

**BYLAWS  
REGIONAL TRANSPORTATION PLANNING COMMITTEE  
OF THE  
BRAZOS VALLEY COUNCIL OF GOVERNMENTS**

**ARTICLE I**

REGIONAL TRANSPORTATION PLANNING COMMITTEE

Section 1:

The name of this organization shall be the **REGIONAL TRANSPORTATION PLANNING COMMITTEE** (hereinafter referred to as the “*Committee*”) of the Brazos Valley Council of Governments (BVCOG).

Section 2:

This *Committee* shall implement its objectives and purposes in the counties of Brazos, Burleson, Grimes, Leon, Madison, Robertson, and Washington, and other such counties, which may be designated as a part of the Brazos Valley Council of Governments.

Section 3:

Together with the Board of Directors of the Brazos Valley Council of Governments, the *Committee* comprises the Regional Planning Organization of the Brazos Valley Council of Governments’ region.

Section 4:

The street address of the office of this *Committee* shall be the same as that of the Brazos Valley Council of Governments.

**ARTICLE II**

AUTHORITY

The creation of this *Committee* is authorized by the Brazos Valley Council of Governments; and is a necessary advisory committee to the Regional Planning Organization established by the Brazos Valley Council of Governments’ Board of Directors.

### **ARTICLE III**

#### OBJECTIVES AND PURPOSE

The purpose and responsibilities of this *Committee* shall include, but not limited to the following:

- A. Review and conduct coordinated, comprehensive and continuing transportation planning in similar fashion as outlined in the Intermodal Surface Transportation Efficiency Act, as amended, in the BVCOG region. These planning activities generally consist of the following:
  - Monitoring existing conditions;
  - Using forecasted future population and employment growth, assess projected land uses in the region and identify major growth corridors;
  - Identifying current and projected future transportation problems and needs and analyzing, through detailed planning studies, various transportation improvement strategies to address those needs;
  - Developing long-range plans and short-range programs of alternative capital improvement and operational strategies for moving people and goods;
  - Estimating the impact of recommended future improvements to the transportation system on environmental features, while regarding air quality; and
  - Developing a financial plan for securing sufficient revenues to cover the costs of implementing strategies.
- B. Work as directed by BVCOG board of directors.
- C. Review projects submitted by jurisdictions in the Brazos Valley Region for compatibility with regional plans.
- D. Identify additional funding opportunities for local government transportation initiatives.
- E. Identify opportunities for sharing training activities and/or bringing resources of the region together for a common goal.

### **ARTICLE IV**

#### MEMBERSHIP

Section 1:

Membership of this *Committee* shall consist of representation from each county within the region.

Section 2:

The membership of the *Committee* shall generally be composed of, but not limited to, representatives from planning, engineering, public works, administration, public and

private transportation providers, and health and human service type organizations, as well as elected officials from the seven county region.

Section 3:

**Committee members** will consist of ex-officio and four representatives from each county which shall be appointed by the Commissioner's Courts of Brazos, Burleson, Grimes, Leon, Madison, Robertson, Washington and other such counties, which may be designated as a part of the Brazos Valley Council of Governments.

Section 4:

**Committee members** shall be approved by the BVCOG Board of Directors annually by August 1st. A **Committee member** shall be able to succeed himself, subject to re-appointment by the Board of Directors.

Section 5:

Resignation from this **Committee** shall be by letter to the **Brazos Valley Council of Governments**.

Section 6:

A member who is unable to participate in at least 50% of **Committee business** during a fiscal year shall tender his/her resignation.

Section 7:

A voting **Committee member** may cast only a singular vote. A **voting Committee member** can not vote if he or she: 1) is employed by the applicant agency and works for the unit or division that would administer any grant awarded to the **Committee**, 2) serves on any board that oversees the unit or division that would administer the grant, if awarded, 3) owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant, 4) receives any funds from the applicant as a result of the grant, or 5) uses or receives a substantial amount of tangible goods, services, or funds from the applicant.

Section 8:

Professional staff members of the Brazos Valley Council of Governments assigned to this **Committee** shall be non-voting, ex-officio members.

Section 9:

The following are considered ex-officio members of the **Committee**: the Texas Department of Transportation, Texas Transportation Institute, Bryan/College Station Metropolitan Planning Organization, The District, Brazos Valley Workforce Board, Mental Health and Mental Retardation, Community Action Agency, United Way of the Brazos Valley, Brazos Valley Center for Independent Living and Texas A&M University and may participate in voting. Only one vote per agency. Additional agencies may be added to the list at any time if approved by the BVCOG Board of Directors upon recommendation by the **Committee**.

