

# **ACADIANA METROPOLITAN PLANNING ORGANIZATION TRANSPORTATION POLICY COMMITTEE**

## **RULES OF POLICY AND PROCEDURE**

### **PART I. TRANSPORTATION POLICY COMMITTEE**

#### **A. Purpose:**

The purpose of the Transportation Policy Committee (TPC) is to serve as the principal body for transportation policy, plan, and program decision-making, and to provide guidance and direction for the development, coordination, and implementation of a multi modal transportation system in the Acadiana Metropolitan Planning Area. Under agreement between the State of Louisiana and fourteen (14) local governments within the Acadiana Urbanized Area, the TPC is established to provide final decisions on transportation planning and funding schedules for the Acadiana Metropolitan Planning Organization (AMPO).

#### **B. Membership:**

The Transportation Policy Committee consists of decision makers of general purpose local government (e.g. mayors, council members, police jurors, or their delegates, etc.) as well as a representative from the local transit agency, the Louisiana Department of Transportation and Development (LaDOTD), and a non-voting representative from the Federal Highway Administration (FHWA), as required by Title 23, Section 134 of the U.S. Code and as determined in the Intergovernmental Agreement By and Between the State of Louisiana, Parish of Acadia, the Parish of Iberia, the City of New Iberia ,the Lafayette City-Parish Consolidated Government, the City of Broussard, the City of Carencro, the City of Scott, the City of Youngsville, , Parish of St. Landry, the Parish of St. Martin, the City of Breaux Bridge, the City of St. Martinville, the Parish of Vermilion and the City of Abbeville.

The membership of the TPC is as follows:

Jurisdiction or Agency	# of Delegates
<u>Acadia Parish</u>	1
<u>Lafayette Parish (Unincorporated)</u>	3
<u>City of Broussard</u>	1

<u>City of Carencro</u>	1
<u>City of Lafayette</u>	7
<u>City of Scott</u>	1
<u>City of Youngsville</u>	1
<u>Iberia Parish (Unincorporated)</u>	2
<u>City of New Iberia</u>	2
<u>St. Landry Parish</u>	1
<u>St. Martin Parish (Unincorporated)</u>	2
<u>City of Breaux Bridge</u>	1
<u>City of St. Martinville</u>	1
<u>Vermilion Parish</u>	1
<u>City of Abbeville</u>	1
<u>Lafayette Transit System</u>	1
<u>LaDOTD</u>	1
<u>FHWA (non-voting)</u>	1

There is a total of 29 delegates. All members of the Policy Committee must meet the requirements established by 23 CFR 134(d) and 23 CFR 450.310(d)(3) to serve and have voting rights. Each appointing authority (the jurisdictions and agencies listed above) may appoint an alternate delegate to attend meetings and to cast votes in the absence of the primary delegate. All alternate members of the Policy Committee must meet the requirements established by 23 CFR 134(d) and 23 CFR 450.310(d)(3) to serve and have voting rights. All delegates will serve at the pleasure of the appointing authority.

All appointments must be made in writing (by email or regular mail) and shall include the email address, phone number, and mailing address of the delegate/s. Appointment notifications shall be sent to the Acadiana Planning Commission Chief Executive Officer, Sara Gary, at: [sgary@planacadiana.org](mailto:sgary@planacadiana.org) or

PO Box 3705  
Lafayette, LA 70502

Members of the Transportation Policy Committee are expected to regularly attend TPC meetings. The TPC may send a letter to the appointing authority requesting a new delegate if a primary delegate fails to attend three (3) or more regularly scheduled meetings during a calendar year, even if the alternate delegate attends in the primary delegate's stead.

### **C. Meetings:**

The Transportation Policy Committee shall establish a schedule of meetings for the calendar year at its first meeting of the year. Meetings will be conducted in accordance with Louisiana Open Meetings Law.

**D. Powers and Responsibilities:**

The Acadiana MPO Intergovernmental Agreement and federal law requires that a multi-modal transportation planning process be established and maintained, and that transportation planning in the urbanized area be successfully coordinated and integrated with other comprehensive planning activities at the state and local levels. Furthermore, the Intergovernmental Agreement requires the Transportation Policy Committee shall maintain the following:

- Unified Planning Work Program (UPWP)
- Transportation Improvement Program (TIP)
- Public Participation Plan (PPP)
- Transportation Programs and Projects Performance Measures (PM)
- Travel Demand Management Program (TDM)
- Congestion Management Program (CMP)
- Financially Constrained Transportation Plan (20-year horizon)
- 2040 Regional Transit Study
- 2040 Bikeway Plan
- 2040 Pedestrian Plan
- Acadiana Safe Streets for All Users Action Plan
- 2040 Freight Plan
- Coordinated Human Services Transportation Plan for the Acadiana Region

The TPC will also meet any other requirements for metropolitan planning as specified in Section 134 of Title 23 and Section 1607 of Title 49 of the United States Code and in the rules promulgated by the U.S. Department of Transportation or other federal and state agencies having authority over transportation planning activities.

The TPC shall consider and make decisions on those multi-modal transportation issues impacting the metropolitan planning area. In addition, the TPC shall have the authority to forward formal requests and recommendations to federal, state, and local governments involved in the planning and implementation of the metropolitan transportation system.

The TPC shall forward contracts related to the funding and conduct of transportation planning activities to Acadiana Planning Commission, Inc. acting as the fiduciary agent for the AMPO TPC.

