



The Saginaw Metropolitan Area Transportation Study

By-Laws and Operational Procedures

**Approved by the
Saginaw County Metropolitan Planning Commission
August 15, 2006**

***BYLAWS
Of
The Transportation Planning Committee***

Article I - Voting Membership of the Transportation Planning Committee:

The designee may appoint up to two alternates to attend. The alternates may serve as an officer of the Transportation Planning Committee. The voting membership shall be comprised of:

1. Chairman of the Saginaw County Board of Commissioners
2. Chairman of the Saginaw County Road Commission
3. City of Saginaw
4. City of Zilwaukee
5. Michigan Department of Transportation, Transportation Planning Official – Lansing
6. Michigan Department of Transportation – Bay Region
7. Bridgeport Township
8. Buena Vista Township
9. Carrollton Township
10. James Township
11. Kochville Township
12. Saginaw Township
13. Spaulding Township
14. Tittabawassee Township
15. Thomas Township
16. Chairperson of the East Central Michigan Planning and Development Regional Commission
17. A representative from 7-B Rural Task Force Small Cities and Villages-
18. Board Chair of the Saginaw Transit Authority Regional Services
19. Saginaw County Metropolitan Planning Commission

Article II - Non-Voting Membership of the Transportation Planning Committee:

Non-voting membership is extended to individuals interested in transportation planning for the Saginaw area. The non-voting members shall include:

1. Rural townships, villages, and cities.
2. Any representative members from private businesses, trade associations or citizen interest groups and other government or public agencies.
3. The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA)

Article III – Officers of the Transportation Planning Committee:

Officers of the Transportation Planning Committee shall consist of a Chairperson, Vice Chairperson, Secretary and such other officers as the Membership may from time to time deem advisable. All officers are required to be a member of the Transportation Planning Committee (TPC).

1. Officers shall be elected by the membership at their first regular meeting of each calendar year.
2. The term of office shall be for one year from the date of election and until his or her successor shall have been elected, or until his or her death, resignation or removal.
3. Any officer may resign at any time by giving written notice of such resignation to the Chairman or Secretary of the Transportation Planning Committee. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt thereof by the TPC and acceptance of such resignation shall not be necessary to make it effective.
4. Any officer may be removed, either with or without cause, and a successor elected by the membership at anytime.
5. A vacancy in office by reason of death, resignation, inability to act, disqualification, or any other cause, may at any time be filled for the unexpired portion of the term by the membership.
 - a) **Duties of the Chairperson** – The Chairperson shall preside over all meetings of the Transportation Planning Committee, and shall have a vote upon all matters as a member. The Chairperson may appoint sub-committees as needed.

- b) **Duties of the Vice Chairperson** – The Vice Chairperson shall preside and exercise all of the duties of the Chairperson in the Chairperson’s absence.
- c) **Duties of the Secretary** – The Secretary shall review the contents of the Minutes of each meeting. The Secretary shall preside and exercise all of the duties of the Chairperson in the absence the Chairperson and Vice Chairperson.
- d) In the event that the Chairperson, Vice Chairperson and Secretary are all absent from a meeting, a temporary Chairperson shall be elected by a majority vote of the members present.

Article IV - Meetings and Agendas:

The Transportation Planning Committee will establish an annual monthly meeting schedule and distribute to all MPO Committee members. The Technical Committee will meet as needed at the call of the Chair or the Study Director, but not less than quarterly. The Transportation Planning Committee will meet the 2nd Thursday of every month at 10:00 a.m. at the Saginaw County Metropolitan Planning Department, Lower Level, 111 S. Michigan Avenue, Saginaw, MI 48602. The agenda and public notice of each meeting shall be circulated via e-mail to the voting and non-voting membership not less than 5 days prior to the meeting. An 18-hour public notice will also be posted in a public location. Each member will be responsible for posting the public notice at their location. The agenda may be modified by a majority of the members present.

Article V – Open Meetings

The business which the Transportation Planning Committee may perform shall be conducted at a public meeting of the Transportation Planning Committee held in compliance with Act No. 267 of the Public Acts of Michigan of 1976 (MCL 15.261 et seq., MSA 4.1800(11) et seq.), as amended. Public notice of the time, date, and place of the meeting shall be given in the manner stated in article IV.

