

**BYLAWS OF THE RICHMOND AREA  
METROPOLITAN PLANNING ORGANIZATION (MPO)**

**Ratified April 12, 1990  
Amendments to February 10, 2005**

**ARTICLE I – Name and Authority**

- Section 1.** The name of this organization shall be known as the Richmond Area Metropolitan Planning Organization hereinafter called the MPO.
- Section 2.** The MPO shall have such authority as prescribed by the Governor in his designation of September 11, 1995 and as prescribed in “A Memorandum of Understanding For a Continuing Cooperative and Comprehensive Transportation Planning and Programming Process for the Richmond Urbanized Area”.

**ARTICLE II – Purpose**

- Section 1.** The purpose of the MPO is to perform policy and technical functions for the Richmond Urbanized Area transportation planning process. The policy function is designed to make transportation policies for the Richmond Regional Area Transportation Plan. The MPO shall:
- (1) establish policy for continuing, comprehensive and cooperative transportation planning process;
  - (2) annually evaluate the current Transportation Plan, accept it when appropriate, determine when a re-evaluation of the Transportation Plan is necessary, and recommend appropriate action;
  - (3) review the results of the re-evaluation;
  - (4) determine the influence of current data upon the Transportation Plan in relation to previous data and projected trends;
  - (5) cooperate in the evaluation of forecasts of transportation demands;

- (6) work cooperatively on any proposal, alternate lines, and work performed on the study, location, and design of facilities and programs in the Transportation Plan;
- (7) assign special or standing committees, or ad hoc working groups to specific assignments;
- (8) establish priorities for consideration in the development of the areawide Unified Work Program, and to approve the areawide Unified Work Program;
- (9) approve programs of planning projects and programs of capital expenditures and construction projects, including the annual Transportation Improvement Program, its Annual Element, the Short Range Transportation Plan, and the Unified Work Program; and
- (10) perform and approve other plans and programs as may be required by state and federal regulations, and Executive orders and directives.

The technical function of the MPO is designed to establish, monitor and review the results of the technical process for urban transportation planning in the Richmond Area. The MPO shall:

- (1) establish the technical details of the continuing process through the 3-C Agreement and pass through agreements;
- (2) establish detailed work activities through the Unified Work Program process that fulfilled these Agreements;
- (3) review and certify the satisfactory completion of these activities; and
- (4) in general prepare the technical recommendations, that the MPO needs to perform its policy functions, in either ad hoc working groups, special or standing committees, or at MPO meetings.

### **ARTICLE III – Membership**

**Section 1.** The voting membership of the MPO shall be composed of:

City of Richmond .....	4
County of Henrico.....	4
County of Chesterfield .....	4
County of Hanover .....	3
County of Goochland .....	2
County of New Kent .....	2

County of Powhatan .....	2
County of Charles City .....	1
Town of Ashland .....	1
Capital Region Airport Commission .....	1
Greater Richmond Transit Company .....	1
Richmond Metropolitan Authority .....	1
Richmond Regional Planning District Commission .....	1
Commonwealth of Virginia Secretary of Transportation .....	1
<b>TOTAL .....</b>	<b>28</b>

All of the voting members must be vested with the authority to speak for and act in behalf of the appointing organization on matters concerning areawide transportation planning activities.

**Section 2.** The voting membership of the MPO shall include local elected officials. The minimum number of local elected officials per MPO area jurisdiction shall be as follows:

City of Richmond .....	2
County of Chesterfield .....	2
County of Hanover .....	2
County of Henrico .....	2
County of Charles City .....	1
County of Goochland .....	1
County of New Kent .....	1
County of Powhatan.....	1
Town of Ashland .....	1

**Section 3.** The non-voting membership of the MPO shall be composed of one representative designated and representing:

- Federal Highway Administration
- Federal Transit Administration
- MPO Citizens Transportation Advisory Committee Chairman
- MPO Elderly and Disabled Advisory Committee Chairman

The MPO Chairman may appoint up to two (2) citizens to serve as non-voting MPO members. These citizen appointees shall serve up to a one-year term as non-voting MPO members, concurrent with the term of office of the appointing MPO Chairman. Non-voting MPO member citizen appointees may be reappointed, and shall serve at the pleasure of the MPO Chairman.

