

THE WEST MEMPHIS  
METROPOLITAN  
PLANNING ORGANIZATION

BYLAWS

**THE CITY OF WEST MEMPHIS AS THE DESIGNATED  
METROPOLITAN PLANNING ORGANIZATION (MPO) FOR THE WEST  
MEMPHIS-MARION AREA TRANSPORTATION STUDY (WMATS)**

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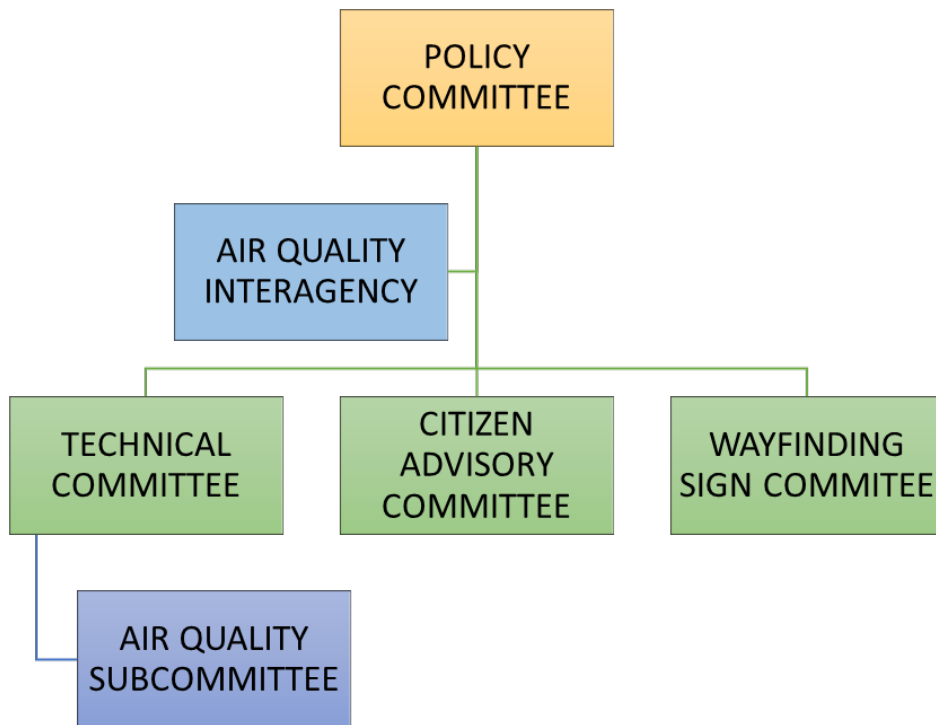
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# Overview

## General Organization

The transportation planning process of the West Memphis MPO is organized into long-term and short-term activities. These include such activities as coordinating the Transportation Improvement Program (TIP) and the various elements of the Unified Planning Work Program (UPWP). The administration of the planning process is through the various committees and the staff personnel.

## Organizational Structure



# Responsibilities of the Metropolitan Planning Organization

## Transportation Policy Committee

The Transportation Policy Committee constitutes the forum for cooperative decision making by the representatives of the principal participants of the WMATS. Final responsibility for establishing policies and procedures for conducting the transportation planning process rests with the Transportation Policy Committee in accordance with this document and related documents and with the rules and regulations of the Arkansas Department of Transportation and the Federal Highway Administration.

The responsibilities of the Transportation Policy Committee shall include but are not limited to the following:

1. Provide guidance and set policies for the Continuing Plan.
2. Review the study area boundary and revise if necessary.
3. Review and approve/disapprove recommendations of the Technical Committee and Citizens Advisory Committee.
4. Forward to the appropriate committee for further consideration any changes in the Continuing Phase Plan found necessary by the participating agencies.
5. Approve all reports prior to public distribution.
6. Revise the approved Transportation Plan, Transportation Improvement Program, and the Continuing Phase Plan, as appropriate.
7. Make available to the participating agencies any data developed by the Metropolitan Planning Organization Committees.
8. Encourage the development, implementation, and surveillance of plans to reduce transportation generated air pollution within the study area.
9. Serve as a liaison representative between various governmental units in the study area to obtain optimum cooperation of all governmental units in implementing various elements of the plan.

## Technical Committee

Each entity represented on the Transportation Policy Committee appoints one or more persons from their organizations to the Technical Committee for assisting in the decision-making process. Each member is appointed based on the technical ability needed to perform transportation planning activities of the MPO.