Article VI - Special Meetings:

Special meetings of the Transportation Planning Committee may be called at any time by the Chairperson or by a majority of the members of the Transportation Planning Committee, at such time or place as may be deemed necessary. Voting and non-voting members shall be notified via e-mail and/or phone of the time, place, and purpose of such meetings at least twenty-four hours (24) prior thereto. An eighteen (18) hour public notice will also be posted in a public location.

Article VII - Quorum:

Seven (7) members of the voting membership constituting the Transportation Planning Committee shall constitute a quorum for the transaction of business.

Article VIII - Relationship to Saginaw County Metropolitan Planning Commission:

The TPC will recommend all reports, work program, Transportation Improvements Programs, data sets and other material for final approval by Saginaw County Metropolitan Planning Commission as the designated Metropolitan Planning Organization for the Saginaw urbanized area.

In the event of any disagreements between the Saginaw County Metropolitan Planning Commission and the Transportation Planning Committee regarding approval of any item of business, the subject item shall be returned to the Transportation Planning Committee for reconsideration and any possible amendment. The Transportation Planning Committee may elect to seek further input from SMATS staff on such a matter. No official action shall be considered approved by the Saginaw Metropolitan Area Transportation Study until the Transportation Planning Committee and the Saginaw County Metropolitan Planning Commission have approved identical versions. Please note, however, that the Transportation Planning Committee may approve the form of any document or program and endorse the substantial majority of its contents, allowing minor modifications to be made in the version to be approved by the Saginaw County Metropolitan Planning Commission. This provision is deemed necessary to accommodate the intricacies of coordination among numerous agencies and the practical realities associated with deadlines imposed by state or federal programs.

Article IX - Voting:

Votes may be conducted by a simple majority at the meeting. A two thirds majority for any decision to spend urban funds in any non-urban area is required.

Article X - Administrative Revisions:

Revisions to the Transportation Improvement Program, that do not affect the scope of the project and do not exceed a fifteen (15) percent increase in the cost of the project, can be amended by SMATS staff without the approval of the Transportation Planning Committee or the Saginaw County Metropolitan Planning Commission. The amended Transportation Improvement Program will be made available to Transportation Planning Committee members by e-mail or mailed copy where requested.

Article XI – Parliamentary Procedure:

Except where specific rules and procedures are set forth in these bylaws, the current 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.

- I. Roll and Call to Order
- II. Agenda Approval
- III. Approval of Previous Meeting Minutes
- IV. Public Comment
- V. Unfinished Business
- VI. Correspondence and Information
- VII. Project Update
- VIII. New Business
- IX. Adjournment

Article XII - Amendments:

These Bylaws, or any part thereof, may be altered, amended, added to or repealed by a majority of the members of the Transportation Planning Committee at any meeting of the Transportation Planning Committee, provided, however, that before any changes are made in the Bylaws, a copy of the proposed changes shall be filed with the voting members at least ten (10) days prior to the meeting at which action thereon is to be taken, and the Study Director shall send a copy of the proposed changes by mail to each member at least five (5) days prior to the meeting, together with written notice of the time and place of such a meeting.

The foregoing Bylaws amend those Bylaws adopted by the Technical and Policy Committee at a duly constituted meeting on February 19, 1975 and amended on February 10, 1994, amended on June 13, 2002, amended on October 28th, 2004, amended on August 18, 2005, and amended on August 15, 2006.

The *Bylaws and Operational Procedures* that are presented in this document were approved as follows:

Approved by the Saginaw Metropolitan Area Transportation Study at a regular meeting on August 10, 2006.

Approved by the Saginaw County Metropolitan Planning Commission at a regular meeting on August 15, 2006.

SMATS OVERVIEW

Every metropolitan area with a population of more than 50,000 persons must have a designated Metropolitan Planning Organization for transportation to qualify for federal highway or transit assistance. The Saginaw County Metropolitan Planning Commission is the MPO for the Saginaw Urbanized area.

It is important that the membership for the MPO to include the involvement of policy makers, technical staff, and the citizens of Saginaw County to address various facets of the transportation planning process.

