

# HARRISONBURG-ROCKINGHAM METROPOLITAN PLANNING ORGANIZATION

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City of Harrisonburg • Rockingham County • Town of Bridgewater • Town of Dayton • Town of Mt. Crawford

## **HRMPO Policy Board Bylaws**

*Adopted on May 15, 2003*

*First Amendment March 15, 2007*

*Second Amendment September 18, 2008*

### **Article 1 - Name and Authority**

The name of this organization shall be known as the Harrisonburg-Rockingham Metropolitan Planning Organization and shall have such authority as prescribed in a Memorandum of Understanding for a Continuing, Cooperative, and Comprehensive Transportation Planning and Programming Process for the Harrisonburg 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 Harrisonburg, acting as a local unit of government and as a local transit operator, hereinafter referred to as the CITY; the County of Rockingham, acting as a local unit of government, hereinafter referred to as the COUNTY; the Town of Bridgewater, acting as a local unit of government, hereinafter referred to as the Town of BRIDGEWATER; the Town of Dayton, acting as a local unit of government, hereinafter referred to as the Town of DAYTON; the Town of MOUNT CRAWFORD, acting as a local unit of government, hereinafter referred to as the Town of MT. CRAWFORD; and the Central Shenandoah Planning District Commission, hereinafter referred to as the COMMISSION, providing staff for the MPO.

### **Article II - Purpose and Powers**

The HRMPO shall be the policy and 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 HRMPO shall:

- (1) Establish policy for the continuing, comprehensive and cooperative transportation planning process;

- (2) Develop the Harrisonburg-Rockingham Long Range Transportation Plan for the urban study area and review and update it as needed, and at a minimum update it every five (5) years per Federal regulations;
- (3) Recommend action by other appropriate agencies;
- (4) Revise the Plan study area, defined by the "cordon boundary", as required, and in conjunction with the DEPARTMENT;
- (5) Develop, in coordination with local governments and the DEPARTMENT, socio-economic data for the regional traffic model;
- (6) Develop and approve the annual transportation improvement programming and planning documents as required by the U.S. Department of Transportation Regulations, as amended; and
- (7) 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 HRMPO shall be composed of the following voting representatives, or their alternates, designated by and representing their respective jurisdictions or agencies.

- (1) City of Harrisonburg – 5 representatives
- (2) Rockingham County – 3 representatives
- (3) Town of Bridgewater – 1 representative
- (4) Town of Dayton – 1 representative
- (5) Town of Mt. Crawford – 1 representative
- (6) A state representative designated by and empowered to participate on behalf of the Secretary of Transportation

Section 2 - Nonvoting Membership - The nonvoting membership of the HRMPO shall be one nonvoting representative designated by and representing each of the following agencies:

- (1) Federal Highway Administration
- (2) Federal Transit Administration
- (3) Virginia Department of Rail and Public Transportation
- (4) Virginia Department of Aviation
- (5) Any other agencies or groups as may be agreed upon by a majority of all voting representatives of the HRMPO

Section 3 - Alternate Members - The CITY, the COUNTY, the TOWNS, 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 HRMPO. 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 HRMPO 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 HRMPO members shall be as follows:

- (1) Voting – Concurrent Terms: HRMPO members who are appointed by local governing bodies and are also elected officials and/or Chief Administrative Official (CAO) of the local governing body shall serve coincident with their elected/appointed terms of office or such shorter terms as their governing bodies shall determine.
- (2) Voting – Three Year Terms: HRMPO members who are appointed by the local governing bodies and who are neither elected nor appointed officials of local governing bodies will serve for three years from date of appointment regardless whether the appointment is necessary due to a resignation of an HRMPO member.
- (3) Nonvoting – Continuous: Nonvoting members shall serve continuously at the pleasure of the appointing body.

Section 2 - Voting Rights - Each HRMPO Policy Board voting representative or alternate shall have one (1) equal vote in all matters before the HRMPO.

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

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

#### **Article V - Officers**

Section 1 - Type of Officers - Officers of the HRMPO shall consist of a chair, a vice-chair, and secretary/treasurer. The chair and vice chair shall be elected officials and voting members.

Section 2 - Terms of Office - The chair, vice-chair, and secretary/treasurer shall serve for two years or until their Successors are elected. A City representative and a County or Town representative shall serve as either Chairman or Vice Chairman; however, in no case shall both offices be filled with representatives from the same locality at the same time. For the purposes of this Section, County and Towns are considered to be one locality. The Secretary-Treasurer shall be the Central Shenandoah Planning District Commission Executive Director.

