



Lubbock Metropolitan Planning Organization



Bylaws



Working Together



City of Wolforth



Adopted: October 1995
 Amended: May 1998
 Amended: October 2002
 Amended: February 10, 2004
 Amended: September 13, 2005
 Amended: March 20, 2006
 Amended July 24, 2007
 Amended January 19, 2010

CHAPTER 1 STUDY ORGANIZATION AND MANAGEMENT

The Lubbock Metropolitan Planning Organization (MPO) requires involvement of policy makers, technical staff, and citizens to address various facets of the transportation planning process. The geographic boundary of the MPO is shown on the following page.

PARTICIPANT ROLES

The Transportation Policy Committee (TPC) structure is outlined in the 1973 Designation Agreement and its roles reiterated in the 1988 Designation Agreement, Under I. Organization, Section C., which declares "Use the Committee structure established pursuant to Section 134 of Chapter 1 of Title 23 U.S.C. as the group responsible for giving the Metropolitan Planning Organization overall transportation policy guidance."

The Metropolitan Planning Contract sheds more light on this issue when it states the TPC's primacy in "Whereas, the Governor of the State of Texas has designated *the City of Lubbock, acting through its Transportation Policy Board to be the MPO* for the above-mentioned urbanized areas(s)."

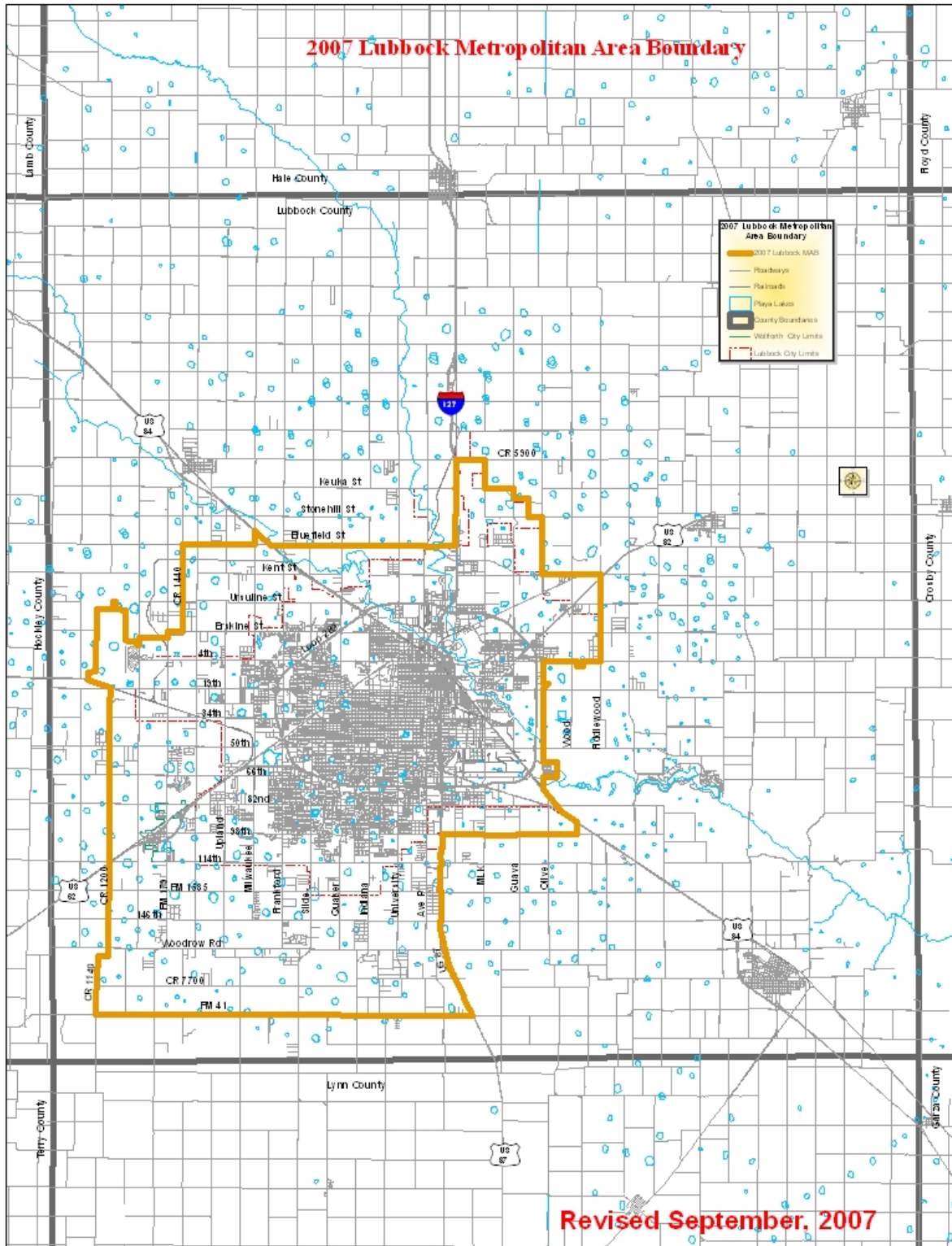
Currently, three political jurisdictions are included within the Lubbock MPO Metropolitan Area Boundary. These are the Cities of Lubbock and Wolfforth, and Lubbock County. The MPO Transportation Policy Committee shall ensure adequate staff is available to perform all appropriate MPO activities required by law. The Lubbock Metropolitan Planning Organization's Transportation Planning Director administers the program in compliance with policy and procedures as determined by the Transportation Policy Committee. The Transportation Planning Director is responsible to the designated MPO Transportation Policy Committee for policy and supervision.

