

**WEST MICHIGAN METROPOLITAN TRANSPORTATION
PLANNING PROGRAM**

**POLICY COMMITTEE BYLAWS
TECHNICAL COMMITTEE BYLAWS**

WEST MICHIGAN METROPOLITAN TRANSPORTATION PLANNING PROGRAM (WESTPLAN)

TECHNICAL COMMITTEE BYLAWS

ARTICLE I- PURPOSE

The purpose of the West Michigan Metropolitan Transportation Planning Program (WestPlan) Technical Committee is to provide technical advice, recommendations, assistance, and proposals concerning all aspects of engineering, planning, analysis, operations, development, funding, and implementation of the transportation system or transportation related activities to the WestPlan Policy Committee, hereafter referred to as "Policy Committee." The Policy Committee is the Metropolitan Planning Organization (MPQ), having responsibility for the transportation planning process in the Metropolitan Area Boundary (MAB) established for the Muskegon Urbanized Area, as defined by the United States Census Bureau includes the urbanized portions of Muskegon County and northwest Ottawa County.

This purpose shall specifically include the consideration and development of actions concerning the technical aspects of the development and conduct of the continuing, cooperative, and comprehensive transportation planning process carried out in accordance with and to implement the provisions of Title 23 United States Code, Section 154, and carry out other activities pursuant to state law.

This advisory action will cover all aspects of activity undertaken by the Policy Committee. The technical aspects of the process shall include, but not be limited to:

- the development of participation plans, long range transportation plans, transportation improvement programs, and unified work programs;
- the development of related processes;
- the collection and analysis of data;
- the review and evaluation of transportation related activities, projects, and programs;
- intergovernmental coordination and cooperation aspects of transportation; and
- all related activities as selected to be addressed by or as defined by the Policy Committee.

ARTICLE II - MEMBERSHIP

SECTION 1. Voting Members

The Technical Committee membership shall/can consist of representatives of agencies that administer or operate any modal of transportation, located in the MAB for the Muskegon Urbanized Area, and appropriate State officials. Each member shall receive one vote. Technical Committee voting membership shall consist of:

City of Ferrysburg
City of Grand Haven
City of Montague
City of Muskegon
City of Muskegon Heights
City Of North Muskegon
City of Norton Shores
City of Roosevelt Park
City of Whitehall
Village of Fruitport
Village of Spring Lake

Harbor Transit
Michigan Dept. of Transportation
Muskegon Area Transit System
Muskegon County Road Commission
Muskegon County Rural Twp. Rep.
Muskegon County Urban Twp. Rep.
Ottawa County Road Commission
Ottawa County Urban Twp.
Ottawa County Rural Twp. Rep.
County of Muskegon
County of Ottawa

SECTION 2. Non-Voting Members

Non-voting members can and are encouraged to participate in all discussions. Nonvoting members can recommend the consideration of motions, however, may not specifically make a motion. Non-voting members of the Technical Committee are a representative from the Federal Highway Administration and Federal Transit Administration.

SECTION 3. Alternate Representatives

Local governmental units, and local and state agencies with members on the Technical Committee, may designate by name and in writing alternate representative(s). Alternates of voting members shall be eligible to vote in the absence of that member. The number of alternates designated by each agency or department shall be limited to their total number of representatives.

SECTION 4. Member Attendance

Any voting member who has three (3) unexcused absences in a calendar year will be considered to have vacated his/her position. The Technical Committee shall notify their governmental unit or agency and request appropriate action to ensure its representation.

SECTION 5. Additional Membership

Addition of a voting member shall follow procedures required for a bylaw amendment. Additional non-voting members may be admitted to the Technical Committee upon approval of a majority of members present at any meeting where such membership is proposed. Addition of a non-voting member shall not be considered to constitute a change in the bylaw.

ARTICLE III - OFFICERS

SECTION 1. Officers

The Technical Committee shall have a Chairperson and a Vice-Chairperson, to be elected from the membership of the committee.

SECTION 2. Duties of the Chairperson/Vice-Chairperson

The Chairperson shall preside at all meetings, appoint such sub-committees as shall be deemed necessary, appoint standing committees with the approval of the voting membership, is encouraged to represent the Technical Committee at Policy Committee meetings, and shall perform such other duties as may be delegated by the membership. The Chairperson and Vice-Chairperson shall have the full right to propose motions and to vote on all motions and resolutions. The Chairperson shall be an ex-officio member on all sub-committees.