The Technical Committee reports directly to the Transportation Policy Committee and works closely with the MPO Director and the staff. The Technical Committee has the following responsibilities:

1. Assist the Transportation Policy Committee with technical tasks associated with developing the Unified Planning Work Program (UPWP) and recommend its adoption by the Transportation Policy Committee.
2. Review transportation related studies and make recommendations to the Transportation Policy Committee and other agencies.
3. Review, evaluate, and prioritize projects for inclusion in the Transportation Improvement Program (TIP). Recommend TIP adoption by the Transportation Policy Committee.
4. Advise the Transportation Policy Committee on technical matters, performance measures and system performance, and, if specifically authorized by the Transportation Policy Committee, on the policy matters with accompanying recommendations and rational support.
5. Work with MPO staff to establish ad-hoc committees as needed for the planning process.

### **Citizen Advisory Committee**

Citizen involvement in the planning process is accomplished through a program designed to maximize citizen participation. The Citizens Advisory Committee will advise the various committees and staff on proposed transportation projects and activities.

The Citizens Advisory Committee shall be established in accordance with the Transportation Policy Committee Bylaws, shall meet on a called basis, and shall have the following responsibilities:

1. Review community values and goals related to the area's transportation system and make appropriate recommendations to the WMATS Policy and Technical Committees.
2. Review trends in the transportation industry and advise the other committees of their possible effects upon the approved transportation system and recommend solutions.
3. Identify functional problems within the existing transportation system and recommend solutions.
4. To help engage other members of the public, especially the interest groups they represent, working to obtain their direct participation in the transportation planning process and feedback on plans as they are developed.
5. Aim to represent as many viewpoints as possible, being mindful of all, and where possible, including the suggestions and concerns of the minority throughout the planning process.

### **Wayfinding Committee**

The Wayfinding Sign Committee will consist of persons with technical expertise appointed by the Chairperson of the Transportation Policy Committee in accordance with the Bylaws. The Wayfinding Subcommittee has the following responsibilities:

1. Provide technical assistance to any county or municipality that would like to have a Wayfinding program.
2. Provide technical assistance to the technical committee on issues of wayfinding.
3. Assist in the creation and approval process for Wayfinding signs and new Wayfinding constructions.

## **MPO Director**

The MPO Director shall have the following responsibilities:

1. Provide the overall supervision and administration of the conduct of the transportation-planning program including applicable requirements of the Arkansas Department of Transportation and Federal Highway Administration.
2. Prepare the annual Plan and budget outlines for conduct of the Continuing Transportation Planning Program.
3. Record and present significant findings and recommendations of the Plan.
4. Provide a public information program through presentations and distribution of appropriate study material.
5. Maintain adequate base maps.
6. Prepare an annual report with assistance from the cooperating agencies.
7. Conduct a Yearly Public Meeting for the Transportation Improvement Plan (TIP).
8. Prepare necessary forms, documents, etc. for the Transportation Policy Committee

## **Other Advisory Committees**

Since the Transportation Policy Committee is responsible for the policy decisions regarding transportation planning, it may appoint or delegate the appointment of additional advisory committees on an “as needed/as required” basis.

# **Bylaws and Operating Procedures**

## **Transportation Policy Committee**

### **Composition:**

The present voting membership of this Committee is as follows.

### Voting Members:

1. Chief elected official from study area governments: Mayor of West Memphis, Mayor of Marion, Mayor of Sunset, and the Crittenden County Judge.
2. Arkansas Department of Transportation - District One Engineer
3. Arkansas Department of Transportation - Planning Division Head
4. Marion City Planner
5. Office of Planning and Development of West Memphis Director
6. Public Works Director of West Memphis

7. Public Works Director of Marion
8. Public Works Committee of West Memphis Chairman
9. Public Works Committee of Marion Chairman
10. Economic Development of West Memphis Director
11. Economic Development of Marion Director

Alternate Members:

Each voting member may appoint an alternate member, by a written formal designation, who may serve at any Transportation Policy Committee meeting in the voting member's absence. An appointed alternate member will have the voting rights and privileges of the member when serving in the absence of the voting member.

**Organization:**

1. The Transportation Policy Committee shall elect a Chairperson and a Vice Chairperson from among its voting members. Such election shall be by a majority of that voting membership.
2. The Chairperson and the Vice Chairperson shall be from different jurisdictions.
3. Elections shall take place on the first meeting of the calendar year.
4. An officer may succeed with no limitation to number of terms, except that such a term will not continue in the event an officer becomes ineligible for membership on the Transportation Policy Committee.
5. The term of office shall be one year, from January to January or until such time new officers are elected.
6. The Chairperson or Vice Chairperson may be removed from office by a vote of the majority of all voting members of the Transportation Policy Committee.
7. A member shall forfeit membership on the Policy Committee at such time the member no longer holds the position in their perspective organization.
8. A member shall forfeit membership on the Policy Committee at such time the member no longer holds the position.
9. Membership in this Committee is not transferable or assignable.
10. The Crittenden County Judge will act as the elected representative of any newly incorporated area with a population of less than 500.

