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# GIAMPO – Policy Board

Tuesday, September 23, 2014

Regular Session

## Item J3

### Policy Board By-Laws

*Review & discuss meeting dates and times; Discuss possible amendment to the meetings section to allow for a cancelation of a regular scheduled meeting by the Chairperson for lack of action items.*

Staff Contact: John Adams

**BYLAWS OF  
GRAND ISLAND AREA METROPOLITAN PLANNING ORGANIZATION (GIAMPO)  
POLICY BOARD**

**ARTICLE I. - NAME**

Section 1. The name of this body shall be the Grand Island Area Metropolitan Planning Organization (GIAMPO) Policy Board (hereinafter "Policy Board").

**ARTICLE II. - PURPOSE**

Section 1. The **Policy Board** shall serve as the local planning agency for matters necessary to comply with the requirements of Title 23, United States Code, and subsequent acts. The Policy Board shall have the power and duty to prepare and adopt comprehensive transportation studies and plans to guide the unified development of the Grand Island Area Metropolitan Planning Area and to promote the general welfare and prosperity of its people in an economic and efficient manner.

Section 2. The **Policy Board** shall examine projects concerning the development of a safe, efficient, and coordinated transportation network.

Section 3. The **Policy Board** shall annually adopt, at a minimum, a four-year MPO Transportation Improvement Program (TIP) and shall review the allocation of all federal-aid funds to eligible projects within each Annual Element of the TIP.

Section 4. The **Policy Board** shall annually review the MPO Long-Range Transportation Plan (LRTP) and update as necessary, or at least once every five years.

Section 5. The **Policy Board** shall annually adopt a MPO Unified Planning Work Program (UPWP) that details projected work activities and a proposed budget for implementation.

Section 6. The **Policy Board** shall adopt and implement a MPO Public Participation Process (PPP) that outlines the promotion and utilization of public involvement, to be reviewed annually and updated as necessary.

### ARTICLE III. - MEMBERSHIP

Section 1. A **Policy Board** voting member shall be a member of the governmental entities listed in Subsection 1a.

1a. The mayor or chairperson of each of the following governmental entities shall submit in writing to the **Policy Board** Secretary the name of the designated voting member or designee if permitted by the GIAMPO Contract.

#### Subsection 1a. Voting Members

- Mayor of the City of Grand Island
- Four members of the Grand Island City Council recommended by the Mayor and approved by the City Council. Members are recommended and approved on an annual basis.
- Two members of the Hall County Board of Supervisors who reside within the Metropolitan Transportation Planning area, selected by the County Board of Supervisors
- The Chair of the Hall County Regional Planning Commission, or their designee from the Hall County Regional Planning Commission. Representative must live within the Metropolitan Transportation Planning area.
- The NDOR Director-State Engineer, or designee

A **Policy Board** non-voting member shall be a representative of the entities listed below. The name of the non-voting member or designee shall be submitted in writing to the **Policy Board** Secretary.

#### Subsection 1b. Ex-Officio (Non-Voting) Members

- The FHWA Nebraska Division Administrator or designee
- The FTA Region VII Administrator or designee
- Other members as approved by a majority vote of the Policy Board

Section 2. All vacancies occurring in the **Policy Board** shall be filled in a manner similar to the original appointment.

### ARTICLE IV. - OFFICERS

Section 1. The officers of the **Policy Board** shall be: a Chairperson (Mayor of Grand Island) whose duties shall be to preside at all meetings and to call special meetings; a Vice-Chairperson who shall perform the duties of the Chairperson in his or her absence or inability to act; and a

Secretary who shall keep a full record of the proceedings of the **Policy Board** and of its committees and shall perform such other duties as the **Policy Board** may from time to time direct.

Section 2. The Vice-Chairperson shall be elected annually from the voting membership of the **Policy Board** for a term of one (1) year at the first regular meeting of each calendar year.

Section 3. The MPO Director shall serve as Secretary. The Secretary shall be responsible for keeping the records of the Committee, serve notice of meetings, and other duties as requested by the Policy Board.

Section 4. All vacancies occurring in the offices of the **Policy Board** shall be filled by election by a majority vote of the **Policy Board**; the officer or officers so elected will serve until the next regular annual election of officers.