The Lubbock Metropolitan Planning Organization seeks technical assistance from various sources including the City of Lubbock, The City of Wolfforth, the County of Lubbock, the Texas Department of Transportation's Lubbock District Office, Texas Department of Transportation's Transportation Planning and Programming Division, the Federal Highway Administration, the Federal Transit Administration, Citibus, and other public and private resources.

ORGANIZATIONAL STRUCTURE

The Lubbock Metropolitan Planning Organization shall be comprised of:

1. Transportation Policy Committee
2. Transportation Advisory Committee
3. Transportation Planning Director and MPO Staff
4. Other Committees and Sub-Committees as approved by the Transportation Policy Committee
5. Fiscal Agent



CHAPTER 2

RESPONSIBILITIES OF THE METROPOLITAN PLANNING ORGANIZATION

Transportation Policy Committee:

The Transportation Policy Committee (TPC) is the group responsible for the overall operation of the Metropolitan Planning Organization (MPO) and sets policy for the MPO and staff. It is responsible for insuring that the requirements, as established in state and federal laws and regulations, are carried out.

The Transportation Policy Committee shall have the following responsibilities:

1. Approve goals and objectives of the transportation planning process and plan.
2. Establish fiscal and personnel management agreements between the MPO Policy Committee and the fiscal agent to identify respective relationships, roles and responsibilities.
3. Ensure that the Metropolitan Planning Organization is adequately staffed.
4. Provide guidance and policy to the MPO Staff on carrying out their responsibilities.
5. Hire, terminate and evaluate the Transportation Planning Director.
6. Review and adopt changes in transportation planning concepts.
7. Review and approve the Unified Planning Work Program (UPWP) and its revisions.
8. Review and adopt the Transportation Improvement Program (TIP) and its revisions including project priorities and approval of any changes in the priority schedule.
9. Review and adopt the Metropolitan Transportation Plan and its revisions.
10. Ensure the efficient and effective use of the Federal Highway Administration (FHWA) PL Fund and the Federal Transit Administration (FTA) Section 5303 planning funds.
11. Serve as liaison representatives between various governmental units in the study area to obtain optimum cooperation of all governmental units in implementing various elements of the plan.
12. Ensure citizen participation in the transportation planning process through a proactive policy.

Transportation Advisory Committee:

The Transportation Advisory Committee (TAC) is the group of the MPO that provides technical support to the Transportation Policy Committee and MPO staff. It reports directly to the Transportation Policy Committee.

The Transportation Advisory Committee shall have the following responsibilities:

1. Review transportation related studies within the Lubbock Metropolitan Planning Area and make recommendations to the Transportation Policy Committee and other agencies.
2. Provide technical support in the preparation of the Metropolitan Transportation Plan and recommend its adoption to the Transportation Policy Committee.
3. Review the Transportation Improvement Program (TIP) including reviewing projects and making recommendations to the Transportation Policy Committee.
4. Advise the Transportation Policy Committee on technical and policy matters with accompanying recommendations and supporting rationale.
5. Assist the Transportation Policy Committee and MPO Staff with technical tasks associated with

developing the Unified Planning Work Program (UPWP) and recommends its adoption by the Transportation Policy Committee.