Other organizations may be added or removed as non-voting members as agreed upon by a majority vote of the MPO voting membership.

**Section 4.** In order to provide continuity in the MPO's actions, it is recommended that each member serve for a two-year term and may be reappointed for successive terms.

**Section 5.** Each local government or organization that is a party of the 3-C Agreement may appoint alternates to the MPO to serve in lieu of absent regular members. The maximum number of alternates permitted for each local government or organization shall be the same as that local government's or organizations voting membership. It is recommended that at least one alternate for each local government be a local elected official.

All alternates shall be vested with the same powers and responsibilities as the regular member they are replacing. The names of all alternates shall be submitted to the MPO Secretary. Alternates shall serve at the pleasure of the appointing body.

#### **ARTICLE IV – Officers and Elections**

**Section 1.** The officers of the MPO shall consist of a Chairman, a Vice-Chairman, and a Secretary. The Chairman and Vice-Chairman shall be elected by the voting membership of the MPO. The Chairman and Vice-Chairman must be MPO voting members. Only local elected officials are eligible to become Chairman. The Secretary shall be the RRPDC staff liaison to the MPO.

**Section 2.** The election of officers shall be held no later than June 30 of each year. The newly elected officers shall take office on July 1 and shall serve for a one-year term.

**Section 3.** Beginning in fiscal year (i.e., July 1 to June 30) 1989, the MPO Chairmanship shall be rotated among the member local governments in the following order:

Goochland County  
Hanover County  
Chesterfield County  
City of Richmond  
Henrico County  
Town of Ashland  
Charles City County  
New Kent County  
Powhatan County

**Section 4.** Duties and Powers of MPO Officers:

(a) Chairman

The Chairman shall preside over all meetings of the MPO except when not in attendance. The Chairman may address remarks to an issue before the MPO and may request appropriate actions. The Chairman may request an action, however, he or she will not be eligible to move or second any action for a vote. The Chairman shall be eligible to vote on all actions regardless of a tie vote. The Chairman will be responsible for appointing the Chairman for all MPO Committees except for the Citizens Transportation Advisory Committee and the Technical Advisory Committee. The Chairman will be responsible for appointing all committee members except as noted in Article V of these Bylaws. Whenever any voting member fails to attend or send an alternate to three (3) consecutive MPO meeting without good reason, the Chairman of the MPO shall seek to determine the cause of the absence and, if appropriate, inquire of the appointing authority if the delinquent member is to remain a representative on the MPO.

The Chairman may authorize the Technical Advisory Committee to review and take action on behalf of the MPO for various administrative items including, but not limited to, the following:

- (1) Amendments to the MPO's adopted Unified Work Program and Transportation Improvement Program;
- (2) Additions and/or revisions to the highway functional classification system;
- (3) Approval of socioeconomic data and forecasts; and
- (4) Endorsements of requests from local governments, agencies, and other organizations seeking state and federal grant funds.

(b) Vice-Chairman

The Vice-Chairman shall serve as Acting Chairman of the MPO in the absence of the Chairman. When the Vice-Chairman is serving as Acting Chairman, the Vice-Chairman shall be vested with authority to perform all the duties and exercise all the powers of the Chairman, including those vested in or delegated to the Chairman in these Bylaws.

(c) Secretary

The Secretary shall prepare and maintain a permanent written record of all MPO actions and proceedings, and shall transmit notices, agenda, monthly status report, and a copy of the minutes of each MPO meeting to each member one week prior to the next regular meeting. The Secretary may

exercise his/her discretion to proceed with spending up to \$1,000 for miscellaneous studies.

**ARTICLE V – MPO Committees**

**Section 1.** There shall be a Technical Advisory Committee (TAC) composed of one technical representative from each of the following local governments and organizations:

City of Richmond  
County of Charles City  
County of Chesterfield  
County of Goochland  
County of Hanover  
County of Henrico  
County of New Kent  
County of Powhatan  
Town of Ashland  
Capital Region Airport Commission  
Greater Richmond Transit Company  
Richmond Metropolitan Authority  
Richmond Regional Planning District Commission  
Ridefinders, Inc.  
Virginia Department of Rail and Public Transportation  
Virginia Department of Transportation

Each local government or organization shall be responsible for designating its member and alternate to the TAC. A quorum shall consist of at least one-half of the TAC's membership, which shall include, at a minimum, four of the local government representatives. Either TAC members or alternates will be considered in determining TAC meeting quorums, and for voting on actions before the TAC. The Chairman of the TAC shall be elected by the TAC from among its membership.

