



Operational Bylaws

for the Bloomington Monroe County Metropolitan Planning Organization (BMCMPO)

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Background

Federal legislation requires the establishment of a Metropolitan Planning Organization (MPO) in urban areas where the population exceeds 50,000 people to conduct transportation planning. The basic objective of an MPO is to encourage and to promote the development of transportation systems, embrace multiple modes of transportation, and to minimize transportation-related fuel consumption and air pollution.

Indiana Governor Robert D. Orr designated the City of Bloomington Plan Commission as the MPO for the Bloomington urban area on March 4, 1982. Locally, the Bloomington-Monroe County Metropolitan Planning Organization (BMCMPPO) fulfills the MPO mission as an intergovernmental transportation policy group that manages transportation project funding for the Bloomington-Monroe County Urbanized Area (which includes the local public agencies (LPAs) of the City of Bloomington, the Town of Ellettsville, Monroe County, the Bloomington Public Transportation Corporation, Area 10-Rural Transit, and Indiana University Campus Bus). The BMCMPPO is responsible for ensuring that the transportation planning program in the Urbanized Area incorporates consultation, cooperation, and coordination among the MPO, various civic organizations, and the public. All MPO decisions are endorsed by a Policy Committee with input from both a Technical Advisory Committee and a Citizens Advisory Committee.

The Policy Committee (PC) consists of municipal and county elected officials, non-elected members, membership from the Bloomington Public Transportation Corporation, Indiana University, Indiana Department of Transportation (INDOT), and the Federal Highway Administration (FHWA). The Technical Advisory Committee (TAC) includes state and local planners, engineers, transit operators and other transportation-related professionals. The Citizens Advisory Committee (CAC) represents a broad cross-section of Bloomington, Ellettsville, and Monroe County citizen and community interests.

The public is actively encouraged to attend MPO meetings and to be involved in the transportation planning process. Meeting agendas for each of the three MPO committees are published online at www.bloomington.in.gov/mpo.

Preamble

The following constitutes the bylaws, procedures, and responsibilities which shall serve to establish, organize, and guide the proper functioning of the Bloomington-Monroe County Metropolitan Planning Organization.

This organization shall be responsible for fulfilling the requirements of the Federal-Aid Highway Act of 1962, as amended, the Urban Mass Transportation Act of 1964, as amended, and other subsequent laws setting forth requirements for transportation planning for all modes of travel. This responsibility shall be accomplished within a cooperative framework properly related to comprehensive planning on a continual

basis. This organization shall also carry out any other transportation planning and programming functions as set forth in any agreements entered into by this process and the Indiana Department of Transportation, the U.S. Department of Transportation, or in such manner as events shall dictate.

General Provisions

Organization Name

The name for the Metropolitan Planning Organization is the Bloomington-Monroe County Metropolitan Planning Organization. Previously, it has been referred to as the Bloomington Area Transportation Study and the Bloomington Metropolitan Planning Organization.

Organizational Structure

The Metropolitan Planning Organization structure shall consist of three committees: Policy Committee (PC); Technical Advisory Committee (TAC); and the Citizens Advisory Committee (CAC).

MPO Staff Designation

The full-time staff for the Bloomington-Monroe County Metropolitan Planning Organization shall include a Senior Transportation Planner and a Transportation Planner. Ancillary staff shall include, but are not limited to, the City of Bloomington Planning and Transportation Department's Planning Services Manager, Bicycle and Pedestrian Coordinator, Planning Technician, and Administrative Assistant.

Policies

Applicability

All transportation policies shall apply to all committees and participants of the Bloomington-Monroe County Metropolitan Planning Organization.

Committee Review

The Citizens Advisory Committee and the Technical Advisory Committee shall be afforded sufficient time to comment on significant voting items including but not limited to program and planning drafts and proposed amendments prior to action by the Metropolitan Planning Organization Policy Committee.

Adoption

Reports, programs, and plans become official process documents following adoption by resolution of the Metropolitan Planning Organization Policy Committee.