Fiscal Agent

The fiscal agent of the Lubbock Metropolitan Planning Organization is responsible for maintaining required accounting records for state and federal funds consistent with current state and federal requirements, providing funding to allow the MPO staff to operate the program and establishing fiscal and personnel management agreements with the MPO Policy Committee to identify respective relationships, roles and responsibilities.

The City of Lubbock serves as the fiscal agent for the Lubbock Metropolitan Planning Organization.

Transportation Planning Director:

1. Take directions from and be responsible to the Transportation Policy Committee for policy and guidance.
2. Supervise (hire, terminate, and evaluate) all MPO Staff as identified in the Unified Planning Work Program. Supervise MPO staff regardless of agency affiliation. Coordinate the duties of all MPO staff as identified in the Unified Planning Work Program (UPWP).
3. Maintain necessary staff to continually execute the transportation planning responsibilities required, keeping the study up to date.
4. Administer and coordinate Metropolitan Planning Organization activities with signatories of the MPO and the Texas Department of Transportation.
5. Assure compliance with the Federal and State Transportation Planning Regulations by providing reports and certifications to the sponsoring organizations.
6. Develop and revise, with cooperation of TxDOT and other participants in MPO activities, the Metropolitan Transportation Plan (MTP) for the Lubbock Metropolitan Area and obtain approval of the MTP.
7. Develop the Transportation Improvement Program (TIP) for the Lubbock Metropolitan Area in cooperation with TxDOT, and other participants in the MPO activities. Obtain approval of the TIP and amendments to the TIP, as needed.
8. Develop, revise and obtain approval of the Unified Planning Work Program (UPWP) for the Lubbock Metropolitan Area in cooperation with TxDOT and other participants in MPO activities.
9. Prepare Performance Reports and Expenditure Reports and submit those to TxDOT for reimbursement of expenditures.
10. Provide staff support for the Transportation Policy Committee and the Transportation Advisory Committee.
11. Prepare the meeting agenda and distribute it to the Committee members no later than one week prior to any scheduled meeting.

Other Committees and Subcommittees:

The Transportation Policy Committee may appoint other committees, as it deems necessary, to assist it in carrying out its responsibilities. The Transportation Policy Committee shall define the responsibilities of any other committees or subcommittees for a special purpose or to ensure adequate pro-active participation in the transportation planning process

CHAPTER 3
BYLAWS AND OPERATING PROCEDURE
Of
The Transportation Policy Committee

Name:

The name of this committee shall be the Transportation Policy Committee for the Lubbock Metropolitan Planning Organization.

Composition:

The Transportation Policy Committee shall be composed of the following individuals from participating governmental jurisdictions:

Voting Members:

1. One Elected County Official - Lubbock County appointed by the County Commissioners Court
2. County Judge - Lubbock County
3. Three representatives of the City Of Lubbock (including at least two Elected Officials) – appointed by the Lubbock City Council
4. District Engineer - Texas Department of Transportation, Lubbock District
5. City Manager - City of Lubbock
6. Mayor – City of Wolfforth
7. General Manager – Citibus

Non-Voting Members:

1. One representative from the Federal Highway Administration
2. One representative from the Federal Transit Administration
3. One representative from the Texas Department of Transportation's Transportation Planning and Programming Division.
4. One representative of the Texas Commission on Environmental Quality (TCEQ)
5. Any State legislators, or United States Congressmen, whose districts include the study area and who desire to serve in an ex-officio capacity.

Organization:

1. The Transportation Policy Committee shall elect a Chairperson and a Vice-Chairperson from among its voting members. Such election shall be by a majority of the voting membership of the membership of the Transportation Policy Committee.
2. Elections shall take place in October of each even numbered year.
3. Appointed members of the Transportation Policy Committee shall serve two-year terms or until a successor is appointed.
4. An officer may succeed with no limitation to a number of terms, except that such term will not continue in the event an officer becomes ineligible for membership on the Transportation Policy Committee.
5. The term of office shall be two years, or until such time new officers are elected.

6. The Chairperson or Vice-Chairperson may be removed from office by a vote of the majority of all voting members of the Transportation Policy Committee.

