

By-Laws
Of the
Southeast Alabama Rural Planning Organization

Adopted June 13, 2007
(Amended-March 26, 2008)

PREAMBLE

The following constitutes the bylaws, procedures, and responsibilities that will serve to establish, organize, and guide the proper functioning of the Southeast Alabama Rural Transportation Planning Process. This organization shall carry out transportation planning and programming functions as set forth in any agreements entered into by this process and the State of Alabama Department of Transportation, the United States Department of Transportation, or in such manner as events shall dictate.

Section 1.0: Process Name, Organization Name, and Study Area

- A.** The name for the ongoing transportation process shall be the Southeast Alabama Rural Transportation Planning Process.
- B.** The name for the organization conducting the Southeast Alabama Rural Transportation Planning Process shall be the Southeast Alabama Rural Planning Organization.
- C.** The study area for the Southeast Alabama Rural Transportation Planning Process shall be the areas of Southeast Alabama not represented by the Southeast Wiregrass Area Metropolitan Planning Organization in the following counties (Barbour, Coffee, Covington, Dale, Geneva, Henry, and Houston).

Section 2.0: The Organizational Structure

- A.** The organization shall consist of two (2) committees: (1) the Policy Committee, and (2) the Technical Coordinating Committee. The public will have an opportunity to provide comment at public forums which will be conducted at approximate six months intervals within each county jurisdiction.

Section 3.0: General Policies

- A.** All general policies shall apply to both committees and participants of the Southeast Alabama Rural Transportation Planning Process.
- B.** All reports, programs, and plans shall be presented to the Technical Coordinating Committee for its review. The Technical Coordinating Committee shall be afforded sufficient time to comment on drafts prior to action by the Policy Committee. Reports, programs, and plans become official process documents following adoption by resolution by the Policy Committee.
- C.** Both committees shall proceed with their respective duties and responsibilities with proper consideration at all times, for all modes of transportation and associated facilities.
- D.** All studies undertaken in this process shall be coordinated with individual modal planning programs and with comprehensive planning efforts in the area.
- E.** Transportation planning activities shall be used to promote efficient development.

F. All published data and/or reports shall be made available to the public and agencies.

Section 4.0: Amendment of Bylaws

- A.** Any section herein contained may be amended at any meeting of the Policy Committee provided such amendment is delivered to the Chair of the Policy Committee at least ten (10) days prior to the meeting at which the amendment is to be presented to the Policy Committee. It shall be the duty of the Chair of the Policy Committee to include in the notice of such meeting, notice of the proposed amendment setting out the exact form of the proposed amendment. Such amendment shall be adopted if it receives the affirmative vote of a majority of at least a quorum of the voting members present.

- B.** These rules shall be revised, updated, or amended as the circumstance dictates. This shall be the responsibility of the Transportation Planning Process Coordinator.

POLICY COMMITTEE BYLAWS

Section 5.0: Purpose

- A.** The purpose of the Policy Committee will be to serve Southeast Alabama as the official decision making body for the Southeast Alabama Rural Transportation Planning Process.

Section 5.1: Responsibilities

- A.** To give overall guidance to the transportation planning process.
- B.** To have overall responsibility for review and approval of all plans and programs which are developed by the process.
- C.** To organize and appoint members of the Technical Coordinating Committee and Sub-Committees as deemed necessary.
- D.** To appoint any other personnel necessary to fulfill and complete the duties and tasks relative to the Southeast Alabama Rural Transportation Planning Process.
- E.** To take official action on committee recommendations and other matters pertaining to the planning process.
- F.** To adopt transportation goals to guide the Southeast Alabama Rural Transportation Planning Process.
- G.** To submit plans and recommendations to participating agencies and obtain resolutions for adoption from governing agencies.
- H.** To change the designated membership as deemed necessary.
- I.** To insure that citizen participation is achieved in the transportation planning process.

