



Approved: July 26, 1984
Amended: September 23, 1993
Amended: March 28, 1996
Amended: December 9, 1999
Amended: September 26, 2002
Amended: April 24, 2003
Revised: June 28, 2007
Revised and Approved: March 28, 2013
Revised and Approved: April 24, 2014, Effective July 1, 2014

BYLAWS of the Roanoke Valley Area Metropolitan Planning Organization

ARTICLE I

NAME AND GENERAL AUTHORITY

- S 1** The name of this organization shall be the Roanoke Valley Area Metropolitan Planning Organization hereinafter referred to as the “MPO”
- S 2** The MPO shall participate and cooperate in a continuing, cooperative, comprehensive transportation planning and programming process as defined in Section 134 of Title 23, United States Code; Sections 3, 4(a) and 5 of the Urban Mass Transportation Act of 1964: (49 U.S.C. Para. 1602, 1603(a) and 1604: 23 CFR, Chapter 1, Part 450; 49 CFR, Chapter VI, Part 613; and in accordance with the Constitution and Statutes of the Commonwealth of Virginia. As a part of its continuing, cooperative and comprehensive transportation planning efforts, the MPO is responsible for developing the regional constrained Long-Range Transportation Plan, the Transportation Improvement Program, the regional Congestion Management Process (CMP) Plan and the Unified Planning Work Program within the Roanoke urbanized area. Additionally, the MPO will assist local jurisdictions in regional transportation planning activities, such as highway corridor studies, intersection analysis, transit studies and similar regional transportation-related projects when appropriate.
- S 3** In all matters of parliamentary procedure not specifically covered by these bylaws, Roberts Rules of Order, Revised, shall be observed.



ARTICLE II

MEMBERSHIP

S 1 The membership of the MPO shall be composed of representatives of the member governmental subdivisions contained in the Roanoke urbanized area and other such transportation-related organizations as required by federal or state statute and/or as deemed necessary by the MPO Policy Board.

The MPO shall be composed of the following voting members:

1. City of Roanoke; 2 Members
2. City of Salem; 2 Members
3. County of Botetourt; 2 Members
4. County of Roanoke; 2 Members
5. Town of Vinton; 2 Members
6. County of Bedford; 1 Member
7. County of Montgomery; 1 Member
8. Virginia Department of Transportation; 1 Member
9. Virginia Department of Rail and Public Transportation; 1 Member
10. Federally Designated Section; 1 Member
5307 Designated Recipient (Greater Roanoke Transit Company)
11. Roanoke Regional Airport Commission; 1 Member

S 2 Voting representation on the MPO by local governments shall be determined by the following formula: If the population within the urbanized boundary is less than 7,500, the locality shall have one (1) member. Communities with populations of 7,500 or greater within the urbanized boundary shall have two (2) members. Voting representation shall be reviewed upon the release of the decennial U.S. Census.

S 3 Each member representative of a local government must be elected and shall be appointed by the respective governing body for a term of three years.

S 4 The member representing the Virginia Department of Transportation, federally designated Section 5307 Designated Recipient (Greater Roanoke Transit Company), the Virginia Department of Rail and Public Transportation and the Roanoke Regional Airport Commission shall be appointed by their respective agencies for a term of three years.

S 5 Any representative may be re-appointed for consecutive terms.

S 6 In the case of a vacancy in the MPO voting membership, the voting membership position shall be filled by a member appointed by the organization listed in Section 1 until the term of membership expires.

S 7 The MPO may invite non-voting members from interested organizations to participate in MPO meetings. The non-voting members representing the interested organizations shall be appointed by their respective organizations.

ARTICLE III

MEETINGS OF THE MPO

- S 1** Meetings of the MPO shall be held on the fourth Thursday of every month at 1:00 in the afternoon, except that when a regular meeting day falls on or adjacent to a State-recognized holiday, the meeting shall be held as determined by the MPO or its Chairman.
- S 2** Meetings may be canceled if no business is to be conducted. Notice of cancellations shall be mailed or electronically communicated to each member at least five days prior to the scheduled meeting date.
- S 3** Special meetings of the MPO shall be held at the discretion of the Chairman. Additionally, a special meeting may be called by written request of one-third of the MPO members to the Chairman stating the purpose of such special meetings.
- S 4** Notice stating the time, date, place and agenda for all meetings of the MPO shall be mailed or electronically communicated to each member at least five days prior to the meeting date.
- S 5** Meetings of the MPO shall be held in locations as determined by the Chairman.

ARTICLE IV

ATTENDANCE

- S 1** Each organization listed in Article III, Section 1 may designate one or more alternates in meetings when the duly appointed member is not able to attend. In the case of a local elected official, the alternate must be an elected member of the local governing body. No organization shall be entitled to more votes than the number of voting members listed in Article III, Section 1.
- S 2** Whenever any voting member fails to attend or send an alternate to three (3) consecutive meetings, the Secretary of the MPO shall notify the member by letter. If five (5) consecutive meetings are missed, the Secretary will notify, by letter, both the member and the appointing agency, confirming the agency's desire to retain the delinquent member as its representative.

ARTICLE V

VOTING RIGHTS AND PROCEDURES

- S 1** Each voting member in attendance shall be entitled to one equal vote in all matters before the MPO.
- S 2** Except where indicated otherwise in these bylaws, all actions of the MPO shall be approved by a majority vote of the members present.
- S 3** Three-tenths of the membership shall constitute a quorum at meetings of the MPO.