The purpose of the TAC is to serve as a technical advisory committee to the MPO, providing technical review, comments, and recommendations on specific transportation plans, programs, studies, and other appropriate documents and regional transportation issues. The TAC shall address other matters and concerns if directed by the MPO or the MPO Chairman. TAC shall specifically be responsible for reviewing, and providing technical comments and recommendations to the MPO on the following:

- a. Unified Work Program
- b. Transportation Improvement Program
- c. Long Range Transportation Plan
- d. Air Quality Planning

The TAC shall meet as required in the performance of its duties.

The TAC may be authorized by the MPO Chairman to review and take action on behalf of the MPO for various administrative items as provided in Article IV, Section 4, Subsection (a). In the event that the MPO Chairman has made such a request, the TAC Chairman shall call a special meeting to review, discuss, and take action on the requested item or, the TAC Chairman shall place the requested item on the agenda of the next regularly scheduled TAC meeting for review, discussion and action. Such requests submitted by the Chairman for TAC review and action shall be approved if there is at least 2/3's vote of those present in favor of the request. The results of such actions by TAC shall be reported as information items to the MPO within 45 days as acted upon by the TAC.

**Section 2.** There shall be a Citizens Transportation Advisory Committee (CTAC) to the MPO, having the following voting membership:

Two (2) members appointed by the City of Richmond  
Two (2) members appointed by the County of Chesterfield  
Two (2) members appointed by the County of Henrico  
One (1) member appointed by the County of Charles City  
One (1) member appointed by the County of Goochland  
One (1) member appointed by the County of Hanover  
One (1) member appointed by the County of New Kent  
One (1) member appointed by the County of Powhatan  
One (1) member appointed by the Town of Ashland  
Up to Twelve (12) at-large member organizations appointed by the MPO.

The officers of CTAC shall consist of a Chairman and Vice-Chairman elected by the CTAC voting membership. Effective July 1, 1998, only jurisdictional representative shall be eligible to be Chairman and Vice-Chairman. The CTAC officers shall be elected to a one-year term of office beginning July 1 and ending June 30. Beginning July 1, 1998, the CTAC Chairmanship shall be rotated annually among the member local governments in the following order:

Hanover County  
Henrico County  
Charles City County  
Chesterfield County  
Goochland County  
Town of Ashland  
New Kent County  
City of Richmond  
Powhatan County

Beginning July 1, 1998, the CTAC Vice-Chairmanship shall also be rotated annually among the member local governments starting with Henrico County, and then following the above-noted rotation order. In the event that a jurisdictional representative is unable to serve as CTAC Chairman or CTAC Vice-Chairman when required by the rotational schedule, the MPO Chairman shall appoint a Chairman or Vice-Chairman for CTAC for that term.

The Chairman of the Elderly and Disabled Advisory Committee shall serve as a voting member on the CTAC, occupying one of the at-large member organization positions. To the maximum extent possible, the at-large appointees should represent diverse organizations with recognized transportation planning concerns. It is recommended that each at-large appointee have a designated alternate. Each citizen appointed shall serve a two-year term, and may be reappointed for successive terms. These bylaws shall be applicable to this Committee. The CTAC should meet monthly as necessary. A quorum shall consist of at least one-half of the Committee's current membership, and in no event shall be less than eight (8). The purpose of this Committee is to advise the MPO on issues, plans, studies, and matters necessary and appropriate for providing viable and reasonable citizen input. Resolutions approved by the CTAC shall be presented to the MPO.

