

### **SECTION I: OBJECTIVE**

The objective of the Sierra Vista Metropolitan Planning Organization (SVMPO) is to carry out planning, coordination, and integration of activities necessary to maintain a comprehensive, cooperative, and continuing multi-agency transportation planning program; and further, as specified by the Board of Directors of the SVMPO, carry out other related specific tasks including implementation thereof. The SVMPO will exercise leadership and initiative in transportation planning and assist development of the greater Sierra Vista community.

### **SECTION II: AREA**

The area that permitted SVMPO to be designated as a Metropolitan Planning Organization (MPO) under federal and state law is the Sierra Vista Urbanized Area, shown in Figure 1. The Planning Area Boundary of the SVMPO includes the City of Sierra Vista incorporated limits including Fort Huachuca, the Town of Huachuca City incorporated limits, and unincorporated areas of Cochise County, as depicted in Figure 2.

### **SECTION III: ORGANIZATION**

Jurisdictions that make up the SVMPO include the City of Sierra Vista, the Town of Huachuca City, Cochise County, and the Arizona Department of Transportation (ADOT). Elected officials (except for ADOT's representative, who is appointed by the Governor of the State of Arizona) from each of those agencies make up a Board of Directors; an MPO Administrator; and technical staff makes up a Technical Advisory Committee (TAC). In addition, there may be other special committees such as technical subcommittees and citizen tasks forces. Each group is defined below:

- A. **Board of Directors.** The SVMPO Board of Directors consists of elected officials from the City of Sierra Vista, Town of Huachuca City, Cochise County and one member from the Arizona Department of Transportation's State Transportation Board who is appointed to the State Transportation Board by the Governor, or his/her designee, who must be an

employee of the Arizona Department of Transportation. It is the function of the Board of Directors to act as a policy-making body, coordinating and directing transportation planning, implementation thereof and related activities within the overall regional comprehensive planning process.

1. Membership.

(a) To be an eligible member of the Board of Directors, that person must be a duly elected member of a governing body of a unit of local government located in the SVMPO planning area, excepting the member of the Arizona State Transportation Board. Each unit of local government and the State Transportation Board shall designate the person or persons among its duly elected governing body or, appointed to the State Transportation Board by the Governor that shall serve as a primary member of the SVMPO Board of Directors. At its discretion, each government entity may select alternates who are duly elected members of the governing body or a suitably qualified employee designated by the State Transportation Board’s SVMPO representative, when the primary member(s) is not available. The alternate(s) will have the same voting power and duties in the absence of the primary member(s).

(b) Designation of Primary and Alternate members shall be in accordance with statute, ordinance or regulation governing each agency, and written verification shall be provided in a timely manner at least annually to the SVMPO Administrator.

(c) The number of eligible members on the Executive Board shall be as follows:

<b>Jurisdiction</b>	<b>Number of Members</b>
City of Sierra Vista	3
Town of Huachuca City	1
Cochise County	1
State Transportation Board (Non-Voting)	1
<b>Total</b>	<b>6</b>

(d) Any member, who for any reason shall no longer be in the service of the governmental

unit jurisdiction, shall have his/her position vacated automatically and the appropriate governmental unit shall appoint another member.

(e) Representatives of the following units of government are voting members of the SVMPO: City of Sierra Vista, Town of Huachuca City, and Cochise County.

(f) Representatives of the following unit of government is a non-voting member of the SVMPO: Arizona State Transportation Board representative.

## 2. Voting.

(a) Each voting member of the Board of Directors is entitled to one (1) vote. Upon the absence of a Primary voting member at any particular meeting, his/her vote may be cast by an alternate member from the same jurisdiction.

(b) Any declaration of abstention or conflict of interest must be stated prior to discussion of that particular agenda item.

## 3. Officers.

(a) The members of the SVMPO shall elect the following officers: Chair and Vice Chair. Election of officers will occur at the first meeting of the calendar year. In the absence of the Chair, or upon his/her inability to act or serve, the Vice Chair shall have the powers of the Chair. The Chair and Vice Chair will serve without compensation and shall serve for a period of two years.