The Vice-Chairperson shall preside at meetings in the absence of the Chairperson and perform such other duties as maybe delegated by the Chairperson or the membership.

SECTION 3. Election of Officers

Election of officers of the Technical Committee shall be annually at the January meeting, or as soon as possible thereafter. If a vacancy occurs in any office during the term of office, the membership may fill the vacancy at any regular meeting by a-simple majority vote of those present, with at least a quorum of the voting membership present at such meeting. The term of office shall be for one (1) calendar year or until a successor is elected.

ARTICLE IV - MINUTES AND RECORDS.

The MPO staff will be responsible for developing minutes and attendance records of all meetings of the Technical Committee and subcommittees, including all plans, programs, and other materials presented to the committee. The MPO staff shall, prior to each Technical Committee meeting, include the minutes of the previous meeting with each meeting notification and agenda.

ARTICLE V – SUBCOMMITTEES

The Technical Committee may establish Subcommittees as it deems necessary or appropriate. Membership on such Subcommittees is not limited to members of the Technical Committee.

Minutes of each subcommittee meeting will be distributed to the Technical Committee members at the next Technical Committee meeting.

ARTICLE VI - MEETINGS

SECTION 1. Regular Meetings

The schedule of regular meetings of the Technical Committee shall be established at the January Technical Committee meeting, or as soon as possible thereafter. The schedule of regular meetings will be distributed to the Technical Committee members, made available to the public and published on the MPO website (www.wmsrdc.org).

The Technical Committee may permit any or all committee members to participate in a regular or special meeting or to conduct the meeting through the use of any means of communication by which all committee members participating may simultaneously hear each other during the meeting. A committee member participating in a meeting by this means is deemed to be present in person at the meeting.

SECTION 2. Special Meetings

Special meetings may be called by the MPO Executive Director or Technical Committee Chairperson, by a majority vote of the membership, or by request to the Executive Director or Chairperson by three (3) or more voting members of the Technical Committee. A record of the request for a special meeting shall be maintained by the MPO staff.

SECTION 3. Open Meetings

All meetings shall be held at convenient and accessible locations and times in accordance with federal requirements. The meeting locations will also be at sites which comply with the Americans with Disabilities Act (ADA) and are accessible to the public. All meetings will be held in accordance with any federal legislation pertaining to meetings open to the public. (Act 267 of the Public Acts of Michigan of 1976 known as the "Open Meeting Act.")

SECTION 4. Notices of Meetings

Notices of all regular meetings, including agenda and minutes of the previous meeting, shall be sent by e-mail to the members no later than five (5) business days prior to the meeting. Notices of special meetings, or changes to scheduled meetings, will be communicated to members by e-mail. The MPO staff has the responsibility of determining the Technical Committee agenda. Any voting member of the Technical Committee may contact the MPO staff and request the inclusion of a specific agenda item.

SECTION 5. Quorum

A quorum must be present before any formal action can be taken on agenda items. A simple majority or fifty-one (51) percent of the appointed voting membership shall constitute a quorum for the purposes of conducting business.

SECTION 6. Conduct of Meetings

Except where specific rules and procedures are set forth herein, as may be or otherwise promulgated, the most recent edition of *Robert's Rules of Order* shall govern the conduct of all meetings. It shall be the responsibility of the Chairperson to assure proper meeting procedures.

ARTICLE VII – AMENDMENT TO BYLAWS

SECTION 1. Procedure of Amendment

These bylaws may be altered, amended, or replaced at any regular or special meeting of the Technical Committee by a simple majority vote of the voting membership pursuant to the following process: a copy of the proposed change(s) shall be filed with the Executive Director at least ten (10) business days prior to the meeting where such amendments will be introduced to the Technical Committee; action on a proposed change(s) shall be a formal agenda item at a subsequent Technical Committee meeting.

ARTICLE VIII - EFFECTIVE DATE OF BYLAWS

These bylaws shall become effective upon approval and recommendation of these bylaws by the Technical Committee to the Policy Committee and then approval by Policy Committee. The approval date of the Policy Committee action will be the effective date. Each Technical Committee member shall be given a copy after Policy Committee approval.

These bylaws were approved by the WestPlan Technical Committee on January 4, 2007.

These bylaws were adopted by the WestPlan Policy Committee on January 10, 2007.

