

Bylaws for the South Western MPO and the Housatonic Valley MPO

APPROVED BY SWRMPO AND HVMPO ON 3/17/2016,

AMENDED 12/14/2017

AMENDED 10/19/2023

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.

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 operator representative, 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.

Alternates

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.

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.

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.

Election of Officers

A Nominating Committee shall be appointed by the MPO no later than the regular meeting of the MPO immediately preceding the annual meeting and shall serve until a succeeding Nominating Committee is appointed. The Nominating Committee shall send to the Members of the MPO, in writing, or by electronic or facsimile transmission, a nomination of a slate of officers for the MPO prior to the annual meeting.

All elections shall be conducted by a simple majority vote of those present.

Annual Meeting

An annual meeting shall be held after all municipal representatives are expected to have been seated following the regular November municipal elections but no later than January of each calendar year for the purpose of electing officers.

Vacancies

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. Should the positions of the chairman and of the vice chairman become vacant, the Executive Director shall convene and preside over a special meeting of the MPO for the express and sole purpose of electing replacement officers.

SECTION C: COMMITTEES

The MPO may make use of a Technical Advisory Group (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.

SECTION D: PROCEDURES FOR MPO, TAG, AND COMMITTEE MEETINGS

Call to Order and Notice

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. MPO meeting agendas shall be prepared by the chairman in consultation with WestCOG staff. The chairman shall preside at all meetings of

the MPO. In the absence of the chairman, the vice chairman shall exercise the responsibilities of the chair.

Meetings of the TAG or committees shall be called as needed by 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.

Quorum

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

Voting

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.

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 chairman shall preside at all meetings of the MPO. Should the chairman be unable to perform his or her duties, the vice chairman shall assume those duties, unless otherwise determined by the MPO.

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.

SECTION D: AMENDMENTS

These Bylaws 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 Bylaws 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.