

Capital Region Metropolitan Planning Organization Transportation Policy Committee

Serving the Local Governments in Baton Rouge Transportation Management Area

BYLAWS



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Amended: February 9, 1999 December 15, 2009 January 31, 2017

Prepared By,



Capital Region Planning Commission (CRPC)

P.O.Box 3355, Baton Rouge, LA 70821 (225) 383-5203 Fax: (225) 383-3804

Email: info@crpcla.org Webpage: www.crpcla.org

BYLAWS

OF THE CAPITAL REGION METROPOLITAN PLANNING ORGANIZATION (CRMPO) TRANSPORTATION POLICY COMMITTEE

INTRODUCTION

The purpose of the Area-wide Transportation Policy Committee (TPC) in the Baton Rouge Transportation Management Area is to provide policy guidance for the development, coordination and implementation of a multi-modal Transportation Plan for the Baton Rouge Metropolitan Area. Under agreement between the State of Louisiana and the local governments, the Area-wide Transportation Policy Committee is hereby established by the Capital Region Planning Commission, acting in its capacity as the designated "Metropolitan Planning Organization" for the officially designated metropolitan area.

ARTICLE I MEMBERSHIP

The membership of the Baton Rouge Transportation Policy Committee, (hereafter referred to as the Policy Committee), shall consist of the following membership:

1. The chief elected official or designee from each of the local governments (parishes and municipalities) within the Baton Rouge Transportation Management Area or the smoothed urbanized area. This includes the following:

Ascension Parish President
City of Gonzales Mayor
Town of Sorrento Mayor

East Baton Rouge Parish Mayor-President

City of Baker Mayor
City of Central Mayor
City of Zachary Mayor

Iberville ParishPresidentCity of PlaquemineMayorCity of St. GabrielMayor

Livingston Parish President
City of Denham Springs Mayor
City of Walker Mayor
Town of Livingston Mayor
Village of Port Vincent Mayor

West Baton Rouge Parish President
City of Port Allen Mayor
Town of Addis Mayor
Town of Brusly Mayor

- 2. The Administrator (or designee) from the State District Office of the Federal Highway and Federal Transit Administration if applicable. (Currently no state office of the Federal Transit Administration exists.) This member shall be a non-voting member.
- 3. The Secretary (or his or her designee) from the Louisiana Department of Transportation and Development.
- 4. The Chief Executive Officer (or his or her designee) of the Capital Area Transit System.

The geographic area to be served by the Capital Region Planning Commission shall be the transportation management area of the parishes of East Baton Rouge, West Baton Rouge, Ascension, Livingston and Iberville and the incorporated municipalities contained therein (See Attachment A).

ARTICLE II OFFICERS AND DUTIES

<u>Section 1.</u> The elective officers of the Policy Committee shall consist of the Chairperson and Vice-Chairperson. The MPO staff shall act as Secretary to the Policy Committee and shall take and submit the minutes for review and approval at the subsequent meeting of the Policy Committee.

<u>Section 2.</u> The Chairperson shall have the authority to call meetings and hearings of the Policy Committee and appoint subcommittees as needed to perform the requirements under the Fixing America's Surface Transportation (FAST) Act as amended.

<u>Section 3.</u> The Executive Director of the MPO shall have the authority to carry-out and implement Federal and State policies, regulations, and procedures as it relates to the Policy

Committee in its capacity as the technical planning staff of the Policy Committee.

<u>Section 4.</u> The Vice-Chairperson shall act for the Chairperson in his or her absence. If neither is present, the members present (if a quorum exists) shall elect the presiding officer for that meeting.

<u>Section 5.</u> Should the Chairpersons office be vacated, the Vice-Chairperson shall become the Chairperson for the remaining Chairpersons term of office. A new Vice-Chairperson shall be elected for the remaining term of office of the Vice-Chairpersons position.

ARTICLE III ELECTION OF OFFICERS

<u>Section 1.</u> Nomination of officers shall be made from the floor and officers shall be elected for two-year terms during the first regular Policy Committee meeting of even numbered years, i.e., 1996-1998-2000, etc.

<u>Section 2.</u> The candidate for each office receiving a majority vote of the voting membership in attendance when a quorum is present at the meeting referenced in Article III, Section 1 shall be declared elected for the two-year term.

Section 3. All officers shall be eligible to succeed themselves.

<u>Section 4.</u> Vacancies in office shall be filled from the current membership and shall be for the unexpired term by standard election procedures unless provided for in other parts of these bylaws such as in Article II Section 5.

ARTICLE IV MEETINGS AND QUORUMS

Section 1. The meetings of the Policy Committee shall be held at the discretion of the Chairperson, or as necessary to carry out business of the Metropolitan Planning Organization.

Section 2. A majority of the Policy Committee membership present shall constitute a quorum. A quorum shall be present before any formal business in transacted.

<u>Section 3.</u> The Chairperson may call special meetings. It shall be the duty of the Chairperson to call such meetings when requested to do so in writing by a majority of the members of the Policy Committee. The notice shall specify the purpose of such a meeting and no other business may be considered except by unanimous consent of the Committee.

<u>Section 4.</u> Each Policy Committee member shall have one vote unless specifically excluded from such a vote (see Article I Section 1). Each member has the right to designate one alternate representative who may serve in the absence of the regular member. The designee will be valid upon presentation of written authorization from the regular member.

Section 5. All meetings at which official action is taken shall be open to the general public.

ARTICLE V HEARINGS

Section 1. The Policy Committee may, at its discretion, hold public hearings when it deems appropriate in the public interest or when state or federal regulation requires it.

<u>Section 2.</u> Notice of such hearings shall be published in a newspaper of general circulation giving at least the minimum notice required by law or as set in the adopted Pubic Participation Plan for the Baton Rouge Transportation Management Area, whichever is longer.

Section 3. A record shall be kept of those speaking before the Policy Committee.

ARTICLE VI AMENDMENTS TO THE BYLAWS

Section 1. These Bylaws may be amended by a majority of the voting members present at any official session.

December 15, 2009 Amendments:

- 1. Design of Title page; Added amendment time records;
- 2. Added the part of "Introduction";
- 3. Added the list of voting members and added Town of Sorrento to Article I part 1;
- 4. Added the description of geographic area served by CRPC TPC at the end of Article I;
- 5. Attached the membership list dated November 9, 2009.
- 6. Removed Article IV Section 6, which authorized telephone surveys of the Policy Committee.

January 31, 2017 Amendments (Draft):

- 1. Design of Title page;
- Organized the members under Article I part 1 in alphabetical order. Also added the following new members based on the approved census 2010 smoothed urbanized area boundary;
 - a. Iberville Parish President
 - b. Town of Addis Mayor
 - c. Town of Livingston Mayor
 - d. Village of Port Vincent Mayor
 - e. City of Plaquemine Mayor
 - f. City of St. Gabriel Mayor
- 3. Modified the description of geographic area served by CRPC TPC at the end of Article I;
- Deleted the TPC members list. The updated member list will be available on CRPC webpage at www.crpcla.org;
- 5. Deleted the TPC non-members list.

Attachment A
Capital Region MPO Urbanized and Planning Boundaries