Section 3 - Election of Officers – Following the first election of officers held on March 18, 2003, the next election of officers shall be held prior to June 30, 2004, with subsequent election of officers. The election of officers shall be held by the HRMPO prior to June 30<sup>th</sup> and those

members elected to office shall assume their duties on July 1<sup>st</sup> of each year. A majority vote of the voting membership of the HRMPO, present and voting, shall be required for election to any office. The Chairman and Vice Chairman must be voting members.

- (1) The Chairman shall appoint a Nominating Committee (Article VII, Section 4) at the first meeting of the calendar year. The Nominating Committee shall report its recommendations to the Policy Board at the second meeting of the calendar year. The election of officers may occur at the second meeting of the calendar year, but not later than 30 June.

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 HRMPO, 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 HRMPO shall be as follows:

- (1) The chair shall have the recognized and inherent duties and powers of the office of the chair including the following items: shall preside over all meetings of the HRMPO; shall be eligible to vote on all issues regardless of a tie vote; shall appoint all committees necessary to the HRMPO, with confirmation by the HRMPO; shall have the authority to delegate any routine function to a member of the HRMPO staff; and shall perform such other duties as may from time to time be assigned by the HRMPO.
- (2) 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 HRMPO.
- (3) Another voting representative shall, in the absence or inability of the chair and vice-chair, perform all the duties and exercise all the powers of the chair and such other duties assigned by the HRMPO.

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 HRMPO may be the planning staffs of the COMMISSION, the CITY, COUNTY, TOWN(s) 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 HRMPO shall prepare the annual Unified 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 HRMPO shall be maintained by COMMISSION staff at the direction of the HRMPO.

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

Section 5 - HRMPO Member Liability - Individual HRMPO members, acting as members of the HRMPO, 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 HRMPO.

### **Article VII - Committees**

Section 1 - Technical Advisory Committee - The HRMPO 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 Advisory Committee shall be composed of five (5) members representing the CITY, three (3) members representing the COUNTY, one (1) designated by each TOWN, two (2) representing the DEPARTMENT, and one (1) representing the Virginia Department of Rail and Public Transportation, for a total of 14 representatives.

Section 2 – Long Range Plan Citizen Advisory Committee – The HRMPO may appoint a citizen committee to develop and recommend updates to the Harrisonburg-Rockingham Long Range Transportation Plan for review by the HRMPO Technical Committee and Policy Board. The Committee will meet as needed during plan updates and no less than annually during interim years to evaluate plan progress and recommend amendments and updated project descriptions.

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

Section 4 - Nominating Committee - The chair shall appoint a nominating committee of three voting and/or nonvoting members of the HRMPO no later than twenty-five (25) days prior to the regular HRMPO meeting at which time the election of HRMPO officers is held. This provision shall not apply to the election of officers to the Technical Advisory Committee.

### **Article VIII - Meetings**

Section 1 – Regular Meetings – The HRMPO shall establish a regular date and place for its meetings. The chairman may establish an alternate meeting date to substitute for conflicts caused by holidays and any emergency reasons. Members will be notified at least five (5) days in advance of a rescheduled meeting, unless all members of the HRMPO waive notice.

Section 2 – Special Meetings – Special meetings may be called by the chair. Special meetings shall be called by the chair on petition of one-third of the HRMPO members. The aforementioned notice provisions shall apply.

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

Section 4 - Meetings Open to the Public - Meetings of the HRMPO 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 HRMPO 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 HRMPO, however, may hold closed sessions in accordance with the Virginia Freedom of Information Act.

Section 5 - Quorum – A simple majority, or seven (7) of the twelve (12) voting members of the MPO shall be required in order to constitute a quorum. At least one voting representative from the CITY and COUNTY must be present in order to establish a quorum. Vacancies shall not be considered in the establishment of a quorum.

Section 6 - HRMPO Minutes - The staff of the HRMPO shall act as Secretary/Treasurer of the HRMPO and 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 HRMPO 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 HRMPO.

### **Article IX - Coordination Responsibilities**

Section 1 - Coordination - The HRMPO 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.

Section 2 - Regional Review (A-95) Agent - The HRMPO 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 pursuant to the requirements of Executive Order 12372 and the Commonwealth Intergovernmental Review Process.

### **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 HRMPO and read at a regular HRMPO meeting. The members of the HRMPO shall have at least twenty-five (25) days to review the proposed amendments. At a regular meeting of the HRMPO thereafter a majority vote of the full voting membership of the HRMPO 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 HRMPO.

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Chair, Policy Board  
Harrisonburg-Rockingham Metropolitan Planning Organization

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Secretary/Treasurer  
Harrisonburg-Rockingham Metropolitan Planning Organization