Section 5.2: Membership

- A.** Policy Committee – Voting Members
 1. Representative, Barbour County Commission
 2. Representative, Coffee County Commission
 3. Representative, Covington County Commission
 4. Representative, Dale County Commission
 5. Representative, Geneva County Commission
 6. Representative, Henry County Commission
 7. Representative, Houston County Commission
 8. Representative, Alabama Department of Transportation, 7th Division
 9. Executive Director, Southeast Alabama Regional Planning & Development Commission
 10. Representative, Barbour County mayors
 11. Representative, Coffee County mayors
 12. Representative, Covington County mayors

13. Representative, Dale County mayors
14. Representative, Geneva County mayors
15. Representative, Henry County mayors
16. Representative, Houston County mayors
17. Representative, Fort Rucker Garrison Command

B. Policy Committee – Non-Voting Members

1. Division Administrator, Federal Highway Administration
2. Transportation Planning Engineer, Alabama Department of Transportation
3. Chair, Technical Coordinating Committee
4. Transportation Planner, Southeast Wiregrass Area Metropolitan Planning Organization

C. Appointments and Terms

1. The county commission representatives will be appointed by the county commission every odd year in January
2. The 7th Division Engineer (or representative) of the Alabama Department of Transportation, the Fort Rucker Garrison Commander (or representative) and the Executive Director of the Southeast Alabama Regional Planning and Development Commission will serve terms on the committee coinciding with the terms of their respective offices.
3. The mayor representatives will be appointed through communication of the mayors from each respective county the first January after every local municipal election.

D. Each member may name an alternate (in writing) who may exercise full member powers during the member's absence. The term of the alternate will expire upon the expiration of the member's term or upon written notice by the member. The member will be responsible for notifying the alternate of meetings.

E. Each voting member may name a proxy (in writing) for a particular meeting or vote. The proxy's power must be delineated in the written notice. The member is responsible for notifying the proxy of meetings.

F. The Policy Committee shall appoint additional voting and non-voting members as is deemed essential or necessary.

Section 5.3: Officers

A. Officers of the Policy Committee shall be chosen from the voting members of the Policy Committee and shall be elected public officials.

B. The Chair shall be elected by the majority of the members in a duly constituted meeting.

C. A Vice-Chair shall be elected by the majority of the members in a duly constituted meeting to serve in the Chair's absence or in case of the Chair's vacating elected office.

- D. Election of officers in subsequent years shall be in the first meeting of each fiscal year
- E. The Transportation Planning Process Coordinator will serve as the Executive Secretary on behalf of this committee or in any other capacity desired by the committee.

Section 5.4: Meeting Procedure

- A. The rules of order herein contained shall govern deliberations and meetings of the Policy Committee. Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by Robert's Rules of Order.
- B. Meetings of the Policy Committee shall be semi-annual.
- C. Meetings will normally be initiated by the Southeast Alabama Regional Planning and Development Commission. When providing notification for a meeting, at least five days' notice will be provided describing the time and location. A proposed agenda should also be provided to ensure that adequate preparation will occur. The five days notice may be waived if a majority of the elected officials concur.
- D. Voting shall be by voice vote; however, upon the request of at least one (1) voting member, voting shall be by roll call. In the event of a tie vote, the motion before the Policy Committee shall fail.
- E. All meetings of the Policy Committee shall be open to the general public.
- F. At the discretion of the Transportation Process Coordinator and with the approval of the Chair of the committee a regularly scheduled meeting can be canceled. Notification of the cancellation shall be made at least three days prior to the date of the scheduled meeting.
- G. The Chair may request a mail or FAX vote on issues already presented at previous meetings. This practice will be used only if federal and / or state imposed deadlines are an issue. A mail or FAX vote will be presented at the next scheduled Policy Committee meeting as part of the previous meeting minutes.
- H. The presiding officer may move, second, and debate from the Chair and shall not be deprived of any of the rights and privileges of a member by reason of his/her acting as the presiding officer.