#### ARTICLE V. - MEETINGS

Section 1. The **Policy Board** shall meet on the 3<sup>rd</sup> 4<sup>th</sup> Tuesday of every odd month (January, March, May, July, September and November). Special meetings may be called by the Chairperson or by at least three (3) voting members of the **Policy Board**.

Section 2. The Secretary of the **Policy Board** shall mail or deliver written (includes email) notice of each regular meeting, including a tentative agenda and designated location, to each member of the **Policy Board** at least seven (7) calendar days prior to such meeting. Notice of special meetings shall state the purpose for which said meeting is called and shall be called or delivered at least 24 hours in advance of the meeting date and time.

Section 3. **Policy Board** may adopt such rules of operation as is deemed necessary, be open to the public, and conform to the requirements of Chapter 84 per the Revised Statutes of Nebraska.

Section 4. Any member can initiate items for **Policy Board** meetings to the Chairperson or MPO staff for incorporation into the formal agenda.

Section 5. The current edition of Robert's Rules of Order shall guide the proceedings of the Policy Board where not in conflict with statutes or with any applicable law).

## ARTICLE VI. - QUORUM

Section 1. The Secretary shall provide the **Policy Board** with an annual list of regular meetings. A quorum of any regular meeting of the **Policy Board** shall consist of those designated voting members or alternates in attendance.

Section 2. A quorum at any special meeting of the **Policy Board** shall consist of at least fifty (50) percent of the total voting membership of the Policy Board.

Section 3. The adoption of plans, amendments, revisions, or other actions thereof shall be by a majority vote of the **Policy Board** voting members present.

## ARTICLE VII. - VOTING POWER

Section 1. Each **Policy Board** voting member shall have one vote. Non-voting members shall not have voting power.

Section 2. In the absence of a regular **Policy Board** voting member, the designate if one is permitted shall have the voting power.

Section 3. No proxy vote shall be accepted.

Section 4. **Policy Board** voting members will vote via Roll-Call vote protocol.

## ARTICLE VIII. - COMMITTEES

Section 1. The Policy Board may use such committees as may be necessary to carry out their duties. Committees shall be appointed by action of the **Policy Board**.

Section 2. The MPO Transportation Technical Advisory Committee (Technical Advisory Committee) shall be created under separate bylaws and shall be directly responsible to the **Policy Board** for the initiation, review, and recommendations of transportation and transportation-related activities. The Technical Advisory Committee Chairperson or the MPO Director, in the Chairperson's absence, shall report committee activities to the **Policy Board**. All transportation related matters requiring action by the **Policy Board** shall first be submitted to the Technical Advisory Committee for their review and recommendation. The **Policy Board** shall give due consideration to the Technical Advisory Committee's recommendation in the disposition of their duties.

## ARTICLE IX. - AMENDMENT TO BYLAWS


Section 1. All Bylaws of the **Policy Board** are subject to amendment, alteration, or repeal. New Bylaws or amendments, alterations or repeals may be made by the vote of a majority of all the voting members, provided that written or published notice shall be sent to each member at least seven (7) calendar days prior to the date of such meeting, which shall state an intention to alter, amend or reject or to adopt new provisions at such meeting.

Section 2. The **Policy Board** may adopt other rules or operational procedures that are not inconsistent with these or subsequently adopted Bylaws.

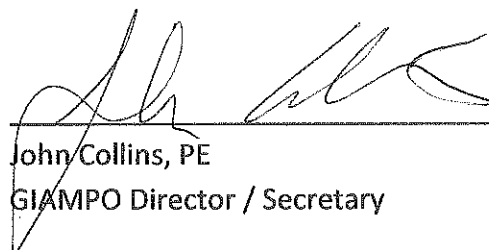
## ARTICLE X.

Section 1. If any one or more of the provisions of these Bylaws are declared contrary to law and therefore null and void, the validity of the remainder shall not be affected thereby.

The Bylaws of the Grand Island Area Metropolitan Planning Organization (GIAMPO) **Policy Board** are hereby passed and adopted this 23<sup>rd</sup> day of July to be effective immediately.

  
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Mayor Jay Vavricek  
GIAMPO Policy Board Chairperson

ATTEST:

  
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John Collins, PE  
GIAMPO Director / Secretary

Amended on September 17, 2013.