



BYLAWS

of the

Victoria Metropolitan Planning Organization Policy Advisory Committee

Original Bylaws: November 12, 1982

Revised: February 14, 1995

Revised: September 8, 2009

Revised: July 14, 2015

ARTICLE I: Introduction

The City of Victoria was first designated as the fiscal agent for the Victoria Metropolitan Planning Organization (MPO) in February 1982. The Victoria MPO is comprised of the Policy Advisory Committee, advisory committees (as needed), and professional staff.

The original decision-making body of the MPO was the Victoria Urban Transportation Planning Committee (VUTPC), and has since become known as the Policy Advisory Committee. The Committee is comprised of city, county, and state officials and transportation providers, as defined below; it is charged with overseeing the regional transportation planning process for Victoria County.

The MPO's Metropolitan Area Boundary coincides with the Victoria County line. The Urban Area Boundary roughly coincides with the city limits of Victoria, which is the only urbanized area and incorporated community within the planning area.

ARTICLE II: Policy Advisory Committee

A. Responsibility

The Victoria MPO Policy Advisory Committee shall serve as the policy guidance body for the Victoria Metropolitan Area. The Committee shall be responsible for:

- Guiding the transportation planning process, including the development of MPO plans and studies;
- Ensuring proper coordination between transportation modes and sub-areas;
- Cooperatively establishing transportation needs; and
- Approving proposed plans and projects for recommendation to those governmental units responsible for program development and project implementation.

B. Membership

The Victoria MPO Policy Advisory Committee shall be comprised of ten voting members. Selection of each representative, where not specified by position, is at the discretion of the signatory organizations. Vacancies for any Committee members shall be filled in the same manner. Proxies are not permitted to be used for absent Committee members. The Policy Advisory Committee membership is as follows:

- Two representatives from the Victoria County Commissioners' Court;
- Two representatives from the Victoria City Council;
- City of Victoria City Manager;
- City of Victoria Department of Public Works Director;
- Texas Department of Transportation Victoria Area Engineer;
- Texas Department of Transportation Yoakum District Engineer;
- One representative from the Victoria Regional Airport; and
- One representative from the Victoria County Navigation District.

C. Officers

The Victoria MPO Policy Advisory Committee shall have two officers, a Chairman and Vice-Chairman, selected from the Committee. It is the responsibility of the Chairperson to preside over Policy Advisory Committee meetings and have execution authority on all MPO policy documents. The Vice-Chairman shall serve in the same capacity in the absence of the Chairman.

Officers shall be elected for a term of one year, with no limit to the number of years an officer may serve. Officer elections shall occur at the first meeting held following the beginning of the fiscal year in October. Vacancies shall be filled by election. Voting shall happen by ballot. A majority is necessary for election.

ARTICLE III: Policy Advisory Committee Meeting Protocol

A. Schedule

The Victoria MPO shall be scheduled to meet on the second Tuesday of each month, as needed. All members of the Policy Advisory Committee shall be notified in writing of the cancellation of any monthly meetings due to lack of business. The Chairperson, MPO Coordinator, or any two members of the Committee reserve the right to call special meetings. All Victoria MPO Policy Advisory Committee meetings shall be open to the public and compliant with the requirements of the Texas Open Meetings Act and Texas Open Records Act.

B. Notice

Meeting notices shall be posted at least three business days before to a meeting. Notices shall be posted at appropriate government offices and sent to Policy Advisory Committee members.

C. Quorum

For the purposes of convening a meeting, a quorum consists of six members of the Policy Advisory Committee. Decisions shall only require a majority of the voting members present. If a quorum cannot be achieved, the chairman may adjourn the meeting or continue discussion of the agenda items without taking any actions.

D. Rules of Procedure

Robert's Rules of Order shall govern the proceedings of this organization in all cases which are applicable and consistent with these bylaws.

ARTICLE IV: Advisory Committees

The Victoria MPO Policy Advisory Committee may create advisory committees as needed to provide technical or advisory support. Subcommittees may include Policy Advisory Committee members and other individuals who specialize in the topic. Examples of advisory committees include a Technical Advisory Committee, Intermodal/Multi-modal Committee, Bicycle/Pedestrian Committee, Public Participation Committee, etc.

The MPO Coordinator shall provide administrative support during advisory committee meetings. Advisory committee meetings shall not be open to the public. A quorum is not necessary to conduct business at advisory committee meetings.

ARTICLE V: General Guidelines

A. Bylaw Revisions

The bylaws may be revised or amended by a two-thirds majority of the quorum of the Victoria MPO Policy Advisory Committee.

B. MPO Coordinator

The MPO Coordinator is responsible for overseeing the daily operations of the Victoria MPO and performing all necessary functions. The MPO Coordinator shall:

- Arrange Policy Advisory Committee meetings as needed, including the development of the agenda;
- Provide administrative support to the Policy Advisory Committee, including the maintenance of all records, meeting minutes, and other documents;
- Develop, revise, and maintain all required planning documents, including the Metropolitan Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program;
- Maintain relationship with other local government entities, transit operators, other transportation providers, and the public to ensure a cooperative transportation planning process; and
- Work cooperatively with the Texas Department of Transportation and the Federal Highway Administration to ensure the compliance with federal and state planning regulations.

ARTICLE VI: Ethics Policy

A Policy Advisory Committee member or employee of the Victoria MPO shall not:

- Accept or solicit any gift, favor, or service that might reasonably tend to influence the member or employee in the discharge of official duties or that the member or employee knows or should know is being offered with the intent to influence the member's or employee's official conduct;
- Accept other employment or engage in a business or professional activity that the member or employee might reasonably expect would require or induce the member or employee to disclose confidential information acquired by reason of the official position;
- Accept other employment or compensation that could reasonably be expected to impair the member's or employee's independence of judgment in the performance of the member's or employee's official duties;
- Make personal investments that could reasonably be expected to create a substantial conflict between the member's or employee's private interest and the public interest; or
- Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the member's or employee's official powers or performed the member's or employee's official duties in favor of another.

An employee of a metropolitan planning organization who violates any of the policies outlined above is subject to termination of the employee's employment or another employment-related sanction.

A Policy Advisory Committee member or employee of a metropolitan planning organization who violates any of the ethics provisions outlined above is subject to any applicable civil or criminal penalty if the violation also constitutes a violation of another statute or rule.

A copy of this ethics policy will be distributed to Policy Advisory Committee members and within three business days of the Committee member's appointment and within three business days of the employee's start date.