The United States Department of Transportation (USDOT) relies on the MPO to ensure that highway and transit projects that use federal funds are products of a credible planning process and meet local priorities. USDOT will not approve federal funding for urban highway and transit projects unless they are on the MPO's program. Thus, the MPO's role is to develop and maintain the necessary transportation plan for the area to assure that federal funds support these locally developed plans. The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) has greatly strengthened this responsibility by placing the MPO in a primary role for the programming of transportation projects to be carried out in any given year. The MPO has also been given the responsibility to involve the public in this process through expanded citizen participation efforts.

Since the MPO is made up of those agencies responsible for carrying out transportation programs in the region, the process puts all units into partnership with one another to carry out the programs. Any agency can, however, carry out its own transportation projects with its own funds independent of the MPO.

The Saginaw County Metropolitan Planning Commission is the policy body for the SMATS organization. The Saginaw County Metropolitan Planning Commission (SCMPC) consists of eleven (11) members who are appointed by the County Board of Commissioners and, in addition, representatives of the following entities who serve as non-voting *ex officio* members: MDOT Bay Region, Saginaw County Road Commission, City of Saginaw, and the Saginaw Transit Authority Regional Services (STARS). The Saginaw County Metropolitan Planning Commission meets on the third Tuesday of each month at 7:00 p.m. in the Saginaw County Courthouse.

The Transportation Planning Committee serves as the advisory body. Transportation Planning Committee meetings are held on the second Thursday of each month at 10:00 a.m. at the Saginaw County Metropolitan Planning Commission, Lower Level, 111 S. Michigan Avenue, Saginaw, MI 48602. The voting membership of the Transportation Planning Committee includes the Chief Elected Official (or their alternate) from each unit of local government in the Saginaw Urbanized Area, and representatives of MDOT, the County Road Commission, the East Central Michigan Planning and Development Regional Commission, the 7-B Rural Task Force, STARS, and the Saginaw County

Metropolitan Planning Commission. Non-voting members include representatives of the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). Non-voting membership is also open to rural municipalities, and all other public and private entities with an interest in the transportation planning process.

The Transportation Planning Committee also maintains a Technical Committee composed of individuals with expertise in transportation planning. The Technical Committee serves to provide advice and recommendations to the Transportation Planning Committee on all technical aspects of the transportation planning process. The membership of the Technical Committee may consist of the following:

1. One member representing the County Road Commission.
2. One member representing the City of Saginaw.
3. One member representing STARS.
4. One member representing MDOT Bay Region
5. Representatives of municipalities within the urbanized area based on population at the last official Census, as follows:
 - (a) One representative of municipalities with a population less than 5,000.
 - (b) One representative of municipalities with a population of 5,001 to 15,000.
 - (c) One representative of municipalities with a population over 15,000.
6. The Chairperson of the Transportation Planning Committee.

The Technical Committee will meet as needed at the call of the Chair or the Study Director, but not less than quarterly, at the Saginaw County Metropolitan Planning Department, Lower Level, 111 S. Michigan Avenue, Saginaw, MI 48602.

Continuing technical support to the transportation planning program is provided by the MPO Staff. The MPO Staff is comprised of staff from the Saginaw County Metropolitan Planning Commission. The Staff conducts studies and oversees projects as directed by the SMATS Transportation Planning Committee. The Staff reports findings to the MPO Committees and participates in other community wide efforts. The combined work of the MPO Staff and the participating staff of other member organizations provides the information needed to make program and policy decisions.

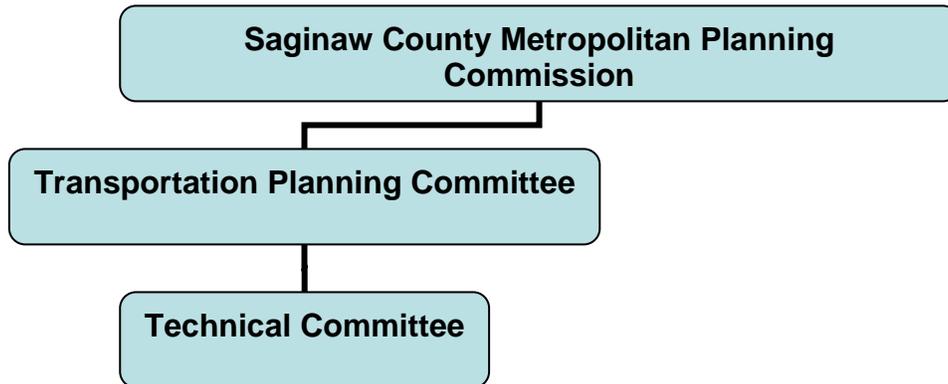
During the course of its work, the Staff identifies transportation needs in the community. Normally these needs are addressed by member organizations. The staff works with other public, private, and academic organizations in the metropolitan area.