(b) The Chair shall be able to vote on all matters before the SVMPO. He/she shall sign on behalf of the SVMPO all documents requiring signatures and shall perform all other duties required of the Chair. The Chair develops the Agenda for all board meetings, subject to approval by the Board. The SVMPO Board of Directors may delegate to the MPO Administrator such signatures it deems appropriate and necessary.

(c) The SVMPO Chair shall have the custody and control of the funds, and shall report the state of the finances of the SVMPO at the closeout of the fiscal year. He/she shall have the responsibility for keeping the minutes and such books, resolutions, or other services that may be required by the SVMPO. The SVMPO Board of Directors may delegate

to an employee, or employees, of the SVMPO any or all of the duties and powers described in this section (3)(c).

(d) If required by the SVMPO Board, any employee, or retained consultant so delegated any or all of his/her functions, shall give the SVMPO a bond in such, and with such surety or sureties as shall be satisfactory to the SVMPO, for the faithful performance of the duties of this office.

#### 4. Responsibilities.

(a) The SVMPO Board of Directors is responsible for all actions, agreements, and functions to be carried out by the Sierra Vista Metropolitan Planning Organization.

(b) The SVMPO is responsible for the development of the following essential products:

1. Long Range Regional Transportation Plan;
2. Transportation Improvement Program (TIP);
3. Public Participation Plan; and
4. Unified Planning Work Program and Budget;

(c) Other products deemed essential may be authorized by the Board of Directors and specified in the Unified Planning Work Program.

#### 5. Meetings.

(a) The Board of Directors of the SVMPO shall follow the Open Meeting Laws of Arizona.

(b) The guideline for the parliamentary procedures used at meetings shall be Robert Rules of Order, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all voting members.

(c) A quorum shall be required for the conduct of any business. Majority (i.e., three) voting members of the SVMPO Board shall constitute a quorum for the transaction of business.

(d) The SVMPO Board of Directors shall meet regularly, at least once a quarter. Additional meetings may be called by the Chair as required. The time, date, and location of meetings will be posted at least twenty-four (24) hours in advance. The

notices of the meetings shall conform to the open meeting laws of Arizona. Members will be notified of all meetings.

- (e) Remote participation by members or alternates for all Board meetings is allowed by telephone or video conference provided that the participant and all in attendance can hear each other. Remote SVMPO Board member participant(s) are considered present for purposes of a quorum.

B. **Technical Advisory Committee (TAC).** The SVMPO's Technical Advisory Committee (TAC) is composed of technical and/or managerial staff representatives from each of the participating agencies (including ADOT). In addition, there may be one or more ex-officio, non-voting representatives from Fort Huachuca. Each ex-officio, non-voting member, must be approved by his/her respective agency. The MPO Administrator is a non-voting member of the TAC and will provide the required administrative support.

The TAC has the authority and primary responsibility to conduct technical reviews and analyses regarding all work activities of the Unified Planning Work Program, and any related issues as specified by the SVMPO's Board of Directors, and to so advise the Board of Directors on appropriate actions that may be taken. The TAC works closely with SVMPO staff, providing guidance and direction for the development of the annual Unified Planning Work Program and Budget and work activities defined therein.

1. Membership.

- (a) Voting membership on the SVMPO Technical Advisory Committee shall be as follows:

City of Sierra Vista - Three (3)

City staff positions appointed by the City Manager.

The persons appointed to the TAC shall be staff members of the City of Sierra Vista with technical knowledge of transportation planning to advise and provide recommendations to the SVMPO Board of Directors.

Town of Huachuca City – One (1) position

Town staff positions appointed by the Town Manager

The person appointed to the TAC shall be a staff member of the Town of Huachuca City with technical knowledge of transportation planning to advise and provide recommendations to the SVMPO Board of Directors.

Cochise County – Two (2) positions

County staff positions appointed by the County Administrator.

The person appointed to the TAC shall be a staff member of Cochise County with technical knowledge of transportation planning to advise and provide recommendations to the SVMPO Board of Directors.