ARTICLE VI

OFFICERS

- S 1** The officers of the MPO shall include a Chairman and Vice Chairman who shall be elected from the membership of the MPO.
- S 2** A Chairman and Vice Chairman shall be elected from the membership of the MPO and shall serve for a two-year term or until their successors are elected and shall be eligible for re-election for one additional term. The election of officers shall be held at the September meeting of every odd-numbered year and those members elected to office shall assume their duties at the conclusion of the meeting.
- S 3** At least one month prior to the election, the chairman shall appoint a nominating committee of at least two members. The nominating committee shall mail or electronically communicate to each MPO member the name(s) of the nominee(s) for the offices of chairman and vice chairman one week prior to the meeting at which the election will be held. Additional nominations may be made from the floor at the time the elections are held.
- S 4** The Chairman shall preside at all MPO meetings, shall sign all acts or orders necessary to carry out the will of the MPO, shall have the authority to assign routine administrative functions to the secretary, shall be eligible to vote on all matters before the MPO, and shall have the generally recognized powers and duties of the office of Chairman or President of an organization.
- S 5** The Vice Chairman shall serve as Chairman in the absence or disability of the Chairman. In the case of a vacancy in the office of Chairman, the Vice Chairman is elected to fill the unexpired term.
- S 6** A vacancy in the office of Chairman or Vice Chairman shall be filled for the unexpired term by the MPO at the next regular meeting following occurrence of the vacancy, except that no such action shall be taken unless placed on the agenda mailed or electronically communicated to all members.
- S 7** The Chairman and Vice Chairman of the MPO shall not be representatives of the same governmental subdivision.
- S 8** The appointed officers of the MPO shall be a Secretary (Executive Director of the Roanoke Valley-Alleghany Regional Commission), who shall be appointed by the MPO membership for a term of two years to run concurrently with those of the elected officers. The Secretary need not be a member of the MPO. Vacancies occurring in the office of Secretary may be filled by appointment by the MPO Chairman subject to ratification by the MPO at its next regular meeting.
- S 9** The Secretary shall prepare and maintain a permanent written record of all MPO proceedings, shall transmit notices and agendas to the membership, and shall transmit a copy of the minutes to each MPO member prior to the next regular meeting.

ARTICLE VII

ESTABLISHMENT OF THE CITIZEN'S ADVISORY COMMITTEE

- S 1** The MPO shall establish a Citizen's Advisory Committee, hereinafter referred to as the "CAC," for the purpose of providing public input on plans and projects undertaken by the MPO.
- S 2** The CAC shall be comprised of representatives, as determined by the applicable committees, from other MPO or regional ad-hoc committees, such as but not limited to the regional Bicycle Advisory Committee, Committees convened during the multi-year Livable Roanoke planning process, and other appropriate agencies and organizations as determined by the MPO.
- S 3** Membership in the CAC may vary depending on interest and projects being undertaken by the MPO.
- S 4** Organizations desiring representation on the CAC may make the request to the MPO Policy Board at any regular meeting of the MPO. The MPO must approve all membership on the CAC, and representatives on the CAC serve at the pleasure of their appointing agencies.
- S 5** Local Governments may appoint citizen members to the CAC by sending a letter with the name and contact information of the citizen member to the Secretary of the MPO. Any appointed citizens will be asked to fill out a CAC Membership application form for record keeping purposes.

ARTICLE VIII

OTHER STANDING AND SPECIAL COMMITTEES

- S 1** The MPO may establish an "Executive Committee" for the purpose of discussing, evaluating, preparing and recommending actions and/or priorities concerning routine MPO functions, such as but not limited to: Unified Planning Work Program development, Transportation Improvement Program development, Long-Range Planning Issues, CMP Planning Issues and/or new opportunities that arise between regularly scheduled MPO meetings.
- S 2** The MPO may establish a Transportation Technical Committee (TTC) for the purpose of advising the MPO on technical matters. The TTC may have its own bylaws that pertain to its advisory function.
- S 3** The MPO may establish other standing and special committees as far as it deems necessary and shall determine the instructions for, and method of appointing members to each committee. Vacancies in committees shall be filled by the Chairman.
- S 4** All appointments to standing committees shall be for a term of two years concurrent with the terms of the officers of the MPO.
- S 5** The Chairman of the MPO shall be an ex-officio member of all committees.
- S 6** Reports of all committees shall be in writing and shall be made part of the permanent records of the MPO.

ARTICLE IX

STAFF

- S 1** The administrative and professional staff shall be provided by the Roanoke Valley-Alleghany Regional Commission (RVARC) at the level necessary to carry out all tasks specified in the Annual Unified Planning Work Program. The RVAMPO and the RVARC have entered into a Memorandum of Understanding (MOU) that further describes the fiscal agent and lead staffing agency relationship between RVARC and RVAMPO.

ARTICLE X

RECEIPTS, EXPENDITURES AND BUDGET

- S 1** The fiscal year of the MPO shall be from July 1 to June 30.
- S 2** All financial transactions, to include grant applications, audits, reports, contracts, and all expenses, shall be accomplished by the Roanoke Valley-Alleghany Regional Commission staff in conformance with the Commission's Cost Allocation Plan and pertinent laws and regulations, subject to the review and approval of the MPO.

ARTICLE XI

AMENDMENT OF BYLAWS

- S 1** Any proposed amendment to these bylaws shall be mailed or electronically communicated to each member at least five days prior to the meeting at which they are to be voted upon. A majority vote of all members of the MPO, voting at a regular meeting, shall be required to adopt any proposed amendment to the bylaws.