



## **BYLAWS OF THE BLACK HAWK COUNTY METROPOLITAN AREA TRANSPORTATION POLICY BOARD**

BE IT ORDAINED BY A MAJORITY VOTE OF ALL MEMBERS OF THE BLACK HAWK COUNTY METROPOLITAN AREA TRANSPORTATION POLICY BOARD REPEALING: THOSE BYLAWS PREVIOUSLY ADOPTED ON THE 10<sup>TH</sup> DAY OF JUNE, 2004 BY THE BLACK HAWK COUNTY METROPOLITAN AREA TRANSPORTATION POLICY BOARD, INCLUDING ALL AMENDMENTS THERETO; AND

ENACTING THE FOLLOWING NEW BYLAWS IN LIEU THEREOF AS THE BYLAWS OF THE BLACK HAWK COUNTY METROPOLITAN AREA TRANSPORTATION POLICY BOARD, FOR THE PURPOSE OF ENSURING THE SHARED AUTHORITY AND DUTY TO PREPARE AND ADOPT COMPREHENSIVE TRANSPORTATION STUDIES AND PLANS TO GUIDE THE UNIFIED DEVELOPMENT OF THE BLACK HAWK COUNTY METROPOLITAN AREA; AND TO PROMOTE THE GENERAL WELFARE, SAFETY, AND PROSPERITY OF ITS PEOPLE IN AN ECONOMIC AND EFFICIENT MANNER, HERBY PASSED AND ADOPTED ON THIS 9<sup>th</sup> DAY OF MARCH, 2023.

## **ARTICLE 1 – POLICY BOARD**

**SECTION 1 – NAME:** The name of this Board shall be the *Black Hawk County Metropolitan Area Transportation Policy Board* (hereinafter “*Policy Board*”).

**SECTION 2 – PURPOSE:** The Policy Board has been designated by the Governor of Iowa as the official Metropolitan Planning Organization (MPO) for the Black Hawk County Metropolitan Area. The Policy Board shall have the authority and duty to prepare and adopt comprehensive transportation studies and plans to guide the unified development of the Black Hawk County Metropolitan Planning Area; and to promote the general welfare, safety, and prosperity of its people in an economic and efficient manner.

### **SECTION 3 – DUTIES:**

1. The Policy Board shall serve as the forum for cooperative decision-making regarding transportation-related issues in the MPO area. The Policy Board shall have the authority to make policy decisions and shall examine transportation projects to provide for the adequate, safe, and efficient movement of persons and goods in the urban area.
2. The duties of the Policy Board shall include, but not be limited to, reviewing and approving MPO plans, programs, and studies; ensuring that transportation plans and programs are current and responsive to applicable laws, rules, and regulations; reviewing and approving transportation improvement projects recommended in the planning process; and providing a liaison between the planning process and the appropriate governmental units as well as the public.
3. All matters requiring action by the Policy Board shall be submitted to the appropriate committee for their review and recommendation. The Policy Board shall give due consideration to the committee’s recommendation in the disposition of their duties.
4. The Policy Board shall adopt a four-year *Transportation Improvement Program* (TIP) annually. The document shall identify all transportation projects in the MPO area anticipated to receive federal aid within a period of four federal fiscal years. The document shall also include a certification of the MPO Planning Process. The Policy Board shall review and approve the programming of all federal-aid and federal-aid swap funds to eligible projects within the TIP.
5. The Policy Board shall adopt a *Long-Range Transportation Plan* (LRTP) every five years. The document shall have a minimum 20-year planning horizon. The LRTP shall review the current condition and future needs of the transportation system including highway, transit, bicycle, pedestrian, air, and rail modes, and assess their adequacy for the existing and future population and economy.
6. The Policy Board shall adopt a *Passenger Transportation Plan* (PTP) every five years. The document shall provide coordination between passenger transportation providers and human service agencies and recommend projects to improve passenger transportation.
7. The Policy Board shall adopt a *Public Participation Plan* (PPP) every five years. The document shall outline ways public involvement will be incorporated into activities for the MPO.
8. The Policy Board shall adopt a *Transportation Planning Work Program* (TPWP) annually. The document shall detail the transportation-related activities and projects that are anticipated to occur in the MPO in the upcoming state fiscal year and provide a proposed budget for implementation.