Multimodal Consideration

All MPO committees shall proceed with their respective responsibilities and duties with proper consideration at all times, for all modes of transportation and associated facilities.

Coordination

All studies undertaken by the MPO shall be coordinated with individual modal planning programs and with comprehensive planning efforts in the Metropolitan Planning Area (MPA).

Efficient Development

Transportation planning activities shall be used to promote efficient urban development. Reasonable forecasts of land use and socioeconomic conditions shall be made to guide these activities.

Open Meetings

All meetings of the Policy Committee, the Technical Advisory Committee, and the Citizens Advisory Committee shall be open to the public.

Working Groups

When necessary, working groups for special topics shall be established and formed by the MPO Staff. Working groups shall not constitute a quorum of any Committee unless there is at least a five (5) day notice provided to all committee members and the public. All MPO working group meetings shall be scheduled by the MPO Staff.

Publications

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

Procedures

Rules of Order

The rules of order herein contained shall govern deliberations and meetings of all MPO Committees. Any point of order applicable to the deliberations of the Committees and not contained herein shall be governed by Roberts Rules of Order.

Voting

All MPO Committee votes shall be by voice vote; however, upon the request of at least one (1) voting member or an MPO staff member, a roll call vote shall be taken. Unless specified otherwise in these Bylaws, all motions before MPO Committees shall be decided by a majority vote of the present quorum. In the event of a tie vote, the motion before the Committee shall fail.

Scheduling

All MPO Committee meetings shall be scheduled by the MPO Staff.

Meeting Notice

A notice of at least five (5) days shall be provided for all MPO Committee meetings.

- **Agenda:** Notice for all MPO Committee meetings shall be provided and posted in accordance with State of Indiana's Open Door Law and shall include the date, time, and location of the Committee meeting.
- **Delivery:** The notice, agenda, minutes, and other Committee meeting materials may be delivered to Committee members electronically.

Meeting Cancellation

At the discretion of the MPO staff and with the approval of the chair of the committee, a regularly scheduled MPO committee meeting can be canceled or postponed. Notification of the cancellation shall be made at least three (3) days prior to the date of the scheduled meeting, except for in the case of an extenuating circumstance.

Committee Chair and Vice-Chair Participation

During an MPO Committee meeting, the Chair and Vice-Chair of the Committee may make motions and debate policy items, and shall not be deprived of any rights and privileges of a member by reason of acting as a presiding officer. A Chair and Vice-Chair of any MPO Committee shall not, by neither election nor proxy representation, preside as neither Chair nor Vice-Chair of multiple MPO Committees.

Amendment of Bylaws

Amendments to the MPO Bylaws shall be made according to the following process:

- *Drafting of an Amendment:* The MPO staff shall be responsible for drafting proposed amendments for consideration by the MPO Committees. If deemed necessary, the Staff will assemble a Bylaws Working Group.
- *Committee Review:* Proposed bylaws amendments shall be placed on the agendas of the next available Technical Advisory Committee and Citizens Advisory Committee meetings. The Policy Committee shall not take action on proposed amendments before the TAC and CAC have the opportunity to review and comment on such proposals.
- *Notice:* MPO Staff shall include the proposed bylaws amendment, specifying the exact form of the amendment, in the public notice for any MPO Committee meeting at which the proposal will be reviewed.
- *Policy Committee Action:* After receiving input from the TAC and CAC, the Policy Committee may vote on the proposed bylaws amendment. Amendments shall become effective upon a positive vote of 2/3 of the voting members of the Policy Committee.

Policy Committee

Purpose

The purpose of the Bloomington-Monroe County Metropolitan Planning Organization Policy Committee shall be to serve the Bloomington-Monroe County Metropolitan Planning Area as the official decision-making body for transportation planning matters.

