

B Y L A W S
ROGUE VALLEY COUNCIL OF GOVERNMENTS (RVCOG)
METROPOLITAN PLANNING ORGANIZATION (MPO)
POLICY COMMITTEE

Article I

Name

This committee, established pursuant to the Governor's MPO designation letter, dated July 26, 1982, shall function as the Metropolitan Planning Organization (MPO) for the Medford Urbanized Area.

Article II

Purpose

The purpose of the MPO Policy Committee is to identify transportation policies, issues, and needs which are area wide in scope and to plan and recommend actions in areas of intergovernmental concern. It is the MPO's responsibility to insure that transportation decisions are consistent with area wide goals and objectives.

The MPO Policy Committee will be supported by advisory committees as it deems appropriate.

The responsibilities of the MPO Policy Committee are to:

- a. Provide policy direction in the development of the area wide transportation plans and work programs.
- b. Recommend transportation plans, policies, programs and priorities to the participating units of government for their adoption as appropriate.
- c. Help member agencies coordinate their respective implementation programs.
- d. Serve as the forum for joint, cooperative discussion and decision-making.
- e. Prepare, update, and adopt the Regional Transportation Plan and Transportation Improvement Program.
- f. Annually prepare and adopt a Unified Planning Work Program.
- g. Prepare other administrative documents, which may be required to carry out the transportation planning process.
- h. Keep RVCOG Board of Directors apprised of activities of the MPO process.

Article III

Membership - Voting

Section 1. Membership of the Committee

- a. The MPO Policy Committee shall consist of ten (10) members appointed by their governmental unit. These are:
 - City of Medford
 - Rogue Valley Transportation District (RVTD)
 - City of Central Point
 - Jackson County
 - City of Phoenix
 - Oregon Department of Transportation (ODOT)
 - City of Ashland
 - City of Talent
 - City of Jacksonville
 - City of Eagle Point
- b. Each Policy Committee member may designate, in writing, an alternate representative to serve at meetings during said member's absence. The representative shall have full voting privileges in the member's absence.

Section 2. Appointment and Tenure of Committee Membership

- a. Each jurisdiction with membership on the committee shall appoint its representatives.
- b. Members shall serve until they are replaced by their jurisdictions.

Section 3. Voting Privileges

- a. Each member jurisdiction shall be entitled to one vote on all issues presented at regular and special meetings at which the jurisdiction is present.
- b. In an emergency, telephone polls/votes may be conducted in lieu of a meeting with approval of the chair. Votes will be formalized at the next meeting.

Article IV

Meetings

Section 1. Regular Meetings

- a. The committee shall hold its regular meeting on the fourth Tuesday of every month except as otherwise agreed.
- b. The local newspaper must receive notification of meetings at least 24 hours prior to any meeting.
- c. Written minutes will be taken at each meeting. The chair shall enter into discussions and vote, the same as any other voting member.

Section 2. Special Meetings

- a. Special meetings may be called by the chair, vice-chair or MPO transportation staff on two days notice.
- b. The person or persons calling such special meeting shall fix the time and place for holding of such meeting.

Section 3. Conduct of Meetings

- a. Official action may be taken by the committee when a quorum is present.
- b. A quorum shall consist of the majority of member jurisdictions.
- c. The voting on all questions coming before the MPO Policy Committee shall be by voice vote. Any member may ask for "Super Majority" (two thirds of voting members plus one) roll call vote if consensus (unanimity) cannot be reached on an MPO decision item/issue. The ayes and nays shall be entered in the minutes of such meeting.
- d. Parliamentary Procedure as defined in Robert's Rules of Order Newly Revised will be followed and the Oregon Open Meeting Law (ORS 192.610 to 192.690) requirements will be adhered to at all times.

Article V

Officers and Duties

Section 1. Officers

- a. The officers of the committee shall be a chair and vice-chair to be elected at the February meeting.
- b. The voting members of the committee shall nominate members for officer positions.
- c. Positions shall be filled by the person receiving a simple majority of the votes.

Section 2. Term of Office

- a. The officers shall hold office for a period of one year, beginning at the close of the February meeting.
- b. If the officer positions are vacant at the February meeting, the longest tenured committee member present shall serve as temporary chair of the meeting. The temporary chair will facilitate the meeting until a new chair/vice chair is elected.
- c. If both the Chair and Vice Chair are absent from a meeting, the longest tenured committee member present shall serve as temporary chair of the meeting. The temporary chair will have full authority of the Chair for the duration of the meeting, and including subsequent actions as directed by the committee.

Section 3. Duties

- a. The chair shall preside at all meetings and is entitled to vote on all issues.
- b. The chair shall appoint subcommittees as required and specify assignments and deadlines of subcommittee reports.
- c. The vice-chair shall conduct all meetings of the committee in the absence of the chair.

Section 4. Planning Program Manager

- a. The RVMCOG's Planning Program Manager shall be a non-voting member of the committee. The program manager shall be responsible for staff support of the committee, including minute taking and record keeping.

Article VI

Subcommittees

Section 1. Subcommittees

- a. Subcommittees as needed shall be appointed by the chair.
- b. The members of subcommittees shall serve until the work of the subcommittees is completed, or until their successors have been elected or appointed.
- c. Subcommittees must have at least one member who is a member of the Policy Committee.
- d. The Policy Committee Chair and the Planning Program Manager shall serve as non-voting members of all subcommittees.
- e. The committee, by a majority vote, may dissolve subcommittees or remove individual members with or without cause.

Section 2. Subcommittee Meetings

- a. Meetings of each subcommittee may be called by its chair, by the chair of the Technical Advisory Committee (TAC), by any two subcommittee members or by MPO transportation staff on two days notice. A majority of the members of each subcommittee shall constitute a quorum, and an act of the majority of the quorum present at the meeting shall constitute the act of the subcommittee.

Article VII

Amendments to the Bylaws

Section 1.

- a. These bylaws may be amended or repealed or new bylaws may be adopted by a Super Majority vote of two-thirds plus one of the members of the committee present at any regular or special meeting called for that purpose. This also includes amending the bylaws to include new members. Written notice of proposed amendments shall be given to the membership of the committee at least thirty (30) days prior to the date of the meeting at which the bylaws are to be considered.

Article VIII

Effective Date

Section 1.

- a. Any other rules, procedures, or Bylaws of the MPO Policy Committee previously adopted are repealed.
- b. These Bylaws shall be effective upon adoption. A certified copy shall be maintained by the Planning Program Manager.

Adopted by the MPO Policy Committee:


Michael G. Quilty, Chair

June 24, 2008

Date