WEST MICHIGAN METROPOLITAN TRANSPORTATION PLANNING PROGRAM (WESTPLAN)

POLICY COMMITTEE BYLAWS

ARTICLE I - PURPOSE

The West Michigan Metropolitan Transportation Planning Program (WestPlan) Metropolitan Planning Organization (MPO) is the designated MPO for the Muskegon Urbanized Area. The WestPlan Policy Committee, hereafter referred to as "Policy Committee," provides coordinated leadership and direction for the development and conduct of the continuing, cooperative and comprehensive transportation planning process in the Muskegon Urbanized Area, in accordance with the provisions of Title 23 United States Code, Section 134. The Muskegon Urbanized Area, as defined by the United States Census Bureau includes the urbanized portions of Muskegon county and northwest Ottawa County.

The Policy Committee shall constitute the forum for cooperative transportation decision making by elected officials of the general purpose governments organized to develop area wide transportation plans and programs. The Policy Committee Shall:

- Approve policy for a continuing, cooperative and comprehensive transportation planning process.
- Review and adopt the MPO Long Range Transportation Plan (LRTP) and update as necessary.
- Review and adopt the MPO Transportation Improvement Program (TIP) and review the allocation of federal eligible projects within each year of the TIP.
- Ensure the MPO LRTP and TIP Conform to the Michigan Transportation Conformity Air Quality State Implementation Plan (SIP), pursuant to Title 23 Code of Federal Regulations, Section 450 as determined in accordance with the U.S. Environmental Protection Agency conformity regulation (Title 40 code of Federal Regulations part 51).
- Review and approve the MPO unified Planning Work Program that details work activities and proposed budget.
- Adopt and implement a Public Participation Process that outlines the promotion and utilization of public involvement and is described in the Participation Plan.
- Act on recommendations of the WestPlan Technical Committee.

- Ensure the efficient and effective Use of Federal Highway Administration (FHWA) Metropolitan Planning (PL) and Federal Transit Administration (FTA) Section 5303 funds.
- Annually certify that the Transportation Planning Process is meeting the requirements of 23 Code of Federal Regulations 450.

ARTICLE II - MEMBERSHIP

Section 1. Voting Members

The Policy Committee membership shall consist of local elected officials, officials of agencies that administer or operate major modes or Systems of transportation and appropriate State and Federal transportation agencies. Voting members are listed below:

City of Ferrysburg	Harbor Transit
City of Grand Haven	Michigan Dept. of Transportation
City of Montague	Muskegon Area Transit System
City of Muskegon	Muskegon County Road Commission
City of Muskegon Heights	Muskegon County Rural Twp. Rep.
City Of North Muskegon	Muskegon County Urban Twp. Rep.
City of Norton Shores	Ottawa County Road Commission
City of Roosevelt Park	Ottawa County Urban Twp.
City of Whitehall	Village of Fruitport
County of Muskegon	Village of Spring Lake
County of Ottawa	Ottawa County Rural Twp. Rep.

Section 2. Non-Voting Members

Non-voting members can and are encouraged to participate in all discussions. Non-voting members can recommend the consideration of motions; however, may not specifically make a motion. Non-voting members shall consist of a representative of the Federal Highway Administration and Federal Transit Administration.

SECTION 3. Alternate Representatives

Local governmental units and local and state agencies with membership on the Policy Committee may designate by name and in writing, alternate representative(s). Alternates of local governments must be elected officials and shall be eligible to vote in the absence of that member.

SECTION 4. Member Attendance

Any member that has three (3) unexcused absences in a calendar year shall be considered to have vacated his/her position, and the MPO staff shall notify their governmental unit or agency and request appropriate action to ensure its representation.

SECTION 5. Additional Membership

Additional non-voting members may be admitted to the Policy Committee upon approval of a majority of members present at any meeting where such membership is proposed. Addition of a non-voting member shall not be considered to constitute a change in the bylaws. Addition of voting members must follow procedures required for bylaw amendments.

ARTICLE III - OFFICERS

Section 1. Officers

The Policy Committee shall have a Chairperson and a Vice-Chairperson.

Section 2. Duties of the Chairperson/Vice-Chairperson

The Chairperson shall preside at all meetings, appoint such subcommittees as shall be deemed necessary, appoint standing subcommittees with the approval of the voting membership, and perform such other duties as may be delegated by the membership. The Chairperson and Vice-Chairperson shall have the full right to propose motions and vote on all motions and resolutions. The Chairperson shall be an ex-officio member on all subcommittees.

