLICY COMMITTEE

Article I

This committee, established pursuant to the Governor's MPO designation letter, dated March 20, 2013, shall function as the Metropolitan Planning Organization (MPO) for the Grants Pass Urbanized Area.

Article II

Purpose

The purpose of the MRMPO Policy Committee is to identify transportation policies, issues, and needs which are area wide in scope and to plan and recommend actions in areas of intergovernmental concern. It is the MPO's responsibility to insure that transportation decisions are consistent with area wide goals and objectives.

The MRMPO Policy Committee will be supported by advisory committees as it deems appropriate.

The responsibilities of the MRMPO Policy Committee are to:

- a. Provide policy direction in the development of the area wide transportation plans and work programs.
- b. Recommend transportation plans, policies, programs and priorities to the participating units of government for their adoption as appropriate.
- c. Help member agencies coordinate their respective implementation programs.
- d. Serve as the forum for joint, cooperative discussion and decision-making.
- e. Prepare, update, and adopt the Regional Transportation Plan, Transportation Improvement Program and Air Quality Conformity Determinations.
- f. Annually prepare and adopt a Unified Planning Work Program.
- g. Prepare other administrative documents, which may be required to carry out the transportation planning process.
- h. Keep RVCOG Board of Directors apprised of activities of the MPO process.

Article III

Membership - Voting

Section 1. Membership of the Committee

- a. The MPO Policy Committee shall consist of nine (9) members appointed by their governmental unit. These are:
 - City of Grants Pass, 3 members
 - City of Rogue River, 1 member
 - City of Gold Hill, 1 member
 - Josephine County, 2 members
 - Jackson County, 1 member
 - Oregon Department of Transportation (ODOT), 1 member
- b. Each Policy Committee member may designate, in writing to RVCOG, an alternate representative to serve at meetings during said member's absence. The representative shall have full voting privileges in the member's absence.

Section 2. Appointment and Tenure of Committee Membership

- a. Each jurisdiction with membership on the committee shall appoint its representatives and provide notice to RVCOG in writing.
- b. Members shall serve until they are replaced by their jurisdictions.

Section 3. Voting Privileges

- a. Each member shall be entitled to one vote on all issues presented at regular and special meetings at which the member is present.
- b. In an emergency, telephone polls/votes may be conducted in lieu of a meeting with approval of the chair. Votes will be formalized at the next meeting.

Article IV

Meetings

Section 1. Regular Meetings

- a. The committee shall hold regular meetings at such time and place determined by the committee.
- b. Public notice will be provided, consistent with Oregon law and reasonably calculated to give actual notice to interested persons including news media which have requested notice, of the time and place for holding regular meetings. The notice shall also include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.
- c. Written minutes will be taken at each meeting. The chair and vice chair may enter into discussions and vote, the same as any other voting member.

Section 2. Special Meetings

- a. Special meetings may be called by the chair, vice-chair or RVCOG on two days notice. No action may be taken unless all members are given notice.
- b. The person or persons calling such special meeting shall fix the time and place for holding of such meeting.

Section 3. Conduct of Meetings

- a. Official action may be taken by the committee when a quorum is present.
- b. A quorum shall consist of the majority of members.
- c. The voting on all questions coming before the MPO Policy Committee shall be by voice vote. A majority of members present must vote in the affirmative for any action to be approved.
- d. When voting on any matter, any member may call for a super-majority, roll-call vote. In such instances, affirmative votes by two-thirds of voting members present will be required for the motion to carry.
- e. Parliamentary Procedure as defined in Robert's Rules of Order Newly Revised will be followed and the Oregon Open Meeting Law (ORS 192.610 to 192.690) requirements will be adhered to at all times.

Article V

Officers and Duties

Section 1. Officers

- a. The officers of the committee shall be a chair and vice-chair to be elected at the February meeting, and as vacancies occur.
- b. The voting members of the committee shall nominate members for officer positions.
- c. Positions shall be filled by the person receiving a simple majority of the votes.