## **PART II. FORMAL ACTIONS**

### **A. Quorum:**

A quorum (as established by Louisiana Open Meetings Law, La. R.S. 42:13) of the membership of the Transportation Policy Committee must be present for motions to be adopted. If a quorum is not obtained within 15 minutes after the scheduled meeting time, the chair may adjourn the meeting. In the event of a meeting of the TPC being adjourned for lack of a quorum, staff will select another meeting time and date.

### **B. Motions:**

Motions shall require a simple majority vote of the membership present in favor or in opposition to the motion for adoption.

### **C. Items**

Items for action shall be listed in the meeting agenda at least seven (7) calendar days prior to the meeting date.

However, in accordance with Louisiana Open Meetings Law, La. R.S. 42:19, upon unanimous approval of the members present, the TPC may take up a matter not on the agenda. Any such matter shall be identified in the motion with reasonable specificity, including the purpose for the addition to the agenda. Prior to any vote to take up a matter not on the agenda, there shall be an opportunity for public comment on any such motion.

### **D. Procedures:**

The Transportation Planning Process (see chart below) shall be followed for all formal actions of the MPO.

In the event that the TPC has a quorum but cannot reach consensus for or against a measure, that measure may be held over by the TPC until its next regularly scheduled meeting for reconsideration. TPC failure to achieve consensus on an item for reconsideration shall kill the item for further action for not less than six (6) months.

Consensus shall be a vote, affirmative or negative, with regard to any matter brought before the committee which passes by the necessary majority. A lack of consensus shall exist when there is either a deadlock in the voting or an inadequate vote to pass the matter as required by these rules.

The TPC will coordinate with the Acadiana Public Transit Human Services Coordinating Committee's actions and recommendations as they are made. As this committee makes recommendations and takes action infrequently, this will be on an as-needed basis as opposed to part of the bimonthly planning process.

### **PART III. BYLAWS**

#### **A. Voting:**

Each participating governmental jurisdiction is allotted a number of delegates based on population (as noted in Part I. B). Each delegate gets one (1) vote. Furthermore, each appointing authority may appoint both a primary and an alternate delegate. If the primary delegate is present, the primary delegate shall participate in any call for a vote. The alternate only casts a vote if the primary delegate is absent.

The FHWA representative is the only non-voting delegate.

A quorum of a simple majority of the total membership of the TPC (per Louisiana Open Meetings Law R.S. 42:13) shall be established for any actions to be taken by the committee. The usual method of voting will be by voice with the chair announcing the results, and, when requested by the Chair or any member of the committee, confirmed by a show of hands or a roll call vote. The "ayes" will be recorded first; the "nays" second. Members will remain with their hand up until the vote has been recorded.

Voting by proxy ballot is not allowed; TPC delegates may not appoint substitutes to vote in their place.

**B. Officers:**

The committee shall select, from its voting primary delegates, a chair and a vice-chair to serve for a one (1) year term. At the first meeting of each year, the Transportation Policy Committee shall elect a Chair and a Vice-Chair to direct and organize the business of the TPC during the year. Should the Chair resign or be unable to function, the Vice-Chair shall assume the responsibilities of the Chair. In that event, the TPC shall appoint a new Vice-Chair.

Furthermore, if the Chair is unable to attend a meeting, the Vice-Chair shall preside. In the absence of both the Chair and Vice-Chair, the TPC shall appoint a member to serve as Interim Chair by acclamation.

**C. Sub Committees:**

The Chair may appoint temporary or permanent sub committees or dissolve such committees, as the sitting Chair deems appropriate.

**D. Membership Review:**

A jurisdiction (or other public entity) may request membership in the MPO by submitting a letter of intent to the TPC no later than the 1st of May each year to accommodate the budget cycle of the Acadiana Planning Commission and amendments to the MPO Intergovernmental Agreement. Notification of changes to membership and/or appointments will be submitted in writing.

**E. Meeting Agenda:**

The meeting agenda will be distributed to the committee members at least six (6) calendar days prior to a regularly scheduled meeting

A public notice agenda, with meeting time, date and location will be posted on the Acadiana Planning Commission's website and at the Rosa Parks Transportation Center, 101 E. Jefferson Street, Lafayette, LA unless and until changed by the TPC. All meeting notices will be in accordance with Louisiana Open Meetings Law (La. R.S. 42:19).

**F. Action Summary:**

An Action Summary shall be recorded for all meetings. The Action Summary shall be included in the next regularly scheduled meeting notice sent to the delegates. It will also be posted to the AMPO website.

The Action Summary shall include all official actions of the TPC, the names of those members making motions, and the final vote results. Formal written minutes of the committee meetings shall not be required; however, recordings of the meetings shall be kept in addition to the adopted written Action Summaries. Attendance records shall also be maintained.

**G. Administrative and Staff Funding:**

Funding for administration of the Transportation Policy Committee will be made available from membership contributions and from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and other funds.

**H. Amendments:**

Amendments or supplements to these Rules of Policy and Procedure, except for those items regulated by federal law, state law, or the Intergovernmental Agreement, may be initiated and adopted by the Transportation Policy Committee.

**I. Parliamentary Rules:**

The latest edition of Robert's Rules of Order is hereby designated as the official manual of the Committee. In the event of a conflict between Robert's Rules of Order and these Rules of Policy and Procedure, these Rules shall prevail.

**J. Ethics:**

Each member of the Committee shall abide by the State of Louisiana Code of Governmental Ethics, Title 42, and Chapter 15. All members who are not elected officials must file Tier 2.1 Financial Disclosure with the Louisiana Board of Ethics: <https://ethics.la.gov/PersonalFinancialHome.aspx>

# ACADIANA MPO TRANSPORTATION PLANNING PROCESS