**Meetings:**

1. Meetings shall be held on a called basis with at least four meetings per year. The MPO Director will work with the Policy Committee to schedule meetings so that the majority of members may attend.
2. The Transportation Policy Committee shall meet for the purpose of reviewing the plan and actions which may materially affect the planning process and its implementation.
3. The Chairperson, the MPO Director, or no less than one-third of the members may call special meetings of the Policy Committee.
4. Written or printed notice stating the place, day and hour of any meeting of members shall be delivered, either personally or by mail, to each member entitled to vote at such



meeting, by or at the direction of the MPO Director, or the officers or persons calling the meeting.

5. In lieu of a special called meeting, the Chairperson or the WMATS Study Director may call for action on an issue, apart from a revision to these bylaws, by calling for an e-mail vote. An e-mail vote shall be decided by the majority of the committee members.
6. Virtual Meetings may be held in lieu of in-person meetings, due to weather or unforeseen occurrences. The dates and times must still be published, and a quorum be held to be considered a Virtual Meeting.

**Quorum:**

A quorum shall consist of seven (7) voting members and/or proxies. If a quorum is not present at any meeting of members, a majority of the members present may adjourn from time to time without further notice.

**Minutes:**

Minutes of all meetings shall be kept and recorded by the MPO staff.

**Committees:**

The Transportation Policy Committee may create ad hoc committees or other technical subcommittees on the advice of the Technical Committee.

**Technical Committee, Citizen Advisory Committee & Wayfinding Committee**

**Composition:**

Other than the Policy Committee, there shall be three standing committees: the Technical Committee, the Citizens Advisory Committee, and the Wayfinding Committee. The Policy Committee shall determine the composition of and number of members of these committees. Any member may be removed by the person or persons authorized to appoint such members whenever, in their judgement, the interests of the Policy Committee shall be served by such removal.

**Organization:**

1. Each member of a committee shall continue as such until the next annual meeting of the members of the committee and until a successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member.
2. One member of each committee shall be appointed a chairperson by the person or persons authorized to appoint the member.
3. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.
4. Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the Policy Committee.

**Meetings:**

1. The Chairperson, the MPO Director, or no less than one-third of the members may call special meetings of the Policy Committee.
2. Written or printed notice stating the place, day and hour of any meeting of members shall be delivered, either personally or by mail, to each member entitled to vote at such meeting, by or at the direction of the MPO Director, or the officers or persons calling the meeting.
3. In lieu of a special called meeting, the Chairperson or the WMATS Study Director may call for action on an issue, apart from a revision to these bylaws, by calling for an e-mail vote. An e-mail vote shall be decided by the majority of the committee members.
4. Virtual Meetings may be held in lieu of in-person meetings, due to weather or unforeseen occurrences. The dates and times must still be published, and a quorum be held to be considered a Virtual Meeting.

**Quorum:**

Unless otherwise provided in the resolution of the Policy Committee designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

**Amendments**

These bylaws may be amended by a two-thirds affirmative vote of the members of the Policy Committee provided that official notice of the proposed amendment is given and included in the notice of the meeting.

## Amendment Notes

**Contracts**

The Policy Committee may authorize any officer of officers, agent or agents, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and behalf of the Policy Committee, and such authority may be general or confined to specific instances.

**Financial Accounts**

All checks, drafts, or orders for payment of money, notes, or other evidence of indebtedness issued in the name of the Policy Committee and all accounts relative to the activities of the Policy Committee shall be maintained by the Office of the MPO. It shall be the policy of the Office of the MPO and the City of West Memphis' City Council approved MPO budget to absorb the cost of transportation planning activities and request reimbursement from the Arkansas Department of Transportation on a monthly basis, unless unforeseen circumstances may arrive. The general operating account of the City of West Memphis' MPO budget shall be utilized.

## **Books & Records**

The Policy Committee shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its members, and committees having any of the authority of the Policy Committee and shall keep the registered or principal office a record of the names and address of the members entitled to vote. All books and records of the Policy Committee may be inspected by any member for any purpose at any reasonable time. The books shall be submitted for an audit at the end of each fiscal year, both privately through the City of West Memphis and publicly.

## **Fiscal Year**

The fiscal year of the Policy Committee shall begin on the first day of July and end on the last day of June in each year.

## **Indemnity**

The Policy Committee shall indemnify any member, officer, agent of the Committee person who undertakes any non-ultra vires act on the Policy Committee's behalf.