Section 5.5: Order of Business

- A. The business of the committee shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by the unanimous consent.
 - 1. Call to order by Chair
 - 2. Roll Call
 - 3. Approval of minutes of previous meeting
 - 4. Communications from the presiding officer
 - 5. Report of officers and/or committees

6. Old Business
7. New Business
8. Invitation to interested persons wishing to be heard on matters not included in the agenda
9. Adjournment

TECHNICAL COORDINATING COMMITTEE BYLAWS

Section 6.0: Purpose

- A.** The purpose of the Technical Coordinating Committee is to provide the Policy Committee with technical support and to provide a linkage between planning and implementation.

Section 6.1: Responsibilities

- A.** To recommend technical methods, procedures, and standards to the Policy Committee to further the planning process
- B.** To help coordinate work of operating departments and agencies participating in this process
- C.** To discuss and recommend alternative transportation plans and programs to the Policy Committee
- D.** To comment on and make recommendations regarding draft plans and programs

Section 6.2: Membership

- A.** Voting – by Government, Organization, or Agency

BARBOUR COUNTY
County Engineer

COFFEE COUNTY
County Engineer

COVINGTON COUNTY
County Engineer

DALE COUNTY
County Engineer

GENEVA COUNTY
County Engineer

HENRY COUNTY
County Engineer

HOUSTON COUNTY
County Engineer

ALABAMA DEPARTMENT OF TRANSPORTATION
Representative, Bureau of Multimodal Transportation
PUBLIC WORKS DIRECTOR, CITY OF ENTERPRISE
PUBLIC WORKS DIRECTOR, CITY OF EUFAULA

PUBLIC WORKS DIRECTOR, CITY OF OZARK
 PLANNER, CITY OF ANDALUSIA
 PLANNER, CITY OF OPP
 DIRECTOR, WIREGRASS TRANSIT AUTHORITY, HOUSTON COUNTY
 DIRECTOR, COVINGTON AREA TRANSIT SYSTEM, COVINGTON COUNTY
 DIRECTOR, EUFAULA-BARBOUR COUNTY TRANSIT SYSTEM, BARBOUR
 COUNTY
 SOUTHERN ALABAMA REGIONAL COUNCIL ON AGING (SARCOA)
 REPRESENTATIVE
 AIRPORT REPRESENTATIVE
 RAILROAD REPRESENTATIVE
 TRUCKING REPRESENTATIVE
 FORT RUCKER REPRESENTATIVE
 SOCIAL SERVICE PROVIDER REPRESENTATIVE
 SOUTHEAST ALABAMA REGIONAL PLANNING AND DEVELOPMENT
 COMMISSION REPRESENTATIVE

B. Non-Voting – by Government, Organization, or Agency

ALABAMA DEPARTMENT OF TRANSPORTATION, 7th DIVISION
 District 1 Engineer
 District 2 Engineer
 District 3 Engineer
 District 4 Engineer
 District 6 Engineer

C. The Policy Committee as a whole may appoint additional members.

D. Each member of the Technical Coordinating Committee may name an alternate (in writing) from the same agency, jurisdiction, or organization which the member represents and who may exercise full member powers during the absence of the member. The member will be responsible for notifying the alternate of meetings.

E. Each member of the Technical Coordinating Committee may name a proxy (in writing) for a particular meeting or vote. The proxy must be from the same agency, jurisdiction, or organization that the member represents. The proxy's power must be delineated in the written notice. The member is responsible for notifying the proxy of meetings.

Section 6.3: Officers

A. A Chair will be elected by the committee.

B. A Vice-Chair shall be elected by the committee to serve in the Chair's absence.

C. The Chair and Vice-Chair shall be elected by the majority of the members in a duly constituted meeting.

D. Election of officers in subsequent years shall be in first meeting of each

- E. The Transportation Planning Process Coordinator will serve as the Executive Secretary on behalf of this committee.