Section 2. Term of Office

- a. The officers shall hold office for a period of one year, beginning at the close of the February meeting.
- b. If the officer positions are vacant, the longest tenured committee member present shall serve as temporary chair and facilitate the meeting until the new chair and vice chair are elected to fill the remainder of the vacated terms.
- c. If both the Chair and Vice Chair are absent from a meeting, the longest tenured committee member present shall serve as temporary chair of the meeting. The temporary chair will have full authority of the Chair for the duration of the meeting, and including subsequent actions as directed by the committee.

Section 3. Duties

- a. The chair shall preside at all meetings and is entitled to vote on all issues.
- b. The chair shall appoint subcommittees as required and specify assignments and deadlines of subcommittee reports.
- c. The chair has authority to sign documents on behalf of the MRMPO.
- d. The vice-chair shall conduct all meetings of the committee in the absence of the chair.

Section 4. Executive Director

- a. The RVMCOG's Executive Director or his designee shall be a non-voting member of the committee, responsible for staff support of the committee, including minute taking and record keeping.

Article VI

Advisory Committees

Section 1: Purpose

Jurisdictions of the MPO recognize the need for advisory committees to examine issues in depth, bring in information that may be outside the ordinary scope and conduct of Policy Committee meetings, and develop recommendations to the Policy Committee. The MRMPO Policy Committee may establish advisory committees as it deems appropriate. Such committees may be permanent or temporary, and shall function under the Policy Committee's general direction. Permanent committees shall develop their own bylaws, which are subject to Policy Committee adoption.

Section 2. Technical Advisory Committee

- a. Jurisdictions of the MRMPO identify the need to create a permanent committee to be known as the MRMPO Technical Advisory Committee to support Policy Committee activities.
- b. Membership shall include MRMPO jurisdictions and governmental entities that may have a significant role in, or relationship to, MRMPO decisions.
- c. Members shall have technical expertise to contribute to MRMPO deliberations. The TAC has responsibility to conduct technical review and analyses, advise the Policy Committee, and work with MRMPO staff to identify pertinent information to support planning activities.
- d. There may be ex-officio members representing and appointed by Federal Highway Administration, Federal Transit Administration, Oregon Department of Land Conservation and Development, Oregon Department of Environmental Quality and Oregon Division of State Lands.

Section 3. Subcommittees

- a. Subcommittees as needed shall be appointed by the chair and with consent of the committee.
- b. The members of subcommittees shall serve until the work of the subcommittees is completed, or until their successors have been elected or appointed.
- c. Subcommittees must have at least one member who is a member of the Policy Committee.
- d. The Policy Committee Chair and the Planning Program Manager shall serve as non-voting members of all subcommittees.
- e. The Policy Committee, by a majority vote, may dissolve subcommittees or remove individual members with or without cause.

Section 4. Advisory Committee Meetings

- a. Advisory committee meetings may be called by its chair, by the chair of the TAC, by any two subcommittee members or by RVCOG Planning Program Manager on two days notice. A majority of subcommittee members shall constitute a quorum, and an act of the majority of the quorum present at the meeting shall constitute the act of the subcommittee.
- b. Meetings of permanent advisory committees shall be conducted consistent with approved bylaws.

Article VII

Amendments to the Bylaws

Section 1.

- a. These bylaws may be amended or repealed or new bylaws may be adopted by affirmative votes of at least two-thirds of committee members at any regular or special meeting called for that purpose. This also includes amending the bylaws to include new members. Written notice of proposed amendments shall be given to the membership of the committee at least thirty (30) days prior to the date of the meeting at which the bylaws are to be considered.

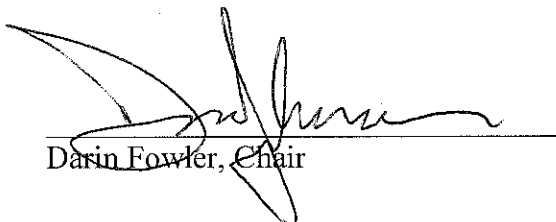
Article VIII

Effective Date

Section 1.

- a. Any other rules, procedures, or Bylaws of the MPO Policy Committee previously adopted are repealed.
- b. These Bylaws shall be effective upon adoption. A certified copy shall be maintained by the Planning Program Manager.

Adopted by the Middle Rogue Metropolitan Planning Organization Policy Committee:



Darin Fowler, Chair

August 12, 2013
Date