Transit Representative – One (1) position

The transit staff position will be selected by the largest transit agency in the SVMPO region and shall be a person with specific knowledge of transit planning to advise and provide recommendations to the SVMPO Board of Directors.

Arizona Department of Transportation - One (1) position:

Planning Program Manager, ADOT for Systems Planning and Programming

The persons appointed to the TAC may, by a written statement to the Chairman of the Board of Directors and the Technical Advisory Committee, designate a regular alternate. Non-regular alternates (i.e., for a particular meeting) must be declared when the meeting is called to order.

(b) In addition to the voting members listed above, one or more ex-officio non-voting representatives from Fort Huachuca may participate on issues of concern and subjects of particular technical expertise.

2. Voting

Each member of the Technical Advisory Committee is entitled to one (1) vote. Upon the absence of a Primary member at any particular meeting, his/her vote may be cast by an alternate member from the same jurisdiction.

Elected officers of the TAC shall be elected on an annual basis at the first meeting of the calendar year.

3. Responsibilities.

The SVMPO Technical Advisory Committee shall be responsible for reviewing, studying, analyzing, and as appropriate, making recommendations to the SVMPO Board of Directors on issues germane to the Sierra Vista Metropolitan Planning Organization.

4. Meetings.

(a) The guideline for parliamentary procedures at meetings shall be Roberts Rules of Order, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all voting members.

(b) A quorum shall be required for the conduct of any business. Majority (i.e., **five**) TAC members of the SVMPO shall constitute a quorum for the transaction of business.

(c) The SVMPO TAC shall meet as determined by the Chair of the TAC or by a majority vote of the TAC. Members will be notified of all meetings.

(d) Remote participation by TAC members or alternates for all TAC meetings is allowed by telephone or video conference provided that the participant and all in attendance can hear each other. Remote TAC member participant(s) are considered present for purposes of a quorum.

## **SECTION IV: FINANCES**

A. **Fiscal Year.** The Sierra Vista Metropolitan Planning Organization's fiscal year shall commence on July 1 of each year.

C. **Funding.** The SVMPO shall have the power to receive funds from any public or private source including, but not limited to, the federal, state and local governments; voluntary associations; non-profit corporations, firms, partnerships, or person or any combination thereof; bequests, donations, devices, grants, and gifts of all kinds of property.

C. **Audit.** The Chair shall call for an annual audit of the financial affairs of the SVMPO to be

made by the municipal entity performing financial services. The audit report shall be made available to all SVMPO members.

## **SECTION V: SPECIAL COMMITTEES**

### **A. *Formation.***

1. Special SVMPO committees may be created by the SVMPO Board of Directors as deemed necessary. A special committee may be either an ad hoc committee for a specific work task, or a standing committee for one or more work tasks. Any such special committee will be responsible to the SVMPO Board of Directors.
2. At the direction of the Chair of the Board of Directors and the Technical Advisory Committee, respectively, advisory subcommittees may be formed to investigate some particular work task/issue germane to the Sierra Vista Metropolitan Planning Organization.

**B. *Powers and Duties.*** The SVMPO Board of Directors shall define the duties, and authorize the power of all special committees. Special committees shall follow parliamentary procedures as defined in these Bylaws for the Board of Directors and Technical Advisory Committee. Special committees, unless membership consists exclusively of employees of the member jurisdictions, shall observe the Open Meeting Laws of Arizona.

**C. *Membership.*** Membership on a special committee shall be determined by the SVMPO Board of Directors and/or the Technical Advisory Committee. The SVMPO Board of Directors and/or the Technical Advisory Committee may appoint, at its discretion, any individual it deems qualified to serve on a special committee.

## **SECTION VI: AMENDMENT OF BYLAWS**

These Bylaws can be amended by a majority vote of the Sierra Vista Metropolitan Planning Organization's Board of Directors at any scheduled meeting.

## **SECTION VII: SVMPO STAFF**

The SVMPO staff consists of an MPO Administrator and supporting staff personnel as designated by the Board.