#### SECTION 4 – MEMBERSHIP:

1. Policy Board voting members shall include the **mayor of each city** listed in Subsection 2, a **member of the Black Hawk County Board of Supervisors**, and the **chairperson** of the Metropolitan Transit Authority (MET Transit) Board and Waterloo Regional Airport Board. In January of each year, INRCOG staff shall contact Policy Board voting members to obtain in writing the name of up to **two (2) designated voting alternates**. The designated voting alternates must be appointed by the voting members' board or council by formal resolution and shall be an elected official, board member, or employee of the respective jurisdiction. A copy of the resolution naming designates shall be provided to INRCOG. Only designated alternates may vote in the absence of their respective regular voting member, and they shall have the same authority as any regular voting members. Alternates shall serve for a one (1) year term and may be redesignated.

#### 2. Policy Board Members

Policy Board Members (1 vote per member)	Non-Voting Members
Mayor of Cedar Falls	INRCOG
Mayor of Elk Run Heights	Iowa Department of Transportation (DOT)
Mayor of Evansdale	Federal Highway Administration (FHWA)
Mayor of Gilbertville	Federal Transit Administration (FTA)
Mayor of Hudson	
Mayor of Raymond	
Mayor of Waterloo	
Black Hawk County Board of Supervisors	
MET Transit Board Member	
Waterloo Regional Airport Board Member	

**SECTION 5 – VOTING:** Each Policy Board member shall have one (1) vote. In the absence of the representative voting member for the Policy Board, their primary designated alternate shall have voting power, followed by their secondary designated alternate. If both designated alternates are present, the primary designated alternate shall have voting power. Proxy votes, which refer to a ballot cast by a person who cannot attend a meeting, shall not be accepted.

**SECTION 6 – VACANCY:** Any vacancy in the designated voting alternates shall be filled by the Policy Board voting member by the next regularly scheduled meeting.

**SECTION 7 – STAFF:** INRCOG shall provide staff and technical support for the MPO. INRCOG staff shall be responsible for carrying out the transportation planning responsibilities for the Policy Board and each committee in conjunction with its partners.

## **ARTICLE 2 – COMMITTEES**

**SECTION 1 – NAME:** The standing committees of the Black Hawk County Metropolitan Area Policy Board shall be the Transportation Technical Committee (TTC) and the Bicycle and Pedestrian Advisory Committee (BPAC).

### **SECTION 2 – PURPOSE:**

1. The TTC shall serve as the advisory body to the Policy Board on technical matters pertaining to the development of transportation planning documents and comprehensive long- and short-range transportation planning. This planning process shall lead to the development, maintenance, and operation of an integrated system that considers all modes of transportation for the safe and efficient movement of people and goods. The TTC shall also undertake other duties that may be requested by the Policy Board.
2. The BPAC shall be directly responsible to the Policy Board to provide guidance and strategies on the planning and implementation of transportation projects related to bicycle and pedestrian travel.

### **SECTION 2 – DUTIES:**

1. The TTC shall provide technical assistance in the development and maintenance of the TIP, LRTP, PTP, PPP, TPWP, and other MPO plans and programs required by federal rules and regulations. The TTC shall make recommendations to the Policy Board on these plans and programs.
2. The TTC shall review transportation studies within the MPO and make recommendations to the Policy Board.
3. The TTC shall appoint subcommittees with specific duties as necessary for the conduct of the transportation planning process.
4. The TTC shall review the annual project submittals for the Surface Transportation Block Grant (STBG) Program and submit a recommendation of projects to be programmed to the Policy Board.
5. The TTC shall review the annual project submittals for the Carbon Reduction Program and submit a recommendation of projects to be programmed to the Policy Board.
6. The BPAC shall review the annual project rankings for the Transportation Alternatives Program (TAP) and submit a recommendation of projects to be programmed to the Policy Board.
7. The BPAC shall provide technical assistance in the development of the MPO Bikeway Plan as part of the LRTP.
8. The BPAC shall provide technical assistance in the development of the MPO Pedestrian Master Plan.