Duties of the Chairperson and Vice-Chairperson:

1. The Chairperson shall preside at all meetings of the Transportation Policy Committee.
2. The Vice-Chairperson shall assume the duties and responsibilities of the Chairperson in his absence.
3. The Chairperson shall authenticate, by signature, all resolutions adopted by the Transportation Policy Committee.
4. The Chairperson shall serve as chief policy advocate for the Transportation Policy Committee.
5. The Chairperson shall represent the committee at hearings, conferences, and other events as required or designate another member of the Committee, Chairperson of the Transportation Advisory Committee, or the Transportation Planning Director to represent the Chairperson.

Meetings:

1. The regular meeting day of the Transportation Policy Committee shall be the third Tuesday of each month, or as established by a majority vote.
2. The Transportation Policy Committee shall meet for the purpose of reviewing the plan and actions that may materially affect the plan and its implementation.
3. The meetings will be held in accordance with the Texas Open Meetings Act.
4. The Transportation Planning Director shall serve as Secretary to the Transportation Policy Committee.
5. The Transportation Planning Director, as the Secretary to this Committee, may cancel a regularly scheduled meeting or call an additional meeting as deemed necessary. The Transportation Policy Committee Chairman may also call meetings.
6. In the event the Chairperson or Vice-Chairperson is absent from a meeting with quorum, the attending members shall elect a presiding officer to conduct the meeting until the conclusion of the meeting or until the Chairperson or Vice-Chairperson arrives.
7. Opportunities for public comments shall be provided subject to guidelines of the Transportation Policy Committee, shown in the MPO's Procedures for Public Comments (Attachment A) and the Public Involvement Policy.

Conflicts of Interest

A Transportation Policy Committee member is considered to be a local public official for the purposes of Chapter 171, Local Government Code. If a Transportation Policy Committee member must abstain from participation in a vote or decision under Chapter 171, Local Government Code, that member must file an affidavit required under Section 171.004, Local Government Code.

Quorum:

In order for business to be transacted, there must be a recognized quorum of voting members. Fifty-one percent (51%) or greater of the total committee voting membership shall constitute a quorum for the transaction of business at all meetings.

Minutes:

Minutes of all meetings shall be kept and recorded by the MPO Staff.

Administrative Support:

The MPO Staff shall provide administrative support to the Transportation Policy Committee.

Committees:

The Transportation Policy Committee may create ad hoc committees or other technical committees at their discretion or on the advice of the Transportation Advisory Committee.

Rules of Order:

The Transportation Policy Committee shall generally conduct business as prescribed in Roberts' Rules of Order in all areas of parliamentary procedures or any voting member may invoke the rules, as necessary.

Amendments to Bylaws:

These Bylaws may be amended by two-thirds majority vote of the membership of the Transportation Policy Committee at any duly called meeting wherein an official quorum is present. A bylaw change shall be presented for consideration at a regularly scheduled meeting of the committee. However, voting shall be deferred until the regular scheduled meeting following the meeting at which the bylaws change was proposed and which coincides with the requirements outlined in the Public Involvement Policy regarding Policies and Procedures.

The Transportation Policy Committee may add Non-voting (Ex-Officio) members to either the Transportation Policy or Advisory Committee at any time.

CHAPTER 4
BYLAWS AND OPERATING PROCEDURE
Of
The Transportation Advisory Committee

Name:

The name of this Committee shall be the Transportation Advisory Committee for the Lubbock Metropolitan Planning Organization.

Composition:

The Transportation Advisory Committee shall be composed of key staff members of participating governmental jurisdictions.

Voting Members:

1. Director of Planning - City of Lubbock
2. City Engineer – City Of Lubbock
3. City Traffic Engineer – City Of Lubbock
4. Two Lubbock County Commissioners (must be designated by Commissioners Court)
5. One designated Representative – Citibus
6. Director of Transportation Planning and Development - TxDOT Lubbock District
7. City Manager – City Of Wolfforth
8. Lubbock County Director of Public Works
9. One designated representative from the City Of Lubbock Police Department
10. One designated representative from the Texas Department of Public Safety
11. Director of Public Works – City of Lubbock
12. One designated representative from the Facilities Department of Texas Tech University

Non-Voting Members:

1. One representative of the Transportation Planning and Programming Division, Texas Department of Transportation, Austin
2. One representative of the Federal Highway Administration
3. One representative of the Commission on Environmental Quality (TCEQ)
4. One representative of the South Plains Association of Governments
5. One representative from the Lubbock County Sheriff's Department
6. One representative from the Freight Community
7. One representative from the Airport Authority
8. Two representative from the City of Lubbock's Traffic Commission
9. One representative from Texas Tech University

And other resources from:

Lubbock Traffic Management Team
Lubbock Emergency Planning Committee

Alternate Members:

Each voting member may have a designated alternate voting member, who is otherwise a non-voting member, and may serve at any Transportation Advisory Committee meeting in the voting member's absence. Alternate member must be appointed in the same manner as the voting member. Appointed alternate members will have the voting rights and privileges of members when serving in the absence of the Transportation Advisory Committee voting member.