The Vice-Chairperson shall preside at meetings in the absence of the Chairperson and perform such other duties as may be delegated by the Chairperson or the membership.

Section 3. Election of Officer's

Election of officers Of the Policy Committee shall be annually each January. If a vacancy occurs in any of the offices during the year, the membership may fill the vacancy at any regular meeting by a simple majority vote of those present; with at least a quorum of the voting membership present at such meeting.

ARTICLE IV - MINUTES AND RECORDS

The Policy Committee Staff is responsible for developing minutes and attendance records of all meetings of the Policy Committee and subcommittees, including all plans, programs, and other materials presented to the committee. The Policy Committee staff shall, prior to each Policy Committee meeting, include the minutes of the previous meeting with each meeting notification and agenda.

ARTICLE V - SUBCOMMITTEES

Section 1. Establishing Subcommittees

The Policy Committee shall establish such subcommittees as it deems necessary and

appropriate. Subcommittees shall be established by the approval of the voting membership. Standing subcommittees may develop their own bylaws; such bylaws are subject to the approval of the Policy Committee. The Technical subcommittee is established to act in an advisory capacity to the Policy Committee on a continuing basis. Other subcommittees shall be established to address specific functional areas or individual issues as deemed appropriate. Minutes of each subcommittee meeting will be distributed to the Policy Committee members at the next Policy Committee meeting.

ARTICLE VI - MEETINGS

Section 1. Regular Meetings

Regular meetings of the Policy Committee are to be scheduled in September, for the next calendar year. The schedule of regular meetings will be distributed to the Policy Committee members, made available to the public, and published on the MPO website.

The Policy Committee may permit any or all committee members to participate in a regular or special meeting or to conduct the meeting through the use of any means of communication by which all committee members participating may simultaneously hear each other during the meeting. A committee member participating in a meeting by this means is deemed to be present in person at the meeting.

SECTION 2. Special Meetings

Special meetings may be called by the MPO Executive Director or Policy committee Chairperson by a majority vote of the membership, or by request to the Executive Director or Chairperson by three (3) or more voting members Of the Policy Committee. A record of the request for a special meeting shall be maintained by the Policy Committee staff.

SECTION 3. Changes in Meetings

In the event a regular meeting needs to be rescheduled, Policy Committee staff will set a substitute meeting date. All cancellations or changes in the date of scheduled meetings, or special meetings of the Policy Committee shall be communicated to the members as promptly as practical and be noticed to the public and published on the MPO website.

SECTION 4. Open Meetings

All meetings shall be held at convenient and accessible locations and times in accordance with federal requirements. The meeting locations will also be at sites which comply with the Americans with Disabilities Act (ADA).

All meetings will be held in accordance with the Act 267 of the Public Acts of Michigan of 1976 known as the "Open Meeting Act."

SECTION 5. Notices of Meetings

Notices of all regular meetings including agenda and minutes of the previous meeting shall be mailed five (5) business days prior to a meeting. The Policy Committee staff has the responsibility of determining the Policy Committee agenda. Any voting member of the Policy Committee may contact the MPO staff and request the inclusion of a specific agenda item.

SECTION 8. Quorum

A quorum must be present before any formal action can be taken on agenda items. Fifty-one (51) percent of the voting membership shall constitute a quorum for purposes of conducting business.

SECTION 9. Conduct of Meetings

Except where specific rules and procedures are set forth herein, as may be or otherwise promulgated, the most recent edition of *Robert's Rules of Order* shall govern the conduct of all meetings. It shall be the responsibility of the Chairperson to assure proper meeting procedures.

ARTICLE IV- AMENDMENT TO BYLAWS

SECTION 1. Procedure of Amendment

These Policy Committee bylaws may be altered, amended, or replaced at any regular or special meeting of the Policy Committee by a majority pursuant to the following process: a copy of the proposed change(s) shall be filed with the MPO Executive Director at least ten (10) business days prior to the meeting where such amendments will be introduced to the Policy Committee; action on a proposed change(s) shall be a formal agenda item at a subsequent Policy Committee meeting.

ARTICLE VIII - EFFECTIVE DATE OF BYLAWS

Each Policy Committee member shall be given a copy of the approved bylaws. These Policy Committee bylaws were approved on **January 10, 2007**.

Amended on October 15, 2014 to add Ottawa and Muskegon County Representation to the Technical Committee, and Ottawa County Rural Twp. Rep to the Technical and Policy Committee.