# BY-LAWS
## St. Joseph Area Transportation Study Organization

### Article I

The name of this organization shall be the St. Joseph Area Transportation Study Organization, which was designated as the Metropolitan Planning Organization (MPO) for the St. Joseph, Missouri-Kansas Urbanized Area on January 10, 1974. This Organization shall be composed of a Coordinating Committee and a Technical Planning Committee. These committees have separate responsibilities for the work involved.

### Article II

It shall be the purpose of the St. Joseph Area Transportation Study Organization to, in cooperation with the States of Missouri and Kansas, develop transportation plans and programs for the St. Joseph, Missouri Urbanized Area, in order:

> "To encourage and promote the development of a transportation system embracing various modes of transportation in a manner which will efficiently maximize mobility of people and goods within and through the urbanized area, and minimize transportation-related fuel consumption and air pollution. Such plans and programs shall provide for the development of transportation facilities (including pedestrian walkways and bicycle transportation facilities) which will function as an intermodal transportation system for the [St. Joseph] Metropolitan Area, and the Nation. The process for developing such plans and programs shall provide for consideration of all modes of transportation and shall be continuing, cooperative, and comprehensive to the degree appropriate, based on the complexity of the transportation problems".
>
> *(Source: Intermodal Surface Transportation Efficiency Act of 1991)*

### Article III -- Purpose

**Coordinating Committee**

The primary function of the Coordinating Committee is to serve as the governing body in order to provide official decision making responsibility for the St. Joseph Area Transportation Study Organization, by providing guidance, establishing policy, and coordinating the planning of the Transportation Study; providing official decision making responsibility for the St. Joseph, Missouri-Kansas Urbanized Area. The coordination of elected officials and policy makers at this

decision making level allows for a broad geographical impact on transportation planning decisions.

**Technical Committee**

The Technical Planning Committee, under the direction of the Coordinating Committee, is a working committee composed of persons concerned with the planning, design, and operation of the transportation system. This committee is appointed by the Coordinating Committee, and holds as one of its important functions the advice to the Coordinating Committee on technical matters, techniques and procedures, technical standards, and ideas and concepts concerning solutions to the technical problems of the study. An additional purpose of the Technical Planning Committee shall be to actively and continuously solicit and document input to the transportation planning process from citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, and other interested parties.

**General**

Section 134, Chapter I, Title 23, United States Code provides that no federally funded project in an urban area of over 50,000 population shall be approved unless it is based on a continuing, comprehensive, and cooperative (3C) transportation planning process. Additionally, the approval of the MPO itself, based upon the 3C process, is required before a project can be funded and proceed.

## Article IV – Membership

**Coordinating Committee**

A. Coordinating Committee - Voting Members
   1. One (1) Buchanan County Commissioner
   2. One (1) Andrew County Commissioner
   3. One (1) Doniphan County Commissioner
   4. Three (3) St. Joseph City Council Member(s)
   5. One (1) St. Joseph City Manager
   6. One (1) Citizen At-Large (Representative appointed by Committee for a three (3) year term)
   7. One (1) Elected official from another City in Andrew County or Doniphan County within the transportation planning area (City appointed by Committee for a three (3) year term)

B. Coordinating Committee - Non-Voting Members
   1. Federal Highway Administration Representative
   2. Federal Transit Administration Representative
   3. Federal Aviation Administration Representative
   4. Federal Railroad Administration Representative
   5. Kansas Department of Transportation Representative
   6. Missouri Department of Transportation Representative
   7. District Engineer, Missouri Department of Transportation

8. City(s) within the transportation planning area not appointed as a voting member
9. St. Joseph Regional Port Authority Representative

The voting members of the Coordinating Committee shall serve terms on the committee coinciding with the terms of their respective offices. Each elected representative or board representative shall name one (1) elected or appointed official as an alternate, in writing, who may exercise full member powers during their absence. The Coordinating Committee membership shall appoint a representative to serve as an alternate for the Citizen-At-large Representative position.

**Technical Committee**

A. Technical Committee - Voting Members

1. City of St. Joseph, Missouri -10 seats
2. Kansas Department of Transportation - 1 seat
3. Missouri Department of Transportation – 2 seats
4. Country Club Village -1 seat
5. City of Elwood -1 seat
6. City of Savannah – 1 seat
7. City of Wathena – 1 seat
8. Andrew County -1 seat
9. Doniphan County -1 seat
10. Buchanan County – 1 seat

B. Technical Committee - Non-Voting Members

1. Federal Highway Administration Repre sentative
2. Federal Transit Administration Representative
3. Federal Aviation Administration Representative
4. Federal Railroad Administration Representative
5. Burlington Northern/Santa Fe Representative
6. Union Pacific Representative
7. River Freight Representative
8. Trucking Representative
9. Transit Representative
10. Organized Alternative Transportation Service (OATS) Representative
11. Bicycle and Pedestrian Representative
12. St. Joseph Area Chamber of Commerce Representative
13. Doniphan County Economic Development Commission Representative
14. St. Joseph Regional Port Authority Representative
15. Mo-Kan Regional Council Representative
16. Title VI Population Representative
17. Environmental Justice Population Representative

The Technical Committee shall be comprised of members appointed by their respective unit of government or agency. The Committee shall not recognize alternates or proxies to represent the interests of individuals or organizations listed as members of this committee. An individual may

represent no more than one (1) interest listed herein. This representation shall be established by written communication received directly from that entity, authorizing said individual to represent the agency listed herein.