**Section 3.** There shall be an Elderly and Disabled Advisory Committee (EDAC) appointed by the MPO. The purpose of this Committee is to advise the MPO on issues, plans, studies, and other matters concerning the MPO's "3-C" urban transportation planning process responsibility which is to conduct special efforts to plan public transportation facilities and services that can be effectively utilized by elderly and disabled persons. The MPO shall provide for the appointment of up to eighteen (18) member organizations to this Committee providing for a maximum of eighteen (18) voting members. The Committee should have a generally balanced representation for groups, organizations, and/or individuals representing the elderly; and for groups, organizations, and/or individuals representing the disabled. The Committee should also have representation from organizations that represent low income persons. Each member appointed shall serve a two-year term, and may be reappointed for successive terms. It is recommended that each voting member to this Committee have a designated alternate. The Committee's Chairman and Vice-Chairman shall be appointed by the MPO Chairman, and both shall serve a one-year term of office. The Committee may review its membership and request the MPO to appoint additional members. Should a member or the member's designated alternate miss two or more consecutive regularly scheduled meetings, the EDAC Chairman may send the member a letter inquiring as to whether or not the member or the designated alternate plan to attend upcoming EDAC meetings. A quorum shall consist of at least one half of the Committee's current membership and in no event shall be less than five (5). Resolutions approved by the Committee shall be presented to the MPO. The MPO's bylaws shall be applicable to this Committee except insofar as they conflict with this section.

**Section 4.** Other Committees may be created by the MPO by a two-thirds vote, assuming a quorum is present. These bylaws apply to the operation of any Committee

#### **ARTICLE VI - Meetings**

**Section 1.** Regular meetings of the MPO shall be held at a suitable meeting time and place, monthly as necessary, normally on the second Thursday of the month. Special meetings may be called by the Chairman. When a meeting falls on a holiday, the rescheduled meeting shall be determined by the Chairman. Members shall be notified in advance of a rescheduled meeting.

**Section 2.** A quorum shall consist of fifteen of the voting representatives of the MPO. Vacancies shall not be considered in the establishment of a quorum.

**Section 3.** No proxy votes shall be allowed.

**Section 4.** The agenda for each MPO meeting shall be prepared jointly by the Chairman and the RRPDC staff liaison. The agenda shall be mailed seven (7) working days prior to the next meeting. Agenda items may be requested up to nine (9) working days before the meeting. Additions to this agenda shall be made at the beginning of the meeting by a two-thirds vote of those present at the MPO meeting. A simple majority vote of those present can add an item to the agenda for the next MPO meeting.

**Section 5.** Parliamentary authority for MPO proceedings not otherwise specified by these bylaws shall be the most recently published edition of Robert's Rule of Order.

#### **ARTICLE VII – Amendment**

**Section 1.** These bylaws may be amended by a two-thirds vote of the MPO membership, a quorum being present, at two consecutive meetings of the MPO. Proposed changes in the bylaws shall be transmitted to each voting member at least 10 days prior to the meeting when the voting will be conducted.

#### **ARTICLE VIII – Effective Date**

These bylaws shall become effective immediately upon ratification by a majority vote of the MPO. Each MPO member shall be given a copy.

#### **NOTES:**

1. Ratification Date: First reading of Bylaws amendment on March 15, 1990.  
Second reading and final adoption on April 12, 1990.

2. Bylaws Amendment: Article V, Section 2, amended by MPO on December 13, 1990.
3. Bylaws Amendment: Article VI, Section 4, amended by MPO on June 10, 1993.
4. Bylaws Amendment: Article IV, Section 3, amended by MPO on July 8, 1993.
5. Bylaws Amendments: Article I, Section 2; Article III, Sections 1,2, and 3; Article IV, Section 3; Article V, Sections 1, 2, and 3; and Article VI, Section 2; amended by the MPO on November 9, 1995.
6. Bylaws Amendment: Article V, Section 2; amended by MPO on February 12, 1998.
7. Bylaws Amendment: Article III, Section 3; amended by MPO on May 11, 2000.
8. Bylaws Amendments: Article IV, Section 4, Subsection (a); Article V, Section 1; and Article VI, Section 1; amended by MPO on April 12, 2001.
9. Bylaws Amendment: Article V, Section 1; amended by MPO on March 14, 2002.
10. Bylaws Amendment: Article V, Section 3; amended by MPO on December 11, 2003.
11. Bylaws Amendments: Article III, Section 3; and Article V, Section 3; amended by MPO on February 10, 2005.