### SECTION 3 – MEMBERSHIP:

1. TTC voting members shall include a representative from each jurisdiction and organization listed in Subsection 2. In January of each year, INRCOG staff shall contact the Policy Board voting member to obtain in writing the name of the **TTC voting member** and up to **two (2) designated voting alternates**. The TTC voting member and designated voting alternates shall not be a Policy Board member nor their designees.

2. Transportation Technical Committee Members

TTC Members (1 vote per member)	Non-Voting Members
City of Cedar Falls	INRCOG
City of Elk Run Heights	Iowa Department of Transportation (DOT)
City of Evansdale	Federal Highway Administration (FHWA)
City of Gilbertville	Federal Transit Administration (FTA)
City of Hudson	
City of Raymond	
City of Waterloo	
Black Hawk County	
MET Transit	
Waterloo Regional Airport	

3. BPAC voting members shall include a representative from each jurisdiction and organization listed in Subsection 4. In January of each year, INRCOG staff shall contact each member to obtain in writing the name of the **BPAC voting member** and up to **two (2) designated voting alternates**.

4. Bicycle and Pedestrian Advisory Committee Members

BPAC Members (1 vote per member)	Non-Voting Members
City of Cedar Falls	INRCOG
City of Elk Run Heights	Iowa Department of Transportation (DOT)
City of Evansdale	Federal Highway Administration (FHWA)
City of Gilbertville	Federal Transit Administration (FTA)
City of Hudson	
City of Raymond	
City of Waterloo	
Black Hawk County	
MET Transit	
George Wyth State Park	

### SECTION 4 – VOTING:

1. Each TTC member shall have one (1) vote. In the absence of the representative voting member for the TTC, their primary designated alternate shall have voting power, followed by their secondary designated alternate. If both designated alternates are present, the primary designated alternate shall have voting power. Proxy votes, which refer to a ballot cast by a person who cannot attend a meeting, shall not be accepted.
2. Each BPAC member shall have one (1) vote. In the absence of the representative voting member for the BPAC, their primary designated alternate shall have voting power, followed by their secondary designated alternate. If both designated alternates are present, the primary designated alternate shall

have voting power. Proxy votes, which refer to a ballot cast by a person who cannot attend a meeting, shall not be accepted.

### **ARTICLE 3 – OFFICERS**

**SECTION 1 – PURPOSE:** Officers shall call meetings to order, facilitate meetings, record meetings, maintain order, ensure fairness and impartiality, and protect the rights of all members.

#### **SECTION 2 – DUTIES:**

1. The Policy Board and all standing committees shall have their own officers. The officers of the Policy Board and standing committees shall be Chairperson, Vice-Chairperson, and Recording Secretary. The Recording Secretary shall be an INRCOG staff member and shall keep a full record of the meeting proceedings.
2. The Chairperson shall preside at all meetings and call special meetings. The Vice-Chairperson shall perform the duties of the Chairperson in their absence or inability to act.
3. The presiding officer shall not make a motion. The presiding officer may make a second, vote, and participate in discussion. The presiding officer shall act as arbiter of any disputes on points of order.

**SECTION 3 – ELECTION/APPOINTMENT:** The Chairperson and Vice-Chairperson of the Policy Board and standing committees shall be elected from their respective membership for a one (1) year term or until their successors are elected and shall be eligible for reelection. Elections for Chairperson and Vice-Chairperson shall take place at the last meeting held in the calendar year. The Recording Secretary shall be appointed by INRCOG staff.

**SECTION 4 – ABSENCE:** In the absence of the Chairperson and Vice-Chairperson, and if a quorum is present, the Policy Board and standing committees shall call a meeting to order and conduct an election for a Chairperson Pro Tem which shall serve for that meeting only. The Chairperson Pro Tem shall be elected from the respective voting members or their designees.

#### **SECTION 5 – RESIGNATION/VACANCY:**

1. An Elected Officer may resign their position without prejudice by submitting a written letter of resignation to the Policy Board with an effective date. An Elected Officer who resigns their MPO position shall continue to serve on the Policy Board or standing committee as a voting member.
2. Any vacancy for the Chairperson and Vice-Chairperson shall be filled by election by a majority vote of the members in attendance at the next regularly scheduled meeting. The officer so elected shall serve until the next regular election of officers.