Responsibilities

- To give overall guidance for the transportation planning process;
- To have overall responsibility for review and approval of all plans and programs which are developed by the transportation planning process;
- To organize membership of the Technical Advisory Committee;
- To encourage membership and participation in the Citizens Advisory Committee;
- To take official action on committee recommendations and other matters pertaining to furthering the transportation planning process;
- To adopt transportation goals and objectives to guide the transportation planning process;
- To adopt the annual Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the Long-Range Transportation Plan (LRTP), and other plans and reports;
- To submit plans and recommendations to participating agencies and obtain resolutions for adoption from governing agencies;
- To establish a transportation study area boundary, also known as the Metropolitan Planning Area (MPA);
- To change the designated membership as deemed necessary; and
- To ensure that citizen participation is achieved in the transportation planning process.

Membership

Members

1. Mayor, City of Bloomington
2. President, Monroe County Commissioners
3. President, Monroe County Council
4. President, City of Bloomington Common Council
5. President, Monroe County Plan Commission
6. President, City of Bloomington Plan Commission
7. President, Ellettsville Town Council
8. Chair, Board of Directors, Bloomington Public Transportation Corporation
9. Director of Real Estate, Indiana University
10. Director, City of Bloomington Public Works Department
11. Director, Monroe County Highway Department
12. Chair, BMCMPPO Citizens Advisory Committee

13. Deputy Commissioner, INDOT Seymour District
14. Indiana Division Administrator, Federal Highway Administration (Non-Voting)
15. Regional Administrator – Region 5, Federal Transit Administration (NonVoting)

Alternate Representation

If the designated Policy Committee representative for a board, commission, institution, or other organization is unable to serve on the Policy Committee, an alternate representative may be appointed by the same board, commission, institution, or organization to serve the term of the regular designee. In such cases, the regular designee shall not be required to submit a proxy statement for each meeting that the alternate representative attends.

Terms

The voting members of the Policy Committee shall serve terms on the Committee that coincide with the terms of their respective offices.

Proxy

Each voting member of the Policy Committee may name a proxy in writing for a particular meeting or vote.

- *Representation:* The proxy shall be from the same agency, jurisdiction, or organization which the member represents.
- *Powers:* The proxy's powers shall be delineated in the written notice.
- *Notification:* The member shall be responsible for notifying the proxy of meetings, and shall notify MPO staff of the proxy representation.
- *Committee Chair Proxy:* If the Chair of the Policy Committee is absent, the Vice-Chair shall conduct the meeting, even if the Chair designates a proxy.

Additional Appointments

Additional appointments to, or changes in the composition of, the Policy Committee shall require an amendment to these Bylaws as outlined in the [Amendment of Bylaws section](#), under the General Provisions heading. Any Policy Committee membership changes shall be made in consultation with the Indiana Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.

Officers

Officers

The Policy Committee shall elect the following officers from among the represented BMCMPPO LPAs:

- Chair
- Vice-Chair

Eligibility

Officers of the Policy Committee shall be chosen from the voting LPA members of the Policy Committee.

Elections

Election of officers shall occur at the first Policy Committee meeting of each calendar year. Elections for all officers shall be by majority vote.

Duties

The duties of the elected officers of the Policy Committee shall be as follows:

- *Chair*: Preside over the meetings of the Policy Committee
- *Vice-Chair*: In the absence of the Policy Committee Chair, to preside over the meetings of the Policy Committee.

Meeting Procedure

Quorum

A quorum shall consist of seven (7) voting members of the Policy Committee or their proxies.

- *Committee Action*: No action shall be taken by the Policy Committee without a quorum.
- *Rescheduling*: If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.

Schedule

Meetings of the Policy Committee shall be open to the public and be held on a regular monthly basis except for during the month of the summer recess and winter recess, or as needed for special business.

Special Votes

The Chair of the Policy Committee may request a mail, fax, or e-mail vote on issues already presented, but not yet voted on, at previous meetings.

- *Limitations*: This practice will be used only if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, State, or Federal project.
- *Committee Report*: A mail, fax, or e-mail vote will be presented at the next scheduled Policy Committee meeting as part of the previous meeting minutes.