Section 6.4: Meeting Procedure

- A. The rules of order herein contained shall govern deliberations of the Technical Coordinating Committee. Any point of order applicable to the deliberations by this committee and not contained herein shall be governed by Roberts Rules of Order.
- B. Each meeting of the Technical Coordinating Committee shall precede each regularly scheduled meeting of the Policy Committee.
- C. Meetings will normally be initiated by the Southeast Alabama Regional Planning and Development Commission. When providing notification for a meeting, at least five days' notice will be provided describing the time and location. A proposed agenda should also be provided to ensure that adequate preparation occurs.
- D. All meetings of the Technical Coordinating Committee shall be open to the general public.
- E. At the discretion of the Transportation Process Coordinator and with the approval of the Chair of the committee, a regularly scheduled meeting can be canceled. Notification of the cancellation shall be made at least 3 days prior to the date of the scheduled meeting.
- F. The presiding officer may move, second, and debate from the Chair and shall not be deprived of any of the rights and privileges of a member by reason of his/her acting as the presiding officer.

Section 6.5: Order of Business

- A. The business of the committee shall be taken up for consideration and disposition in the following order, unless the order shall be suspended by unanimous consent.
 1. Call to order by Chair
 2. Roll Call Alabama
 3. Approval of minutes of previous meeting
 4. Communications from the presiding officer
 5. Report of officers and/or committees
 6. Old Business
 7. New Business
 8. Invitation to interested persons wishing to be heard on matters not included in the Agenda
 9. Adjournment

LOCAL PUBLIC FORUM BYLAWS

Section 7.0: Purpose

The purpose of these forums are to serve as the formal means through which active citizen participation is provided to aid and support the Southeast Alabama Rural Transportation Planning Process.

Section 7.1: Responsibilities

The Local Public Forums will have the following responsibilities:

- A.** To review and respond to local transportation plans prepared for the area.
- B.** To assess the local transportation related needs as perceived by area residents.
- C.** To afford area residents the opportunity to input ideas, suggestions, needs, and concepts concerning the transportation planning process.
- D.** To provide ideas and suggestions for consideration.

Section 7.2: Forum Procedure

- A.** Local public forums will be held in each county (Barbour, Coffee, Covington, Dale, Geneva, Henry and Houston) on a semi-annual basis.
- B.** Meetings shall follow a printed agenda.
- C.** Meetings will normally be initiated by the Southeast Alabama Regional Planning and Development Commission. When providing notification for a meeting, at least five days' notice will be provided describing the time and location. A proposed agenda should be provided to ensure that adequate preparation occurs.
- D.** All meetings shall be open to the general public.

TRANSPORTATION PLANNING PROCESS COORDINATOR BYLAWS

Section 8.0: Purpose

The purpose of the coordinator is to ensure that all requirements of the Southeast Alabama Rural Transportation Planning Process are met.

Section 8.1: Designation

The Executive Director of the Southeast Alabama Regional Planning and Development Commission shall be the Transportation Planning Process Coordinator of the Rural Planning Organization. In the absence of the Executive Director, that individual shall designate a staff member to serve as Coordinator.

Section 8.2: Duties

The Coordinator shall have the following specific duties:

- A.** To act as a liaison between the parties of the Southeast Alabama Rural Transportation Planning Process and assist in various phases of the process.
- B.** To coordinate the process through the Policy Committee, Technical Coordinating, and Local Public Forums.
- C.** To arrange meetings, set agenda, and serve as Secretary for the Policy Committee, Technical Coordinating and Local Public Forums.
- D.** To develop a Work Program as required.
- E.** To present suggested changes of the recommended plan to the Rural Planning Organization and others, as appropriate, for their consideration.
- F.** To provide staff and clerical assistance for Rural Planning Organization activities.
- G.** To monitor transportation planning in the Southeast Alabama area and report apparent conflicts to the Policy Committee.