

**MPO  
OPERATING  
PROCEDURES**

**FOR THE SOUTH WESTERN MPO  
AND THE HOUSATONIC VALLEY MPO**

APPROVED BY SWRMPO AND HVMPO ON 3/17/2016, AMENDED 12/14/2017

**SECTION A: MPO MEMBERSHIP**

**Local Elected Officials:** The eighteen municipal chief elected officials on WestCOG, defined as WestCOG municipal representatives within the WestCOG Bylaws, shall serve concurrently as members of their respective MPOs. A member municipality may appoint an elected or appointed official or municipal employee(s) as alternates. The municipal Chief Elected Official shall provide the chairman a list of alternates in writing, copying MPO staff. The term of MPO alternates shall run concurrent with the cycle for Chief Elected Officials.

**Transit Operators:** Each MPO will appoint one or more transit operator representatives by a majority vote of the MPO's municipal members. Each representative shall be a member of management, general manager, or equivalent of a public transit system that operates in the region and that is a designated or direct recipient of federal Urbanized Area Formula Program funds from the Federal Transit Administration.

The appointed Transit Operation Manager, in consultation with the MPO, may appoint one or more alternates and shall provide the chairman a list of alternates in writing, copying MPO staff. The terms of the transit representatives continue until their resignation or replacement by the MPO. No person shall serve in any simultaneous capacity of either municipal representative, transit operator representative or CT DOT representative.

**State Officials:** The Commissioner of the CT DOT will be requested to appoint a representative with alternate to serve as a non-voting member of the MPO. The CT DOT appointees will serve until their resignation or replacement by the CT DOT Commissioner.

**WestCOG Staff:** The WestCOG Director or designee will serve as a non-voting member on the MPO. The Director will serve until termination of employment or until replacement by WestCOG.

**Voting Members:** The municipal chief elected officials on WestCOG or their alternates and the transit operators or their alternates shall constitute the entirety of the MPO voting membership. Each municipal chief elected official shall have one vote. The transit operator representatives shall have, cumulatively, one vote, split evenly among the transit operator representatives.

## **SECTION B: MPO OFFICERS**

Officers of the MPO shall include a chairman and vice chairman, who shall serve for a term of two years. The officers of the MPO shall be municipal chief elected officials and WestCOG municipal representatives.

The chairman shall preside at all meetings of the MPO. In the absence of the chairman the vice chairman shall preside. In the event that a vacancy occurs in any office a successor shall be elected at the next meeting of the MPO to serve out the unexpired portion of the two-year term.

At the first meeting of the MPO in even numbered calendar years, nominations for chairman and vice chairman shall be made from the floor by voting members of the MPO. Once nominations are closed the chairman shall call separate votes to elect each officer. Election to each office shall be by a majority of the members or their alternates present and voting.

## **SECTION C: PROCEDURES FOR MPO, TAG AND COMMITTEE MEETINGS**

For the conduct of the business of the MPO or a Technical Advisory Group (TAG) to the MPO, participation by a majority of the voting members shall constitute a quorum.

Votes by the MPO or TAG shall be by majority vote of the members voting, except where an applicable federal law requires a greater percentage of affirmative votes.

The latest edition of Robert's Rules of Order shall be utilized to conduct MPO and TAG meetings. All MPO, TAG and Committee meetings shall comply with the requirements of all applicable local, state and federal laws.

Meetings of the MPO may be called by the MPO chairman in accordance with the MPO's annual meeting schedule or as determined to be needed by the chairman. Meetings of the TAG or committees shall be called as needed by WestCOG staff.

MPO Meeting agendas shall be prepared by the chairman in consultation with WestCOG staff. TAG or MPO committee meeting agendas shall be prepared by WestCOG staff. An opportunity for the public to speak shall be included on the agendas for all MPO, TAG and committee meetings.

The MPO may make use of a TAG or any other committees it wishes to establish. The MPOs may establish committees independently or jointly. Such Committees are subject to the procedures identified herein for the TAG.

Voting members on the MPO shall each designate a representative and an alternate to the TAG. Actions taken by the TAG shall be by a majority vote of the members voting. Each voting member shall have one vote.

## **SECTION D: AMENDMENTS**

These Operating Procedures may be amended by a two-thirds vote of all MPO members at any regular or special meeting of the MPO. Notice of any proposed amendment of these operating procedures shall be sent to all members of the MPO, prior to their discussions at regular or special MPO meetings.

Any proposed amendment to these Operating Procedures shall first be submitted to any regular or special meeting of the MPO for preliminary consideration and only then, if preliminarily approved, placed on the agenda of the next succeeding regular or special meeting of the MPO for formal adoption.