Order of Business

The business of the Policy Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent:

1. Call to Order by the Chair

2. Approval of the Agenda
3. Approval of Minutes
4. Communications from the Chair
5. Reports from Officers and/or Committees
6. Reports from the MPO Staff
7. Old Business
 - Public comment prior to vote (limited to five minutes per speaker, and may be modified by Committee at beginning of public comment period)
8. New Business
 - Public comment prior to vote (limited to five minutes per speaker, and may be modified by committee at beginning of public comment period)
9. Public comment on non-voting matters not included on the agenda (limited to five minutes per speaker, and may be reduced by the committee if numerous people wish to speak)
10. Communications from Committee members on non-voting matters not included in the agenda
11. Upcoming Meetings Schedule
12. Adjournment

Technical Advisory Committee

Purpose

The purpose of the Technical Advisory Committee is to provide the MPO Policy Committee with technical support concerning the development of annual documents and the implementation of specific projects contained therein.

Responsibilities

1. To recommend technical methods, procedures, and standards to the Policy Committee to further the transportation planning process;
2. To help coordinate work of operating departments and agencies participating in the transportation planning process;
3. To comment and make recommendations on draft reports of the Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP), the LongRange Transportation Plan (LRTP), and other plans and reports; and
4. To discuss and recommend alternative transportation plans and programs to the Policy Committee.

Membership

Members

1. Transportation and Traffic Engineer, City of Bloomington Planning and Transportation Department
2. Data Analyst and Manager, City of Bloomington Public Works Department
3. Controller, City of Bloomington Controller's Office
4. Planning Director, City of Bloomington Planning and Transportation Department
5. Director of Operations and Development, City of Bloomington Parks and Recreation Department
6. Assistant Engineer, City of Bloomington Utilities
7. GIS Coordinator, City of Bloomington Information and Technology Services Department
8. Director of Streets Operations, City of Bloomington Street Division
9. Highway Engineer, Monroe County Highway Department
10. Director, Monroe County Planning Department
11. Auditor, Monroe County
12. Parks and Recreation Director, Monroe County Parks and Recreation Department
13. GIS Coordinator, Monroe County Technical Services Department
14. Planning Director, Town of Ellettsville Planning Department
15. Street Commissioner, Town of Ellettsville Street Department
16. Director of IU Campus Bus Service, Indiana University
17. General Manager, Bloomington Transit
18. Chief Executive Officer, Area 10-Rural Transit

19. Executive Director, Monroe County Airport
20. Director of Building Operations, Monroe County Community School Corporation
21. Transportation Director, Richland-Bean Blossom Community School Corporation
22. Vice-Chair, Citizens Advisory Committee (Non-Voting)
23. Transportation Planner/MPO Liaison, INDOT
24. Project Manager – Transit, INDOT
25. Special Projects Engineer, INDOT Seymour District Office
26. Community Planner – Indiana Division, Federal Highway Administration (Non-Voting)
27. Community Planner – Region 5, Federal Transit Administration (Non-Voting)

Alternate Representation

If the designated Technical Advisory Committee representative for a department, board, commission, institution, or other organization is unable to serve on the Technical Advisory Committee, an alternate representative may be appointed by the same department, board, commission, institution, or organization to serve the term of the regular designee. In such cases, the regular designee shall not be required to submit a proxy statement for each meeting that the alternate representative attends.

Terms

The voting members of the Technical Advisory Committee shall serve terms on the Committee that coincide with the terms of their respective offices.

Proxy

Each voting member of the Technical Advisory Committee may name a proxy in writing for a particular meeting or vote.

5. *Representation:* The proxy shall be from the same agency, jurisdiction, or organization which the member represents.
6. *Powers:* The proxy's powers shall be delineated in the written notice.
7. *Notification:* The member shall be responsible for notifying the proxy of meetings, and shall notify the MPO staff of the proxy representation.
8. *Committee Chair Proxy:* If the Chair of the Technical Advisory Committee is absent and designates a proxy, the Vice-Chair shall conduct the meeting, even if the Chair designates a proxy.

Additional Appointments

Additional appointments to, or changes in the composition of, the Technical Advisory Committee shall require an amendment to these Bylaws as outlined in the [Amendment of Bylaws section](#), under the General Provisions heading. Any Technical Advisory Committee membership changes shall be made in consultation with the Indiana Department of Transportation, the Federal Highway Administration and the Federal Transit Administration.