**ARTICLE V**

**OFFICERS**

Section 1:

- A. Officers of the **Committee** shall consist of a Chairperson and a Vice-Chairperson.
- B. The Chairperson and Vice-Chairperson must be members of the **Committee** at the time of election unless directly appointed to the position by the BVCOG Board of Directors. Ex-officio members are not eligible for the position of Chairperson or Vice-Chairperson.
- C. The term for the Chairperson and Vice-Chairperson shall be one year. When a new Vice-Chairperson is elected, he/she shall be from a different county than the previous Chairperson.
- D. The Vice-Chairperson and Chairperson (if required) of this **Committee** shall be elected annually at the first meeting occurring after October 1 of each year by a majority vote of the **Committee** present at that meeting in accordance with Article IX of these bylaws, ratified by the Board of Directors of the Brazos Valley Council of Governments and shall serve at the pleasure of the Board of Directors.
- E. The Vice-Chairperson will become the Chairperson at the end of his/her term or in the event that the Chairperson is unable to complete their term in office (unless the Vice-Chairperson is not reappointed to the **Committee** or decides not to take the position).
- F. Resignation by the Chairperson shall be communicated to the Chairperson of the Board of Directors and also to the BVCOG Executive Director. In the event that the Chair is unable to fulfill their term in office, the Vice Chair will assume the position of Chair as set forth in Article V, Section E. For an unexpired term of

the Vice Chair a majority vote of the **Committee** is required to elect a replacement for the remainder of the term.

Section 2:

- A. The Chairperson shall preside at all meetings of this **Committee** and shall perform such other duties as may be assigned by this **Committee**. The Chairperson shall have power to appoint such subcommittees, as he or she deems necessary to achieve the objectives of this **Committee**.
- B. In the absence of the Chairperson, the Vice-Chairperson shall be the presiding officer. If the Chairperson and the Vice Chairperson are absent, **Committee members** present shall elect a temporary presiding officer to serve during the meeting.
- C. The Executive Director, Brazos Valley Council of Governments, shall assign and designate staff to support the **Committee**, record proceedings of the meetings and to prepare official minutes of the **Committee** meetings.

## ARTICLE VI

### SPECIAL SUB-COMMITTEES

Section 1:

The **Committee** may create subcommittees for special purposes.

Section 2:

The Chairperson of the **Committee** shall appoint, with approval of the **Committee**, the Chairperson and members of subcommittees.

Section 3:

Subcommittees may request to dissolve on completion of their report to the **Committee**. The **Committee** shall vote to dissolve a subcommittee if no longer needed.

## **ARTICLE VII**

### MEETINGS AND COMMUNICATIONS

#### Section 1:

This *Committee* shall meet, by call of the Chairperson, Brazos Valley Council of Governments, staff, or by call of a majority of the members of this *Committee*.

#### Section 2:

Meetings shall be held quarterly and as needed in a calendar year within the region served by the Brazos Valley Council of Governments.

#### Section 3:

Written notices of time, place, tentative agenda, and all other documentation that will require *Committee* approval shall be emailed or mailed to each *Committee member* no later than five business days prior to the date of the meeting. *Committee meetings* will be held in compliance with the Texas Open Meetings Act.

#### Section 4:

Emergency meetings to address matters of an urgent nature may be called provided that an attempt is made to contact each member by telephone, confirmed by email or by personal contact and provided said meetings are held in compliance with the Texas Open Meetings Act.

#### Section 5:

All meetings shall be open to the public except for executive sessions, which may be held for reasons outlined in law. No action shall be taken in executive session. No action shall become effective unless the Committee convenes in an open meeting and takes a vote on the motion.

## **ARTICLE VIII**

### STAFF

The Executive Director of the Brazos Valley Council of Governments shall designate staff to service this *Committee* and its activities.

**ARTICLE IX**

QUORUM

One appointed member from at least four of the counties in the *Committee* must be present at a meeting to constitute a quorum. Any action taken by this *Committee* may be by a simple majority vote of this *Committee* with a quorum present.

**ARTICLE X**

RULES FOR PROCEDURE/STATUTORY REQUIREMENTS

Section 1:

Robert's Rules of Order shall govern on all matters of parliamentary procedure.

Section 2:

This *Committee* shall be subject to any rules, regulations, acts or mandates placed on the Brazos Valley Council of Governments by local, state, or federal governments or funding agencies.

**ARTICLE XI**

AMENDMENTS TO BYLAWS

These Bylaws may be amended by a simple majority vote of the Brazos Valley Council of Governments' Board of Directors with a quorum present. This Committee may make recommendations for amendments to the Board of Directors of the Brazos Valley Council of Governments.

**ARTICLE XII**

CONFLICT OF INTEREST

Members of this *Committee* shall not use their position on this *Committee* for a purpose that is or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

**CERTIFICATION**

These Bylaws of the Regional Transportation Planning Committee of the Brazos Valley Council of Governments' Regional Planning Organization are hereby recommended for approval by the Board of Directors of the Brazos Valley Council of Governments on this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Chairperson of the Committee

These Bylaws of the Regional Transportation Planning Committee are hereby duly adopted by the Board of Directors of the Brazos Valley Council of Government on this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Chairperson of the Board

\_\_\_\_\_  
Board Secretary