The membership of either committee may be changed by favorable vote of that committee. Changes in membership of the Technical Planning Committee shall be approved by the Coordinating Committee.

## Article V -- Officers

The officers for the Coordinating and Technical Planning Committees shall consist of a Chairman and Vice Chairman of each of the respective committees and shall be elected annually at the first meeting after the first of the year by the membership of the respective committees. Staff will provide a secretary to prepare an agenda and take minutes at each meeting.

## Article VI -- Meetings

The Coordinating Committee shall meet at least annually, and shall establish for itself a tentative meeting schedule for the ensuing year. The Technical Planning Committee shall meet at least annually, and shall establish for itself a tentative meeting schedule for the ensuing year. Meetings of both committees shall be subject to formal notice citing the agenda of the business to be covered and the time and place of the meeting. Meetings may be called by the respective committee chairman due to emergencies or unusual circumstances. Special meetings or votes via technology including but not limited to e-mail, telephone, or video conferencing shall be available to the Committee Chair as conditions warrant. Full and complete meeting minutes and documentation of all discussions and formal actions of the meeting shall be available as a public record.

## Article VII -- Special and Joint Subcommittees

Special Subcommittees may be created from time to time for specific tasks by motion of either committee. Joint subcommittees may be created from time to time for specific tasks by motions of both committees.

## Article VIII -- Finances

Funds may be provided for consultant work through allocations from the participating parties. Staff time costs for these individuals involved in either the Technical Planning Committee or the Coordinating Committee shall be paid by their respective agencies, as will travel expenses and

other operating costs. Citizen Technical Planning Committee members serve on a volunteer basis only.

## Article IX -- Terms of Office

Each voting member of the Coordinating Committee or Technical Planning Committee holds office by virtue of an appointment to that specific position from the unit of government they represent. Their terms of office end when they leave that position with that agency. Citizen Technical Planning Committee members and other ex-officio members serve at the discretion of the Coordinating Committee, and are chosen based on their expertise in the mode of transportation they represent, and their willingness to serve.

## Article X -- Quorum

At least two-fifths of the voting members or alternates of the Coordinating Committee must be present for a Quorum to exist. At least two-fifths of the voting members of the Technical Planning Committee must be present for a formal meeting to begin.

## Article XI -- Procedural Rules

Robert's Rules of Order shall be the parliamentary authority for all activities of either committee. These by-laws may be amended by a majority vote of either committee as to the applications of that specific committee subject to a thirty (30) day public review and comment period, advertised and published in the *St. Joseph News-Press*.

IN WITNESS WHEREOF, the parties have approved these St. Joseph Area Transportation Study By-Laws on the date last written below.

MISSOURI HIGHWAY AND TRANSPORTATION COMMISSION

By: _____

Chief Engineer

Date 7-26-07

ATTEST:

_____

Asst Secretary

Approved as to Form:

_____

Counsel

CITY OF ST. JOSEPH

By: _____

City Manager

Date 2/15/08

ATTEST:

_____

City Clerk

Approved as to Form:

_____

Counsel

COUNTY COMMISSION OF BUCHANAN COUNTY

By: _____
Presiding Commissioner

Date 12-14-07

ATTEST:

_____
County Clerk

COUNTY COMMISSION OF ANDREW COUNTY

By: _____
Presiding Commissioner

Date 9-17-07

ATTEST:

_____
County Clerk

VILLAGE OF COUNTRY CLUB

By: _____
Chairman, Board of Trustees

Date 1-2-08

ATTEST:

_____
Village Clerk

Approved as to Form:

_____
Village Attorney

CITY OF SAVANNAH

By: Billy Fretter
Mayor

Date 12/3/07

ATTEST:

Janice Stecher
City Clerk

Approved as to Form:

City Attorney

CITY OF ELWOOD

By: Lawrence C. Mays
Mayor

Date 11/16/07

ATTEST:

Jean King
City Clerk

Approved as to Form:

City Attorney

CITY OF WATHENA

By: _____
Mayor

Date 8/28/07

ATTEST:

_____
City Clerk

Approved as to Form:

_____
City Attorney

COUNTY COMMISSION OF DONIPHAN COUNTY

By: _____
Presiding Commissioner

Date 10/1/07

ATTEST:

_____
County Clerk

KANSAS DEPARTMENT OF TRANSPORTATION

By: _____
Director

Date 8/13/07

ATTEST:

_____
Secretary

*Amended by the Coordinating Committee, St. Joseph Area Transportation Study Organization, January 15, 1997
*Amended by the Coordinating Committee, St. Joseph Area Transportation Study Organization, February 19, 1998
*Amended by the Coordinating Committee, St. Joseph Area Transportation Study Organization, February 15, 2001.
*Amended by the Coordinating Committee, St. Joseph Area Transportation Study Organization, December 14, 2006.