A third partner in the process is the general public. Considerable time is devoted to assure that the public is informed of the MPO's programs and activities and that interested citizens have an opportunity to participate in them.

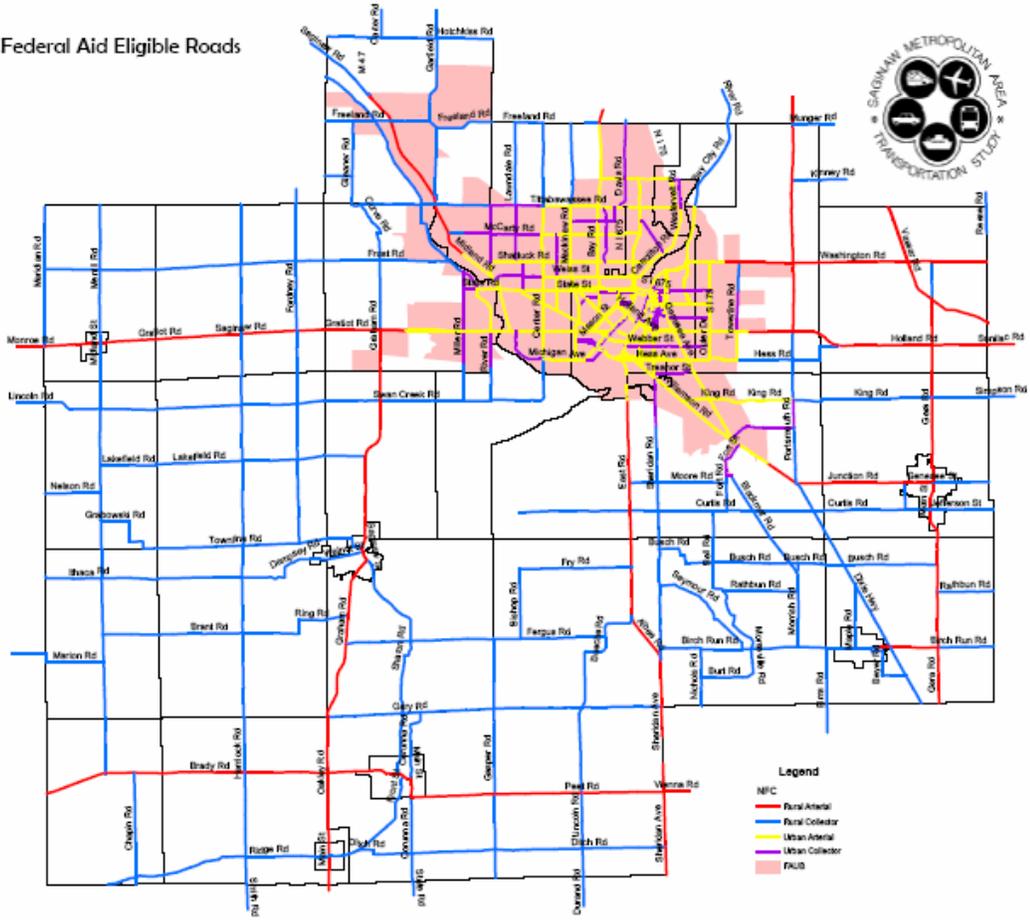
Figure 1 shows the organizational structure for the SMATS transportation planning process. Figure 2 shows the Saginaw Urbanized Area and Federal Aid Eligible Roads.