Officers

Officers

The Technical Advisory Committee shall elect the following officers from among the represented BMCMPPO LPAs:

- Chair
- Vice-Chair

Eligibility

Officers of the Technical Advisory Committee shall be chosen from the voting LPA members of the Technical Advisory Committee.

Elections

Election of officers shall occur at the first Technical Advisory Committee meeting of each calendar year. Elections for all officers shall be by majority vote.

Duties

The duties of the elected officers of the Technical Advisory Committee shall be as follows:

- *Chair*: Preside over the meetings of the Technical Advisory Committee.
- *Vice-Chair*: In the absence of the Technical Advisory Committee Chair, to preside over the meetings of the Technical Advisory Committee.

Meeting Procedure

Quorum

A quorum shall consist of nine (9) voting members of the Technical Advisory Committee, or their proxies.

Committee Action

No action shall be taken by the Technical Advisory Committee without a quorum.

Rescheduling

If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained.

Schedule

Meetings of the Technical Advisory Committee shall be open to the public and be held on a monthly basis except for during the month of the summer recess and winter recess, or as needed for special business.

Special Votes

The Chair of the Technical Advisory Committee may request a mail, fax, or e-mail vote on issues already presented, but not yet voted on, at previous meetings.

Limitations

This practice will be used only if Federal and/or State imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, state, or federal project.

Committee Report

A mail, fax, or e-mail vote will be presented at the next scheduled Technical Advisory Committee meeting as part of the previous meeting minutes.

Order of Business

The business of the Technical Advisory Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent:

1. Call to Order by the Chair
2. Approval of the Agenda
3. Approval of Minutes
4. Communications from the Chair
5. Reports from Officers and/or Committees
6. Reports from the MPO Staff
7. Old Business
 - a. Public comment prior to vote (limited to five minutes per speaker, and may be modified by committee at beginning of public comment period)
8. New Business
 - a. Public comment prior to vote (limited to five minutes per speaker, and may be modified by committee at beginning of public comment period)
9. Public comment on non-voting items not included in the agenda (limited to five minutes per speaker, and may be reduced by the committee if numerous people wish to speak)
10. Communications from Committee members on non-voting matters not included in the agenda
11. Upcoming Meetings Schedule
12. Adjournment

Citizens Advisory Committee

Purpose

The purpose of the Citizens Advisory Committee (CAC) is to serve as the formal means for active citizen participation. The CAC provides public input for official decision making on transportation planning matters to the Policy Committee.

Responsibilities

The responsibilities of the Citizens Advisory Committee shall be:

- To foster and develop citizen awareness and understanding regarding transportation policy and planning;
- To promote necessary interaction between citizens and the Policy Committee, the Technical Advisory Committee, and the Metropolitan Planning Organization staff; and,
- To keep the Policy Committee, the Technical Advisory Committee, and the Metropolitan Planning Organization staff apprised of current and emerging citizen concerns in relation to transportation issues within the Metropolitan Planning Area.

Membership

Members

The membership of the Citizens Advisory Committee shall be composed of citizens of the City of Bloomington, Monroe County and the Town of Ellettsville. Key stakeholder groups, agencies and organizations from each community should also be represented. The following groups, as well as others that may not be listed, are strongly encouraged to send a representative to participate in the Citizens Advisory Committee:

1. Bloomington Traffic Commission
2. Monroe County Traffic Commission
3. Indiana University Student Association
4. Bloomington Commission on Sustainability
5. Bloomington Bicycle and Pedestrian Safety Commission
6. Greater Bloomington Chamber of Commerce
7. Ellettsville Chamber of Commerce
8. Bloomington Environmental Commission
9. Monroe County Environmental Commission
10. League of Women Voters
11. Bloomington Historic Preservation Commission
12. Council of Neighborhood Associations - Bloomington
13. Bloomington Bicycle Club
14. Bloomington Board of Realtors
15. Bloomington Council for Community Accessibility

16. Downtown Bloomington, Inc.
17. Area 10 Agency on Aging
18. Bloomington Urban Enterprise Association
19. Monroe County Soil & Water Conservation District
20. INDOT, Seymour District (Non-Voting)
21. FHWA, Indiana Division (Non-Voting)

Eligibility and Registration

Any citizen, including any organization representative that attends Citizens Advisory Committee meetings may be considered Committee Members, and those wishing to become a member of the Committee shall register using a form provided by the MPO Staff. Such registration shall include contact information (mailing address, phone number, email address, etc.) as well as indicate whether the member has been designated as an official representative of a community organization or agency.