Organization:

1. The Transportation Advisory Committee shall elect a Chairperson and a Vice-Chairperson from among its voting members. Such election shall be by a majority of the voting membership of the membership of the Transportation Advisory Committee.
2. Elections shall take place in October of each even numbered year.
3. An officer may succeed with no limitation to a number of terms, except that such term will not continue in the event an officer becomes ineligible for membership on the Transportation Advisory Committee.
4. The term of office shall be two years, or until such time new officers are elected.
5. The Chairperson or Vice-Chairperson may be removed from office by a vote of the majority of all voting members of the Transportation Advisory Committee.
6. Appointed members of the Transportation Advisory Committee shall serve two-year terms or until a successor is appointed. There shall be no limitation as to the number of terms served so long as the member remains eligible for membership for the position held.

Duties of the Chairperson:

1. The Chairperson shall preside at all meetings of the Transportation Advisory Committee. During the absence of the Chairperson, the Vice-Chairperson shall preside over meetings and shall exercise all the duties of the Chairperson.
2. The Chairperson shall authenticate, by signature, all resolutions approved by the Transportation Advisory Committee.
3. The Chairperson shall represent the committee at hearings, conferences, and other events as required or designate another member of the Committee to represent the Chairperson.
4. During the absence or disability of the Chairperson, or in the event that a vacancy occurs in the office of the Chairperson, the Vice-Chairperson shall preside over meetings of the Committee and shall exercise all the duties of the Chairperson.

Meetings:

1. The regular meeting day of the Transportation Advisory Committee shall be the first Tuesday of each month or as established by a majority vote.
2. The Transportation Advisory Committee shall meet for the purpose of reviewing the plan and actions that may materially affect the plan and its implementation.
3. The Transportation Planning Director, as secretary to this Committee, may cancel a regularly scheduled meeting or call an additional meeting as deemed necessary. The Transportation Advisory Committee Chairperson may also call meetings.

4. In the event the Chairperson or Vice-Chairperson is absent from a meeting with quorum, the attending members shall elect a presiding officer to conduct the meeting until the conclusion of the meeting or until the Chairperson or Vice-Chairperson arrives.
5. Members desiring an item to be included on a meeting agenda shall notify the Transportation Planning Director no later than two (2) weeks prior to the meeting.
6. Opportunities for public comment shall be provided subject to guidelines of the Transportation Policy Committee, as shown in the Procedures for public comments (Attachment A).

Quorum:

In order for business to be transacted, there must be a recognized quorum of voting members. Fifty-one percent (51%) or greater of the total committee voting membership shall constitute a quorum for the transaction of business at all meetings.

Minutes:

Minutes of all meetings shall be kept and recorded by the MPO Staff.

Administrative Support:

The MPO Staff shall provide administrative support to the Transportation Advisory Committee.

Committees:

The Transportation Advisory Committee may create ad hoc committees or technical sub-committees as deemed appropriate, subject to the approval of the Transportation Policy Committee.

ATTACHMENT A

PROCEDURES FOR PUBLIC COMMENTS

The Lubbock Metropolitan Planning Organization encourages public comments on any and all matters relevant to metropolitan transportation planning. To assure fair and equitable opportunities for all citizens desiring to address the MPO Transportation Policy or Transportation Advisory Committee, or any other MPO committee meetings, the following public comment procedures have been established:

Public Comments on Agenda Items:

Public comments related to agenda items will be allowed. Comments will be limited to three (3) minutes and the applicant must sign up at least five (5) minutes before the start of the meeting. Persons wishing to address more than one agenda item may do so during their allotted time. The Committee Chairman may extend the above times at his discretion.

An agenda and sign-up sheet will be made available at the meeting place at least ten (10) minutes prior to the start of the meeting.

Other Public Presentations:

Requests for public presentations not related to business indicated on the agenda must be submitted to the Chairperson ten (10) business days in advance of the regular meeting and will be added to the agenda at the Chairperson's discretion. If approved as an agenda item, the presentation will be limited to ten (10) minutes.