Figure 1

Organizational Structure For the SMATS Transportation Planning Process



Federal Aid Eligible Roads



OPERATIONAL PROCEDURES OF THE METROPOLITAN PLANNING ORGANIZATION

Saginaw County Metropolitan Planning Commission:

The policy body of the organization is the Saginaw County Metropolitan Planning Commission (SCMPC). The SCMPC consists of eleven (11) members who are appointed by the County Board of Commissioners and, in addition, representatives of the following entities who serve as non-voting *ex officio* members: MDOT Bay Region, Saginaw County Road Commission, City of Saginaw, and the Saginaw Transit Authority Regional Services (STARS). This Committee provides the forum for cooperative decision making and has the following responsibilities:

1. Approve the goals and objectives of the transportation planning process.
2. Review and adopt changes in transportation planning concepts.
3. Review and approve the Unified Planning Work Program (UPWP).
4. Review and adopt the Transportation Improvement Program (TIP) including project priorities and approve any changes in the priority schedule.
5. Review and adopt the Long Range Transportation Plan (LRTP) and its revisions.
6. Ensure the efficient and effective use of the Federal Highway Administrations (FHWA) Section 112 and the Federal Transit Administration (FTA) Section 5303 planning funds.
7. Encourage the development, implementation, and surveillance of plans to reduce transportation generated air pollution within the study area.
8. Provide for public input in the transportation planning process through a proactive policy.
9. Provide a competent professional staff to complete the identified tasks within the UPWP.
10. Contract with the Michigan Department of Transportation (MDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) for transportation planning funds.

OPERATIONAL PROCEDURES OF THE METROPOLITAN PLANNING ORGANIZATION

Transportation Planning Committee:

The Transportation Planning Committee (TPC) membership consists of public officials and/or staff having responsibility for transportation services and facilities. The Transportation Planning Committee makes recommendations to the Saginaw County Metropolitan Planning Commission. The Transportation Planning Committee has the following responsibilities:

1. Recommend general policy in regard to the Saginaw Metropolitan Area Transportation Study's transportation system and in recognition of the Saginaw County Metropolitan Planning Commission's responsibility for policy implementation.
2. Approve work programs, assignments, organize new committees and appoint their membership.
3. Receive and review significant study reports and improvements programs. All SMATS decisions and final reports will be reviewed and approved by this Committee as public documents with the strong implication that these represent the approved policy of local units of government. Final approval by the Saginaw County Metropolitan Planning Commission will be necessary for the completion of the Study elements indicated in the Unified Planning Work Program.
4. Review State and Federal Projects to insure that they are consistent with State and Federal Guidelines and the planning program and policies of SMATS and other agencies.

***OPERATIONAL PROCEDURES OF THE METROPOLITAN PLANNING
ORGANIZATION***

Transportation Planning Director and MPO Staff:

The Transportation Planning Director/ MPO Staff shall:

1. Take planning policy directions from and be responsible to the Saginaw County Metropolitan Planning Commission and the Transportation Planning Committee.
2. Maintain necessary staff to continually execute the transportation planning responsibilities required to keep the study up to date.
3. Administer and coordinate Metropolitan Planning Organization activities with signatories of the MPO and the Michigan Department of Transportation.
4. Assure compliance with Federal and State Transportation Planning Regulations by providing reports and certifications to the sponsoring organizations.
5. Facilitate and prepare the Transportation Improvement Program (TIP) for the Metropolitan Planning Organization. Obtain approval of the TIP and amendments to the TIP as needed.
6. Develop and revise, with cooperation of MDOT, FHWA, FTA, and other participants in the MPO activities, and obtain approval of the Long Range Transportation Plan (LRTP).
7. Develop and obtain approval of the Unified Planning Work Program (UPWP) for Saginaw County.
8. Prepare expenditure reports, including progress reports, and submit those to TPC/MPO for review and MDOT for reimbursement of expenditures.
9. Prepare and submit for approval to MDOT the Final Acceptance Report for fiscal year expenditures. A copy shall be distributed to all members.
10. Prepare all MPO meeting agendas and minutes, and distribute it to all Committee members.
11. Prepare, enforce, and update the Title VI/Environmental Justice Plan.
12. Implement and update the Public Involvement Plan.

13. Prepare and update the Transportation Improvement Program (TIP) Prioritization Plan.
14. Establish a line of communications with each local unit of government and cooperate with their respective local planning commission in examining transportation issues and needs in conjunction with duly elected councils and boards.
15. Submit any final reports to the respective councils and boards in cooperation with their planning commissions.