Voting Privileges

Citizens Advisory Committee members shall attend three (3) consecutive Committee meetings before they are eligible to vote on Committee business. Members may vote on Committee business as of the third consecutive meeting they attend.

Revocation of Voting Privileges

Citizens Advisory Committee members who miss three (3) consecutive meetings may have their voting privileges revoked with concurrence from the Chair and Vice-Chair. Exceptions may be made if the Committee member can demonstrate extenuating circumstances. A Committee member whose voting privileges have been revoked shall be required to follow the process outlined in the [Voting Privileges section](#) to regain voting status.

Officers

Officers

The Citizens Advisory Committee shall elect the following officers:

- Chair
- Vice-Chair

Eligibility

Officers of the Citizens Advisory Committee shall be chosen from the voting members of the Citizens Advisory Committee.

Elections

Election of officers shall occur at the first Citizens Advisory Committee meeting of each calendar year. Elections for all officers shall be by majority vote.

Duties

The duties of the elected officers of the Citizens Advisory Committee shall be as follows:

- Chair
 - Preside over the meetings of the Citizens Advisory Committee.
 - In consultation with MPO Staff and the CAC Vice-Chair, review the agenda for Citizens Advisory Committee meetings set by MPO Staff.
 - Attend meetings of the Policy Committee as a voting member.
- Vice-Chair
 - In the absence of the Committee Chair, to preside over the meetings of the Citizens Advisory Committee.
 - In consultation with MPO Staff and the CAC Chair, review the agenda for Citizens Advisory Committee meetings set by MPO Staff.
 - Attend meetings of the Technical Advisory Committee as a nonvoting member.

Meeting Procedure

Quorum

A quorum shall consist of a simple majority of Citizens Advisory Committee members eligible to vote. At an absolute minimum, quorum shall consist of four (4) voting-eligible Committee members.

Committee Action

No action shall be taken by the Citizens Advisory Committee without a quorum.

Rescheduling

If a quorum is not present, those present may tentatively reschedule the meeting to another day when a quorum can be obtained. The members present may also conduct the meeting as an informational session, but shall not take any official action on business items.

Schedule

Meetings of the Citizens Advisory Committee shall be open to the public and be held on a monthly basis, except for during the month of the summer recess and winter recess, or as needed for special business.

Special Votes

The Chair of the Citizens Advisory Committee may request a mail, fax, or e-mail vote on issues already presented, but not yet voted on, at previous meetings.

- *Limitations:* This practice will be used only if federal and/or state imposed deadlines are an issue or if the vote is necessitated due to the urgency of a local, state, or federal project.

- *Committee Report:* A mail, fax, or e-mail vote will be presented at the next scheduled Citizens Advisory Committee meeting as part of the previous meeting minutes.

Agenda Items

Members of the CAC may suggest agenda items at least seven (7) days prior to the next scheduled meeting.

Order of Business

The business of the Citizens Advisory Committee shall be taken up for consideration and disposition in the following order, unless order is suspended by unanimous consent.

1. Call to Order by the Chair
2. Approval of the Agenda
3. Approval of Minutes
4. Communications from the Chair
5. Reports from Officers and/or Committees
6. Reports from the MPO Staff
7. Old Business
 - a. Public comment prior to vote (limited at the discretion of the Chair)
8. New Business
 - a. Public comment prior to vote (limited at the discretion of the Chair)
9. Public comment on non-voting matters not included in the agenda
10. Communications from Committee members on non-voting matters not included in the agenda
11. Upcoming Meetings Schedule
12. Adjournment