Requests to deliver such a presentation should be submitted in writing to:

Chairperson
Transportation Policy Committee
C/o Transportation Planning Director
Lubbock Metropolitan Planning Organization
916 Main, Suite 706
Lubbock, Texas 79401

The citizens may use the following E-mail address, Fax, or Phone numbers for submitting material for presentation.

E-mail: swoods@mail.ci.lubbock.tx.us
Fax: (806) 775-1675
Phone: (806) 775-1676

Written Comments:

The Lubbock Metropolitan Planning Organization welcomes written comments relating to agenda items or other metropolitan transportation concerns. For written comments exceeding three (3) standard 8 ½" X 11" pages, twenty-five (25) copies must be provided. Written comments should be sent to the Transportation Policy Committee Chairperson at the above address.

Invited Comments:

The Chairperson may at any time during the meeting invite comments from the audience.

Information Required:

The following information will be required of all persons making either oral or written comments:

1. Full Name
2. Affiliation (if applicable)
3. Mailing Address
4. Agenda Item(s) or Topic to be addressed

Waiver of the above rules:

The above rules may be waived by the Transportation Policy or Advisory Committee Chairperson at any meeting if he deems it necessary.

LUBBOCK METROPOLITAN PLANNING ORGANIZATION

BY-LAW NO. 09-001

**To Amend By-laws and Operating Procedure of
The Transportation Policy Committee**

WHEREAS, Section 472.034 of the TEXAS TRANSPORTATION CODE requires that the policy board of each Metropolitan Planning Organization ("MPO") in the State of Texas adopt amendments to its bylaws, as applicable, which incorporate certain standards of conduct and ethics for MPO board members and employees; and

WHEREAS, the policy board of every MPO must, thereafter, promptly distribute copies of the bylaws, as amended, to each newly appointed member of the policy board, and to each new employee of the MPO; and

WHEREAS, the Transportation Policy Committee of the Lubbock Metropolitan Planning Organization desires to adopt said standards of conduct and ethics to apply to its members, employees, and Transportation Planning Director.

THEREFORE, BE IT RESOLVED BY THE TRANSPORTATION POLICY COMMITTEE OF THE LUBBOCK METROPOLITAN PLANNING ORGANIZATION:

THAT the Bylaws of the Lubbock Metropolitan Planning Organization, Chapter 3, Bylaws and Operating Procedure of the Transportation Policy Committee, be amended to include the following section:

Standards of Conduct; Ethics Policy:

(a) A policy board member or employee of the Lubbock Metropolitan Planning organization may not:

(1) accept or solicit any gift, favor, or service that might reasonably tend to influence the member or employee in the discharge of official duties or that the member or employee knows or should know is being offered with the intent to influence the member's or employee's official conduct;

(2) accept other employment or engage in a business or professional activity that the member or employee might reasonably expect would require or induce the member or employee to disclose confidential information acquired by reason of the official position;

(3) accept other employment or compensation that could reasonably be expected to impair the member's or employee's independence of judgment in the performance of the member's or employee's official duties;

(4) make personal investments that could reasonably be expected to create a substantial conflict between the member's or employee's private interest and the public interest; or

(5) intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the member's or employee's official powers or performed the member's or employee's official duties in favor of another.

For the purposes of this section, the Transportation Planning Director shall be subject to all standards, restrictions, prohibitions, and rules set forth herein for employees of the Lubbock Metropolitan Planning Organization.

Passed by the Transportation Policy Committee on this, the 19th day of December, 2009.



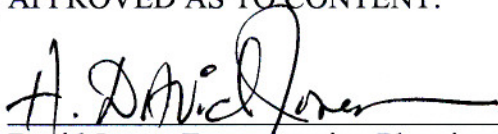
JOHN LEONARD, III, Chairman

ATTEST:



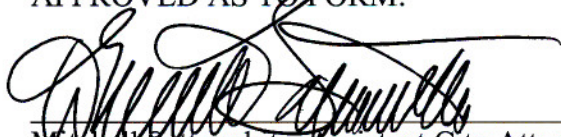
Tera Davis, MPO Secretary

APPROVED AS TO CONTENT:



David Jones, Transportation Planning Director

APPROVED AS TO FORM:



Mitchell Satterwhite, Assistant City Attorney