## **ARTICLE 4 – MEETINGS**

**SECTION 1:** The Policy Board shall hold at least four (4) regular meetings in each calendar year.

**SECTION 2:** The TTC shall hold meetings as needed. A meeting shall be held for a work session to rank Surface Transportation Block Grant (STBG) projects and submit a recommendation of projects to be programmed to the Policy Board.

**SECTION 3:** The BPAC shall hold meetings as needed. A meeting shall be held for a work session to review the annual project rankings for the Transportation Alternatives Program (TAP) and submit a recommendation of projects to be programmed to the Policy Board.

**SECTION 4:** The Recording Secretary for the Policy Board, TTC, and BPAC shall deliver written notice of each regular meeting to each member at least seven (7) calendar days prior to such meeting.

**SECTION 5:** Special meetings of the Policy Board may be called by the Chair, or upon a written request to the Chair, and signed by a majority of Policy Board members, specifying the day, hour, and subject of the requested special meeting. At least 48 hours' notice shall be given for a special meeting.

**SECTION 6:** In all matters not otherwise provided for by statute or these Bylaws, the most recent edition of *Robert's Rules of Order*, as interpreted by the presiding officer, shall govern the conduct and procedures of meetings of the Policy Board and all committees.

**SECTION 7:** All Policy Board and committee meetings shall be conducted in accordance with the provisions of the *Iowa Open Meetings Law* (Iowa Code, as may be amended). Notice of all Policy Board and committee meetings shall be posted and sent to the local news media, member governments and organizations, and interested parties requesting such notice. Meeting minutes shall be kept for all Policy Board and committee meetings.

**SECTION 8:** Any Policy Board, TTC, or BPAC member can suggest items for meetings to the Chair or INRCOG staff for incorporation into the formal agenda.

**SECTION 9:** The Recording Secretary shall determine whether a quorum exists. The Recording Secretary shall inform the presiding officer. The Recording Secretary shall enter in the meeting minutes the names of representatives present and absent.

**SECTION 10:** The presiding officer, recognizing a quorum, shall call the meeting to order at the appointed time.

**SECTION 11:** Ordinary conduct of MPO business shall be determined by majority vote of those representatives present and eligible to vote.

**SECTION 12:** In the normal conduct of business, an item shall be voted upon by voice vote, with nay votes and abstentions being recorded by name.

**SECTION 13:** INRCOG staff shall be responsible for keeping a record of MPO meeting agendas, minutes, resolutions, and documents.

**SECTION 14:** Voting during a meeting shall not conflict with the codes and regulations of the entity that is represented by the Policy Board or committee. Policy Board and committee members may vote on action items remotely either by voice or through means allowed by Iowa Code.

## ARTICLE 5 – QUORUM

**SECTION 1:** At any meeting of the Policy Board, a quorum shall consist of fifty (50) percent of the total Policy Board voting membership (5 members).

**SECTION 2:** At any meeting of the Transportation Technical Committee, a quorum shall consist of fifty (50) percent of the total TTC voting membership (5 members).

**SECTION 3:** At any meeting of the Bicycle and Pedestrian Advisory Committee, a quorum shall consist of fifty (50) percent of the total BPAC voting membership (5 members).

**SECTION 4:** A simple majority of the voting members in attendance shall be required for approval of actions by the Policy Board, Transportation Technical Committee, and Bicycle Pedestrian Advisory Committee.

**SECTION 5:** For the purposes of quorum requirements defined in these bylaws, presence at a meeting via electronic means in accordance with the Iowa Code, as may be amended, shall be equivalent to being present in-person at said meeting. All related powers and duties shall then apply.

## ARTICLE 6 – AMENDMENT TO BYLAWS

**SECTION 1:** A majority vote of all voting members of the Policy Board (6 Policy Board members) shall be required to amend these Bylaws.

**SECTION 2:** The proposed amendment shall be delivered to each Policy Board member at least seven (7) calendar days prior to a regular Policy Board meeting. At this meeting, the proposed amendment will be reviewed and discussed.

**SECTION 3:** The proposed amendment may be acted upon at the next regular Policy Board meeting following the date of review and discussion.

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The Bylaws of the Black Hawk County Metropolitan Area Transportation Policy Board are hereby passed and adopted this 9<sup>th</sup> day of March, 2023.

  
Mayor DeAnne Kobliska, Chair

ATTEST:

  
Recording Secretary